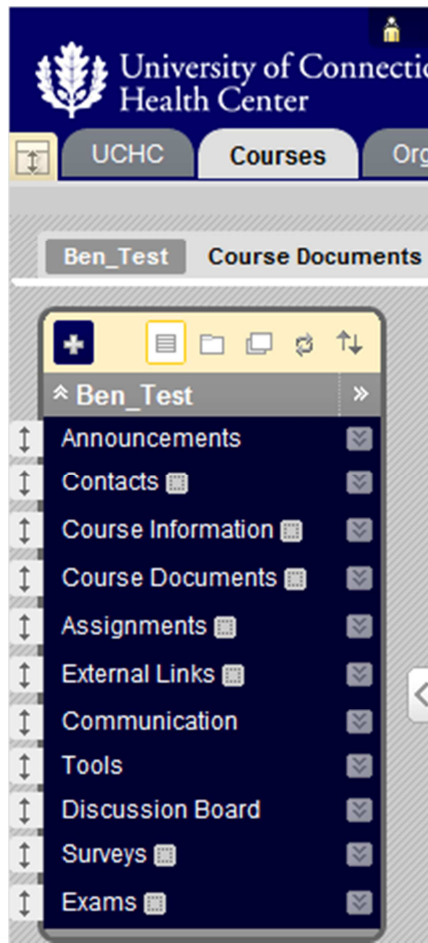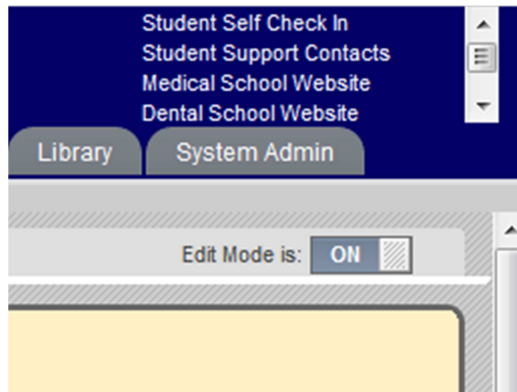# Blackboard: Add A Link From The Content System

1. Logon to Blackboard

2. Navigate to the desired course

3. Open the desired course content area

Note: The example on the right shows the "Course Documents" content area of the "Ben_Test" course.

4. Make sure "Edit Mode" is set to ON
(located in top right corner)

5. Click the double arrows next to Build Content

6. Click Item

7. Enter the name of the item

8. Enter a description of the item

9. Click the "Browse Content Collection" button

10. Navigate to the appropriate location in the content system

11. Select the desired file(s)

12. Click Submit
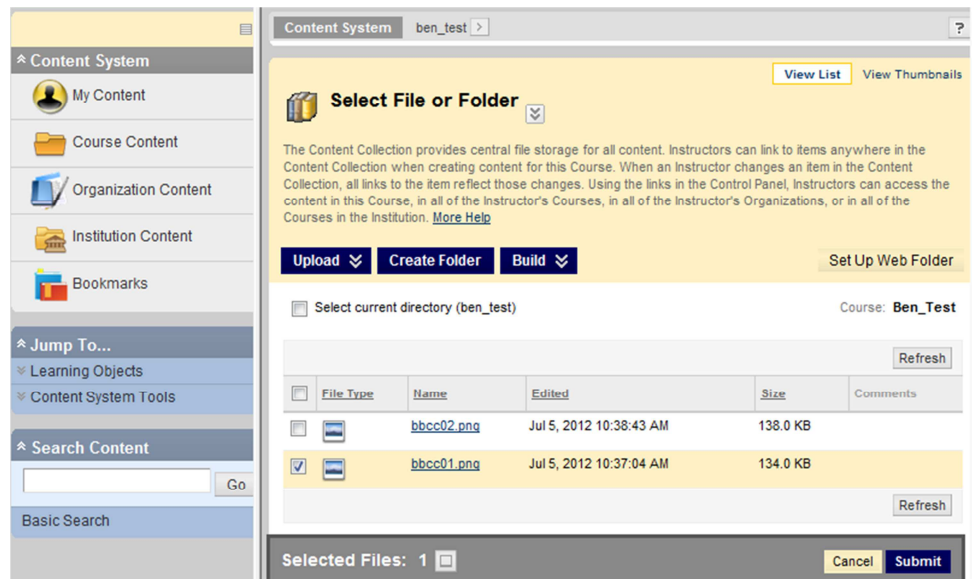
13. Under Link Title enter a friendly name for the attached item

14. Select any desired options
    a. Permit Users to View this Content: Hide or show the item
    b. Track Number of Views: Track how many times the item was viewed
    c. Select Date and Time Restrictions: Restrict when item is available for viewing

15. Click Submit

16. Your new item will now appear