

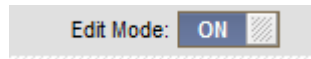
Blackboard 9.0: Adding Documents (Items)

Items are general pieces of content added to a course.

Follow the steps below to add an item to a Content Area.

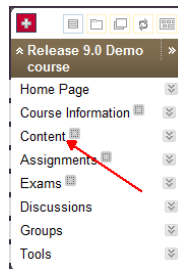
Select and log into the course.

Verify that the Edit mode is on.

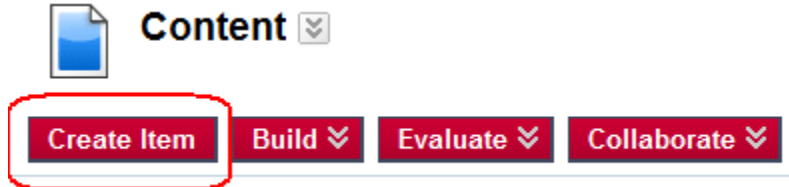


This is located in the upper right hand corner of your screen

1. Open a Content Area, such as Content, from the course Home Page.



2. Select **Create Item** from the Action Bar.



3. Complete the Add Item page and click **Submit**.

Add Item

* Indicates a required field. Cancel Submit

1. Content Information

* Name Give the document a name (Required)

Color of Name Black

Text Visual Editor: ON

Path: [body](#)

2. Attach or Link Content

Attach Local File

Browse...

Name of Link to File

Special Action

Create a link to this file

Add Document here

3. Options

Permit Users to View the Content Item

Yes No

Do you want the students to see the document

Track Number of Views

Yes No

Allows you to track when and who is looking at the document (optional)

Select Date and Time Restrictions

Display After



Display Until



Select date and time item will appear to students (optional)

4. Submit

Click "Submit" to add item to the course

Cancel

Submit