

How to Add Material to your Course

The process of transferring material from your computer (diskette, flash drive etc) to Blackboard is called **Uploading!**

1. Access your course from the Welcome Page

Welcome, Karen Modify Content Modify Layout

Tools

- Personal Information
- View Grades
- Send E-mail
- Announcements
- Calendar
- Tasks
- User Directory
- Address Book

Notifications from Blackboard - Instructors

Instructors
Looking for helpful hints about teaching with Blackboard or useful resources for online teaching and learning? Visit the [Training Center](#) located in Behind the Blackboard. Please note, you will need to create a separate account to be able to access this site.

Notifications from Blackboard - Administrators

Administrators
For important information and helpful hints about administering the Blackboard platform, visit the Blackboard Knowledge Base. System Administrators can access the Knowledge Base by logging into [Behind the Blackboard](#) at [behind.blackboard.com](#) and clicking on the Knowledge Base icon.

My Announcements

No system announcements have been posted today.

MSU_Grants4U

- [IRB PROPOSAL FORM](#)
- [OFFICE OF FACULTY PROFESSIONAL DEVELOPMENT FORM](#)
- [Juvenile Justice Dept. Grant Announcement](#)

TELC317.002_207

- [Quiz Extended & Methodology groups](#)
- [Changes in syllabus](#)

[more.....](#)

My Courses

Courses you are teaching:

- [ORIE restore:Bh_ORIE](#)
- [Board Basics](#)
- [Faculty Blackboard Users Group](#)
- [Grants4U](#)
- [On-line Course Design](#)
- [SEUS Field Experience \(unavailable\)](#)
- [TELC317.002_207](#)

Announcements

- [Quiz Extended & Methodology groups](#)
- [TTS_Practice](#)
- [Web_Redesign](#)
- [waypoint](#)

2. Open the Control Panel

Morgan State University Home Help Logout

My MSU Blackboard **Bb Courses** **Academic Web Resources** **System Admin**

BB COURSES > TTS PRACTICE > ANNOUNCEMENTS

[VIEW TODAY](#) [VIEW LAST 7 DAYS](#) [VIEW LAST 30 DAYS](#) [VIEW ALL](#)

January 31,

No announcements found.

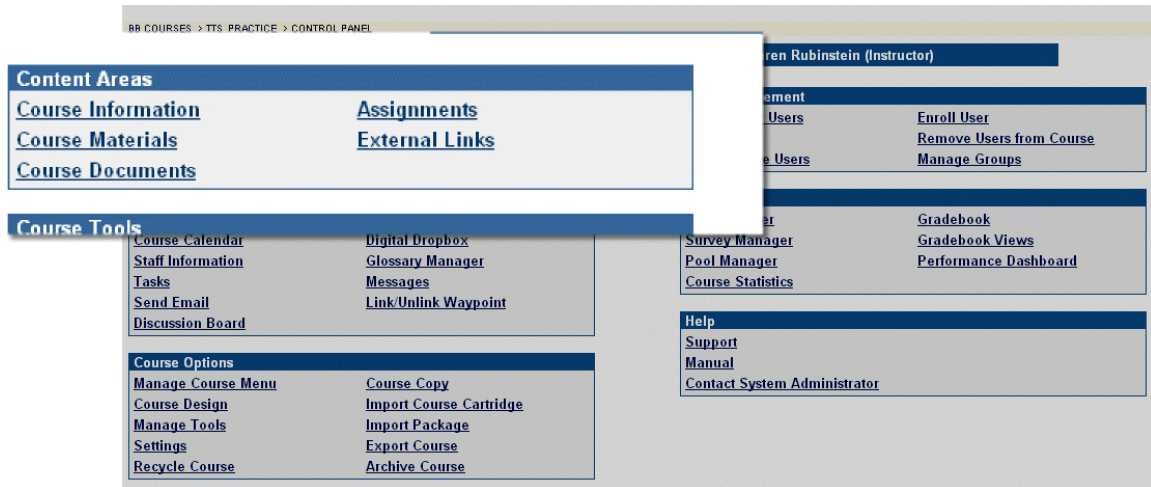
Tools

- Communication
- Course Tools
- Course Map
- Control Panel**
- Quick Unenroll
- Refresh
- Detail View

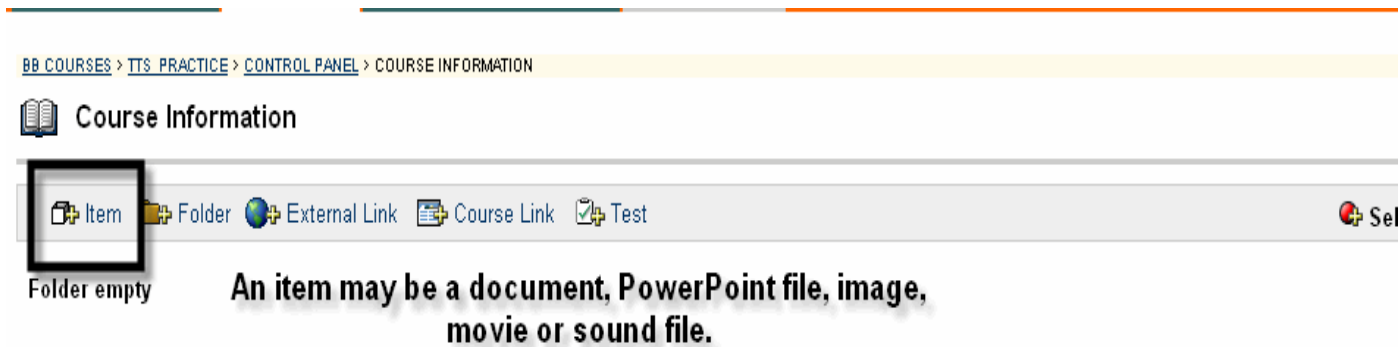
Use the Control Panel add material to your course.

Blackboard
Black
Copyright © 1997-2002 Blackboard
Accessibility Information

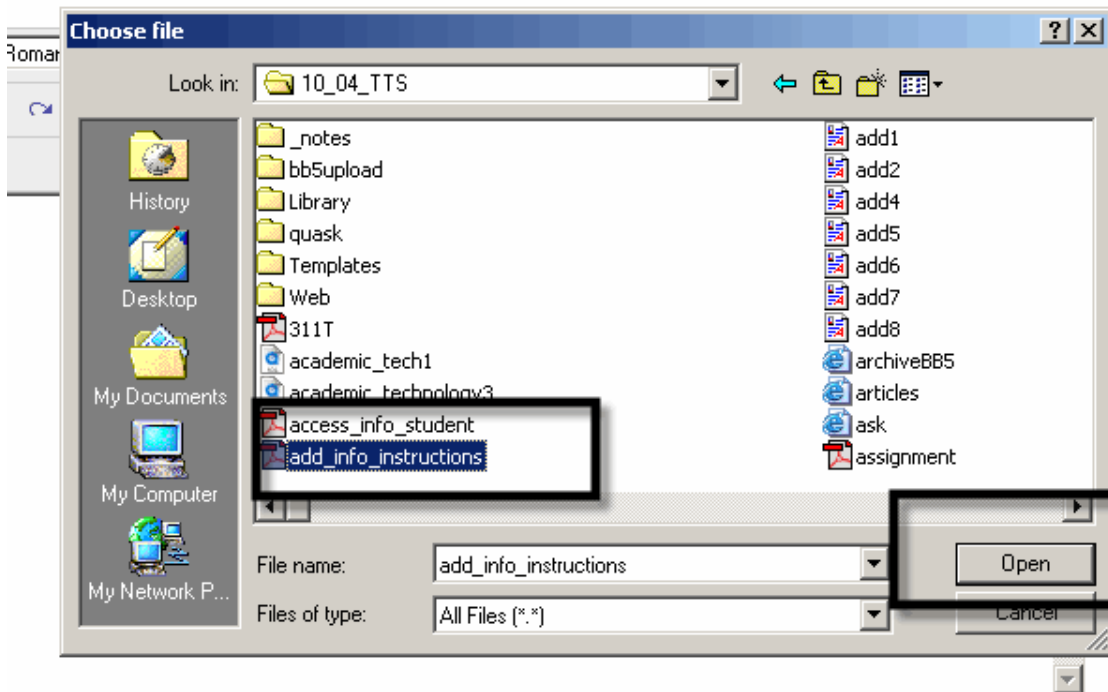
3. Select the Content area to which you need to add material. All Content Areas work and look the same.



4. The tool bar in each content area looks the same. Click the Add Item Tool.



6. Find your file, click on it, and then click the Open button.



7. The file name should appear in the “Attach local File” field. Set your options – such as tracking and/or date parameters. Scroll to the bottom and click Submit.

Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action **Select your options.**

Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions

Display After Display Until

Feb 07 2007 01 25 PM Feb 07 2007 01 25 PM


Submit






Click **Submit** to finish. Click **Cancel** to quit.

* Required Field


8. Click the OK button to go back to the content area screen. You should see you item listed. You may remove, copy, or modify the item. **NOTE:** If you need to change a file that was *uploaded* from your computer – you will to make changes off-line, remove the file from Blackboard, then re-upload it again.

BB COURSES > TTS PRACTICE > CONTROL PANEL > COURSE INFORMATION

 **Course Information**

 Item  Folder  External Link  Course Link  Test

Select: Learning Unit

 1 **Instructions for Adding Material**
[add_info_instructions.PDF](#) (443.705 kb)