

Add / Modify Course Content in Blackboard

To add content to your site, click on the Control Panel link under the menu on the left of your screen. Then follow steps below.

1. Select a Content Area in the Course Control Panel.
2. Click on any of the icons in the toolbar across the top to add an item, or click the Modify button beside an existing item.
3. Select a name that describes your content, or enter a customized name.
4. Click Pick to select a color other than black for the item name.
5. Enter text in the field by typing in the box or copying and pasting text from another source. This is a description for the document you are uploading.
6. Click Browse to find the file to upload.
7. Special Action:
 - a. "Create a link to this file" will place a link below the document title.
 - b. "Display media file within the page" will embed the file on the page.
 - c. "Unpackage this file" is used with zipped files like uploaded PowerPoint presentations to unzip and display them.
8. Click the Submit button at the bottom of the page.
9. If the item shows as not yet available, click the Modify button for that item, take the checkmark out of "Display after" under Date Restrictions, and click Submit.

If you have a text document to upload, save it as .rtf (rich text format) so it can be read by most word processors. If you are posting an audio file, it should be no more than one megabyte (over a 56k modem, a 1 Mb MP3 file will take 4 minutes to download).