

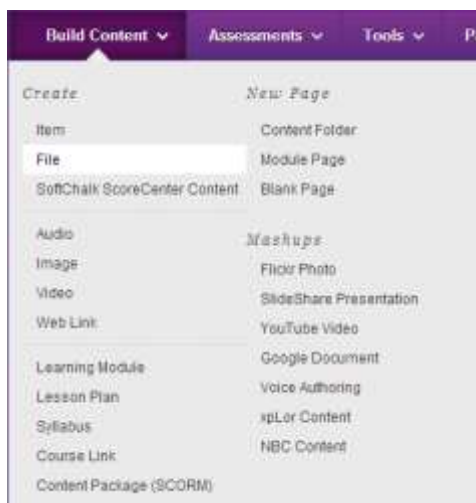
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UPLOADING A FILE

1. Click on the Content Area you wish to add content.



2. Select the "Build Content" tab, then "File"



3. Enter the Name and Browse for the file.

1. Select File

* Name

Color of Name Black

* Find File

4. Set File Options.

2. File Options

Open in New Window Yes No

Add alignment to content Yes No

Find File:

Browse My Computer:
Upload from local hard drive.

Browse Content Collection:
Searches content you've uploaded to Blackboard.

Alignments:

This feature must be enabled and active by your institution. Alignments allow instructors to tag state standards, such as the Texas TEKS to content items.





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5. Set Standard Options

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  
 Display Until  

6. Click "Submit"