

Blackboard: course documents



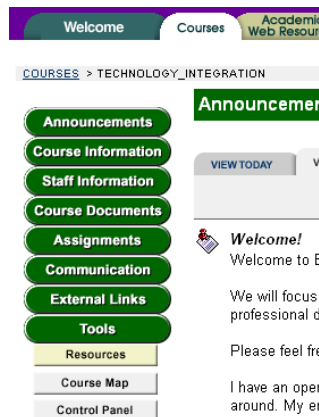
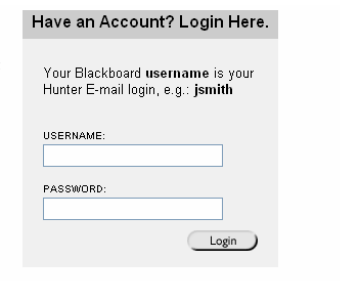
Introduction

This HOWTO explains how to make course documents. Course documents are anything from field trip notices to lecture supplements.

Course documents are commonly Word documents  or PDF files 

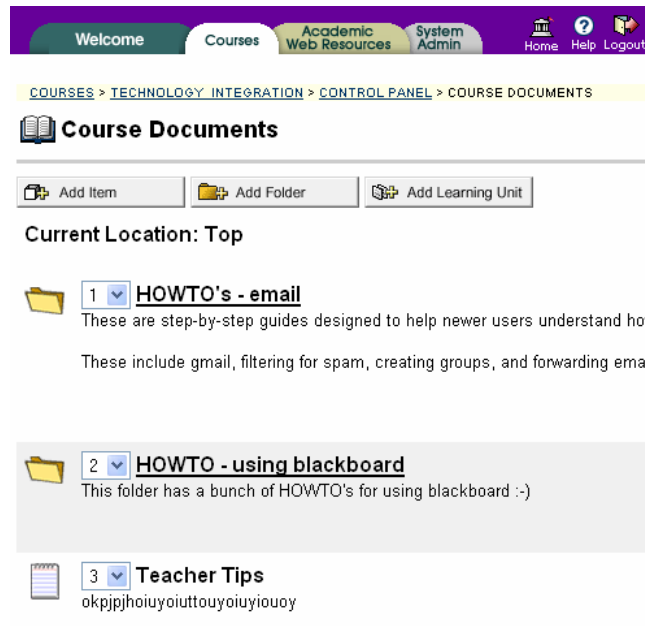
HOWTO

- 1) Login in
- 2) Click on control panel
- 3) Click on course documents

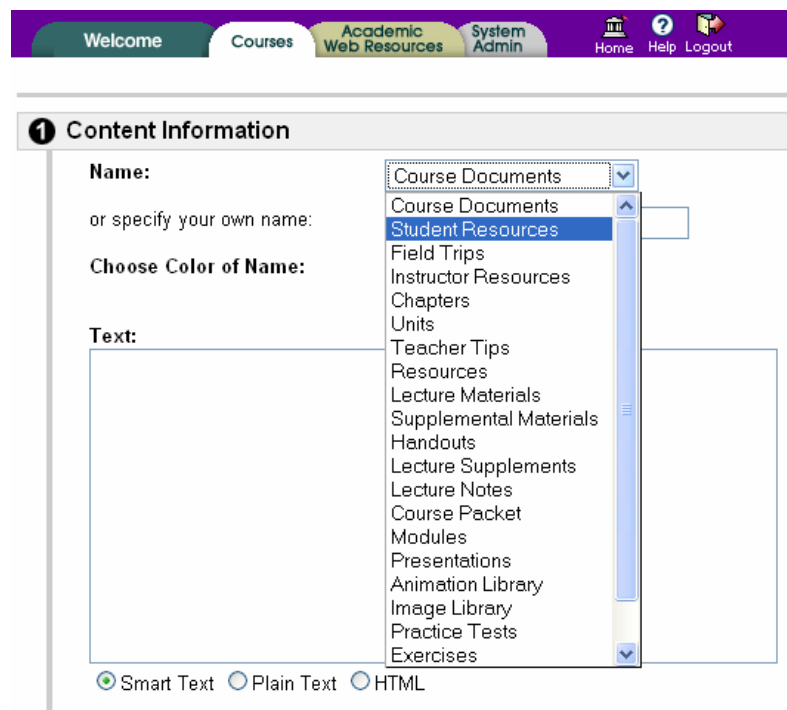


4) To **add** a course document:

4.1) Click the add item 



4.2) Choose a category for your course document. You can choose your own category if you prefer.



4.3) Fill in the text box with a description of the document.

Welcome Courses Academic Web Resources System Admin Home Help Logout

COURSES > TECHNOLOGY INTEGRATION > CONTROL PANEL > COURSE DOCUMENTS > ADD CONTENT

Add content

1 Content Information

Name:

or specify your own name:

Choose Color of Name:

Text:

This is an important course document. Please make sure to review this, as it has important information about important things.

Did I mention how important this is? |

Smart Text Plain Text HTML

4.4) The next step is to attach your file.

2 Content Attachments

Files may be attached to the above information. Click the Browse button to attach a file.

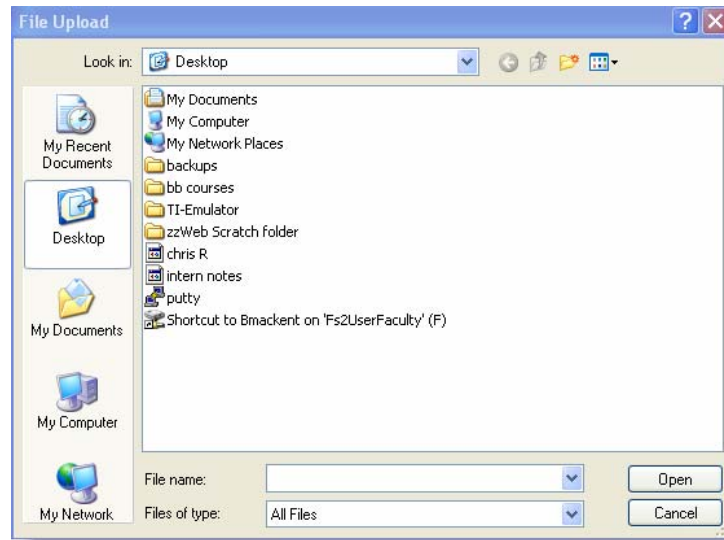
File to Attach:

Name of Link to File:

Special Action:

Current Attached Files:

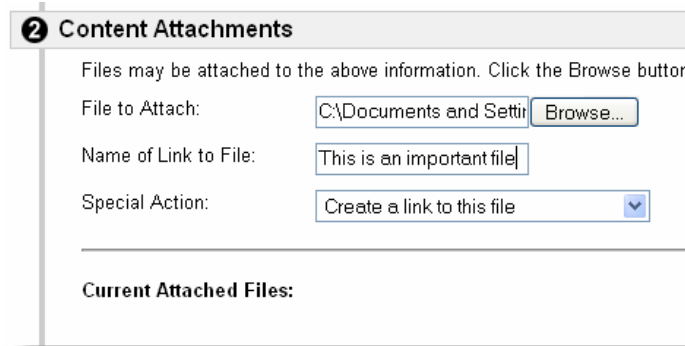
4.4.1) Simply click the browse button  and find your file.



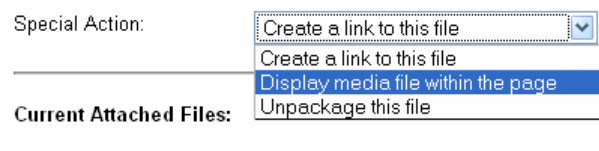
4.4.2) When you have found your file, simply click the open button.



4.4.3) If you want to name your file, please enter a name for it. If you don't choose a name, the filename will be the same as the uploaded file.



4.4.4) Special action can be left at "create a link to this file".



4.5) Select your options.

3 Options

Do you want to make the content visible: Yes No


Do you want to add offline content? Yes No

Do you want to track number of views? Yes No

Do you want to add Metadata? Yes No


Select Date(s) of Availability

Display After

Sep 28 2006 

10 10 AM

Display Until

Sep 28 2006 

10 10 AM

4.6) Click submit to upload your course document!