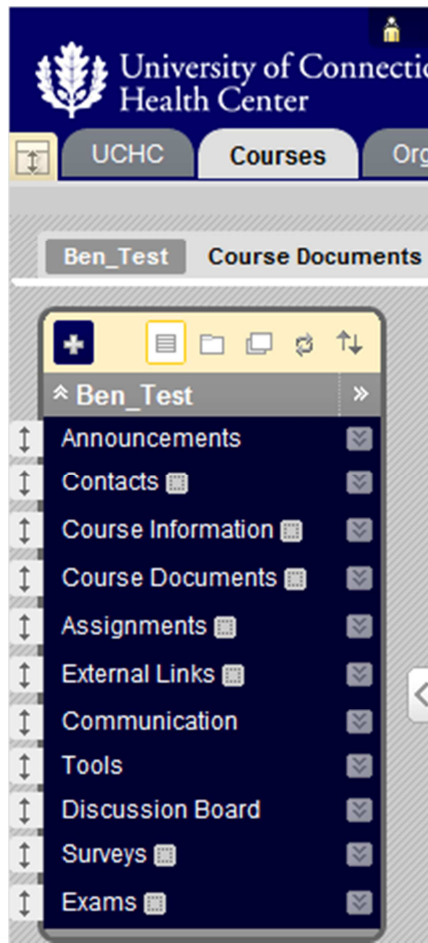


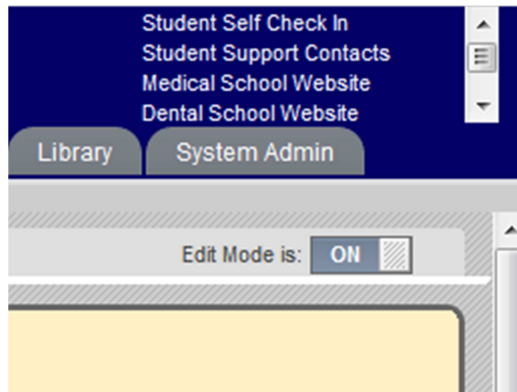
Blackboard: Add A Link From The Content System

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)



- [illegible]

- 1. Content Information**

Name A

Color of Name ▼ Black

Text

Normal 3 Arial B I U

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Description of new item

2. Attachments

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

3. Options

Permit Users to View this ☒ Yes ☐ No Content

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

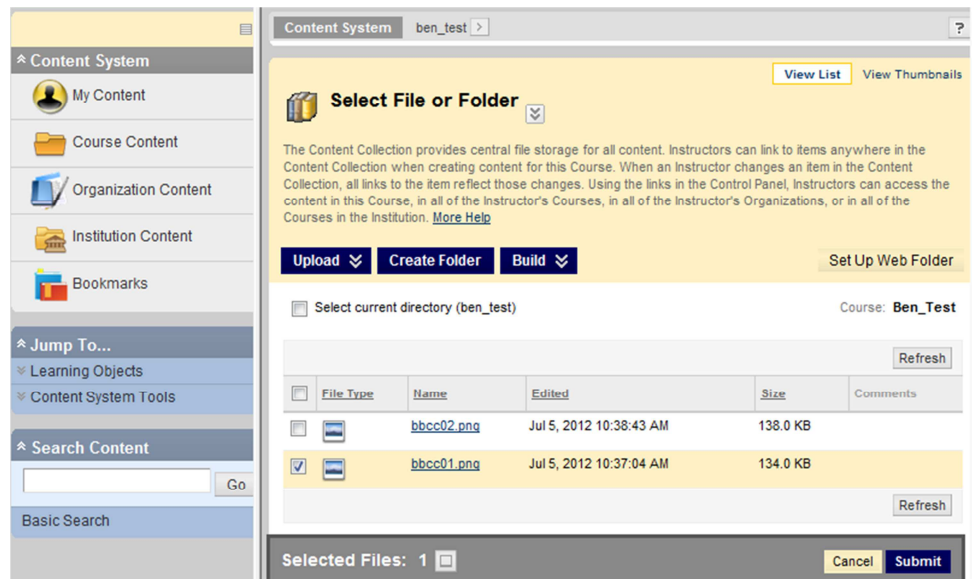
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

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

2. Attachments

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

Attached files

File Name	Link Title	File Action
bbcc01.png	Attached Image	Create a link to this file Do not attach

3. Options

Permit Users to View this ☒ Yes ☐ No Content

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

16. Your new item will now appear

