

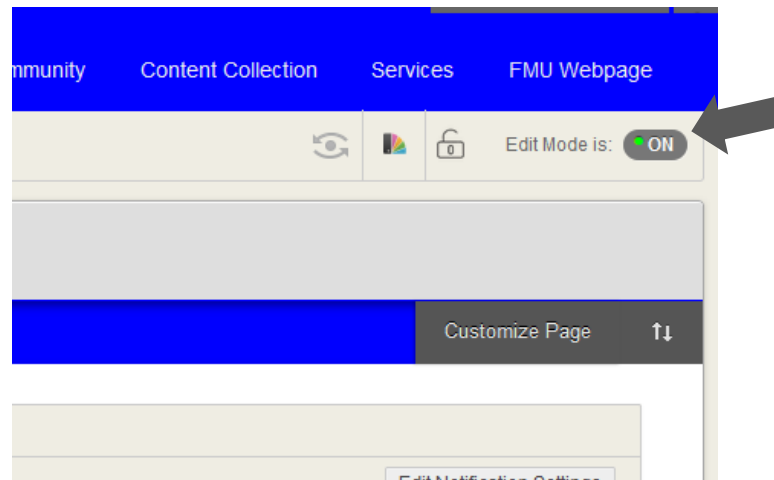


FRANCIS MARION UNIVERSITY BLACKBOARD TRAINING ESSENTIALS

Upload Course Content

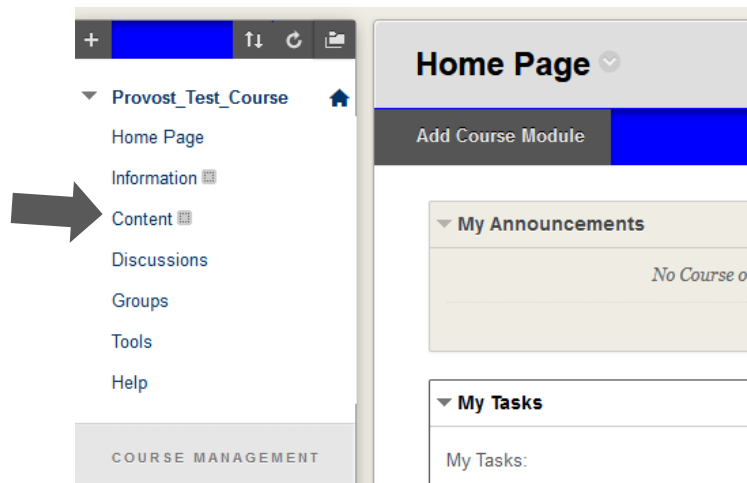
Step 1

Make sure that Edit Mode is “On” as shown below.



Step 2

Select the “Content” folder.





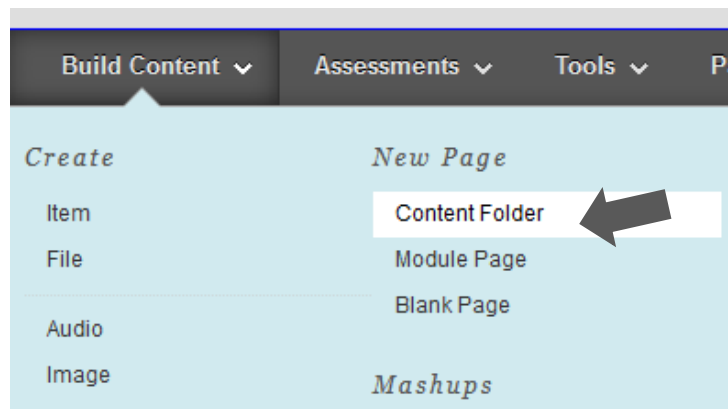
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Step 3

Hover over the “Build Content” menu item and a number of options will appear. If you want to organize weekly content into folders, please follow steps 4-7. If you do not wish to use folders, you can skip to step 8.

Step 4

Select “Content Folder” from the dropdown menu.



Step 5

Give the folder a name. Many instructors like to organize by week. In our example below, we have given the folder a name of Week 1.

CONTENT FOLDER INFORMATION

* Name

Color of Name Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Step 6

You will want to make sure that the option “Permit Users to View This Content” is marked Yes. If you want to restrict the view so that students can only see content between certain dates you can do so with the options shown below.

STANDARD OPTIONS

Permit Users to View this Content	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track Number of Views	<input type="radio"/> Yes <input checked="" type="radio"/> No
Select Date and Time Restrictions	<input type="checkbox"/> Display After <input type="text"/> <input type="text"/> <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i>
	<input type="checkbox"/> Display Until <input type="text"/> <input type="text"/> <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i>

Step 7

Click the “Submit” button. You now have a new folder. In the example below, you can see that we have created several folders for our course.

The screenshot shows the Blackboard interface for a course. At the top, there is a header bar with the word "Content" and a dropdown arrow. Below this is a navigation bar with four tabs: "Build Content", "Assessments", "Tools", and "Partner Content", each with a dropdown arrow. The "Build Content" tab is active. Below the navigation bar, there is a list of content items. The first item is a document icon labeled "UNIV 100 Syllabus". Below it, it says "Attached Files:" followed by a green refresh icon, a document icon, "UNIV 100 Syllabus.docx", a dropdown arrow, an upload icon, and "(11.015 KB)". Below this, there are two folder icons labeled "Week 1" and "Week 2".

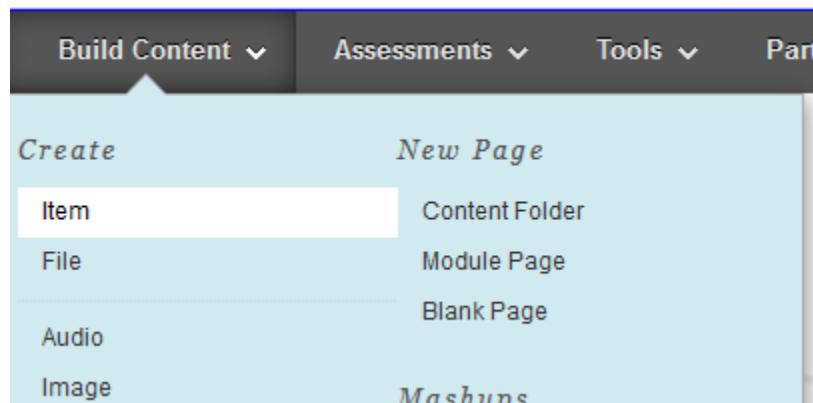


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To upload course content (PDFs, PowerPoints, etc.) follow the guidelines below.

Step 8

Select “Item” from the “Build Content” dropdown menu.



Step 9

Name your content and attach the file by browsing your computer for the content you wish to upload.

Name

Color of Name Black

Text

ATTACHMENTS

You can drag files from your computer to the Attach Files area or

STANDARD OPTIONS



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Step 10

You will want to make sure that the option “Permit Users to View This Content” is marked Yes. If you want to restrict the view so that students can only see content between certain dates you can do so with the options shown below.

Step 11

Click the “Submit” button. In the example below, I have uploaded a PowerPoint and a pdf document for my students to view.

The screenshot shows the Blackboard interface for a course section titled "Week 1". At the top, there is a navigation bar with the following menu items: "Build Content", "Assessments", "Tools", and "Partner Content". Below the navigation bar, there are two content items listed:

- Week 1 PowerPoint**: Attached Files: Week 1 PowerPoint.pptx (345.263 KB)
- Week 1 Handout**: Attached Files: Week 1 Handouts.pdf (567.043 KB)

Note

Other content types that are often uploaded include links to videos and articles. To upload a link, you should select “Web Link” from the list of options under the “Build Content” menu item. Give it a name, paste the URL, and hit “Submit” at the bottom of the page.

For more tutorials and tips, please visit our [Continuity of Instruction](#) page.