Blackboard
Adding a File

You can use Blackboard to virtually distribute files for your students to reference throughout the semester. Files can be uploaded to different content areas within your course. Files can also be organized within specific content areas using folders.

Adding a file to your course

1. Navigate to https://blackboard.towson.edu/.

2. Enter the course you'd like to add a file to.

3. Enter the content area where you'd like your file to appear. (Ex. Content)
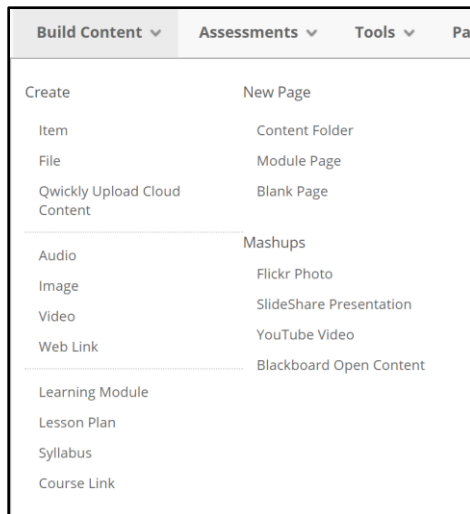
4. Select Build Content.

Figure 1

Just 1 file...

1. Select Item, in the Build Content Menu.

2. Give your item a Name (ex. Syllabus, rubric, reading 1, etc.)

3. Select a local file by clicking Browse My Computer or one from within Course Files by clicking Browse Course.

4. Determine which Standard Options you would like to enable.

> Permit Users to View this Content: This will allow your students to view the file you are uploading to your course. Selecting yes will allow students to view the item immediately; if you select no, you will need to edit the item in the future to allow students to view it.
> Track Number of Views: This will allow you to view the total number of times users in the course have viewed this file. Please note that this will not track how many times each user views the document, but the overall number of views it has had.
> Select Date and Time Restrictions: This will allow students in your course to be able to view the file for a limited date and time period.

5. Submit.

Files within a new item or multiple files in one place...

1. Select Item, in the Build Content Menu.

2. Give your Item a Name.

3. Under Attachments, upload a local file by clicking Browse My Computer or one from within Course Files by clicking Browse Content Collection. You can also drag files from your computer to the Attach Files area.

4. Click Submit

Figure 2

Add Files to an existing item...

1. Locate the item you want to add files to.

2. Select the down arrow to the right of the Item Name.

3. Select Edit.

4. Under Attachments, upload a local file by clicking Browse My Computer or one from within Course Files by clicking Browse Content Collection. You can also drag files from your computer to the Attach Files area.

5. Submit.

Adding Text only...

You can add text only to an Item. While we do not recommend copying and pasting your entire syllabus into the text editor box, you can certainly create an Item without an attached file. (I.e. using the text box to post updated office hours)

Please Note: In every text box, there is a help icon "i". Clicking this will provide information on what each icon does, including the math editor.

Adding a Folder...

Folders are helpful for organizing your files.

1. Select Content Folder, which is beneath the New Page sub-header of the Build Content Menu.

2. Give your folder a Name (ex. Week 1 readings, Assignment files, etc.)

3. Submit.