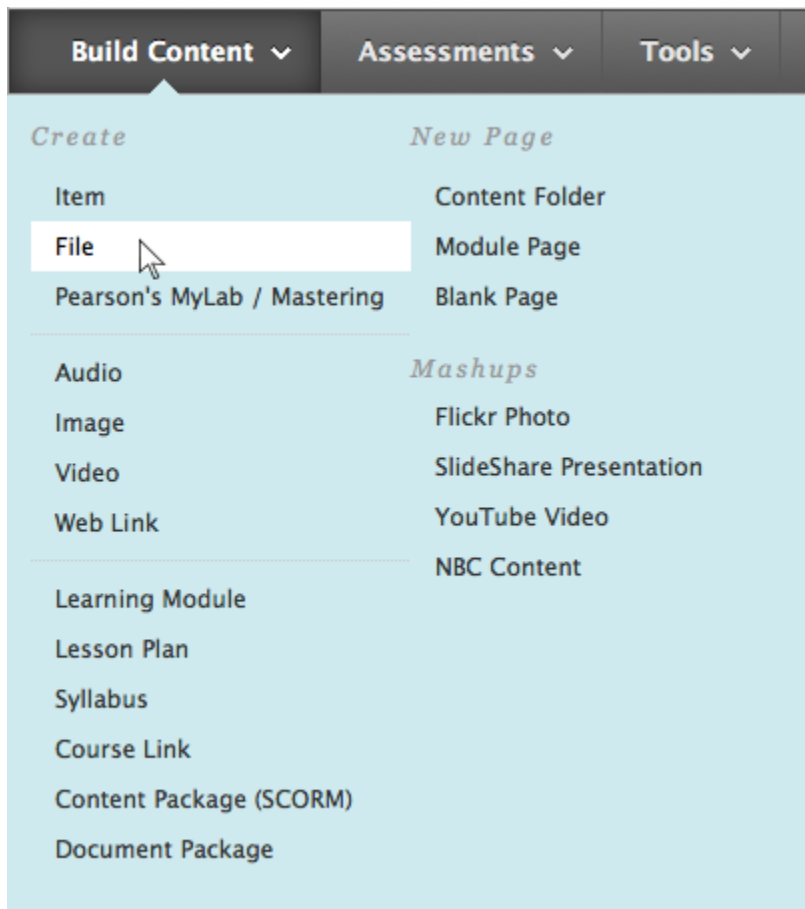


## Adding a File into the Content Area in Blackboard 9.1

Make sure the Edit Mode is ON

Edit Mode is:  ON

1. Within any content area click on **Build Content** and select **File**



2. In the resulting window **Select File**, there are two options either **Browse My Computer** or **Browse Content Collection**. Once you have selected the file give it a **Name** (more of a title really – this does not rename the file name). **Open in New Window** selects whether or not the file loads within the Blackboard window or opens in a new window. *Note: this may change depending on the web browser*

## Adding a File into the Content Area in Blackboard 9.1

the student uses, for instance some may only prompt them to save or open the file.

### 1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection** and choose a Color for the text to appear in the list of content. Click **No** to display the file within the content area as a separate piece of content with no Course page heading.

\* Find File

Browse My Computer

Browse Content Collection

\* Name

Color of Name

Black

Open in New Window

Yes

No

Add alignment to content

Yes

No

### 3. Standard Options –

- **Permit Users to View this Content** is the master toggle for viewing the content. If this is NO, then students will never be able to see it, regardless of the Date and Time Restrictions. Instructors, Course Builders, and Teaching Assistants will be able to see the content at any time.
- **Track Number of Views** allows the instructor to know if a particular student has viewed the material. Only recommended for necessary items.
- **Select Date and Time Restrictions** controls the release of the content for student view. Instructors, Course Builders, and Teaching Assistants will be able to see the content at any time.

## Adding a File into the Content Area in Blackboard 9.1



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### 2. Standard Options

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

4. Click **Submit**. If you linked a file from your local computer, please note that it may take a few seconds for the page to refresh because Blackboard is copying and uploading the file.