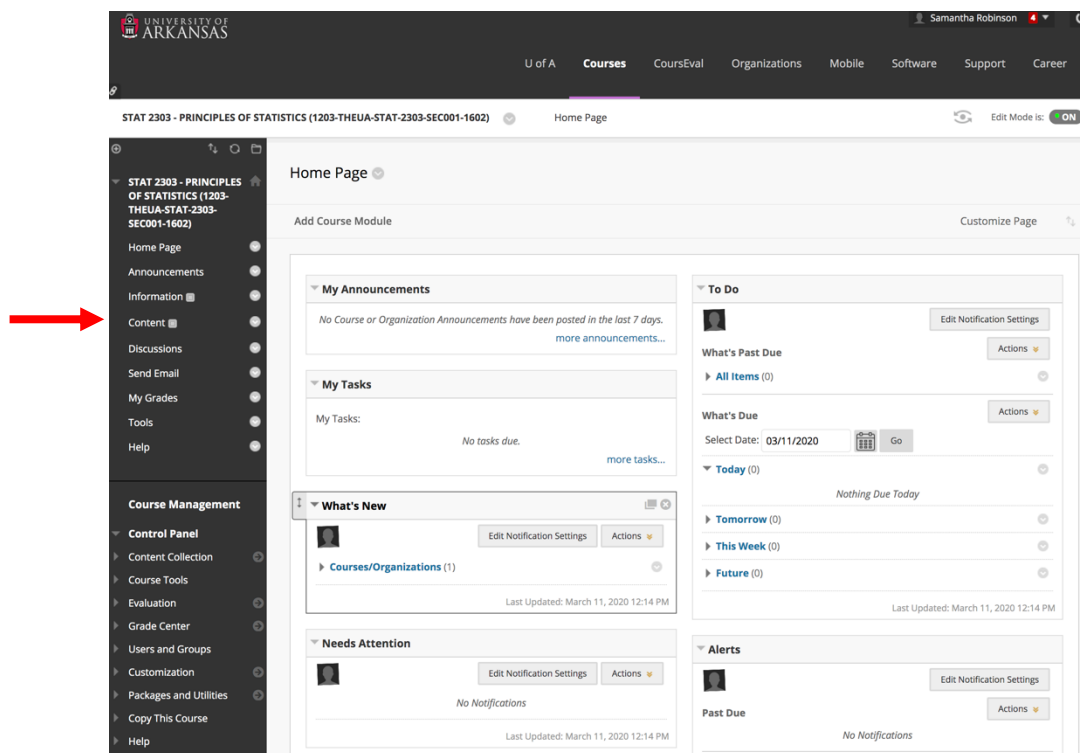


Blackboard: Uploading Content (the basics)

First things first! Log into <https://learn.uark.edu/>

On the first page you encounter, look under ‘My Courses’ at ‘Spring 2020 [1203]’ course listings

1. Click on the course where you would like to add content
2. If you have never utilized Blackboard for your course, it will look something like below

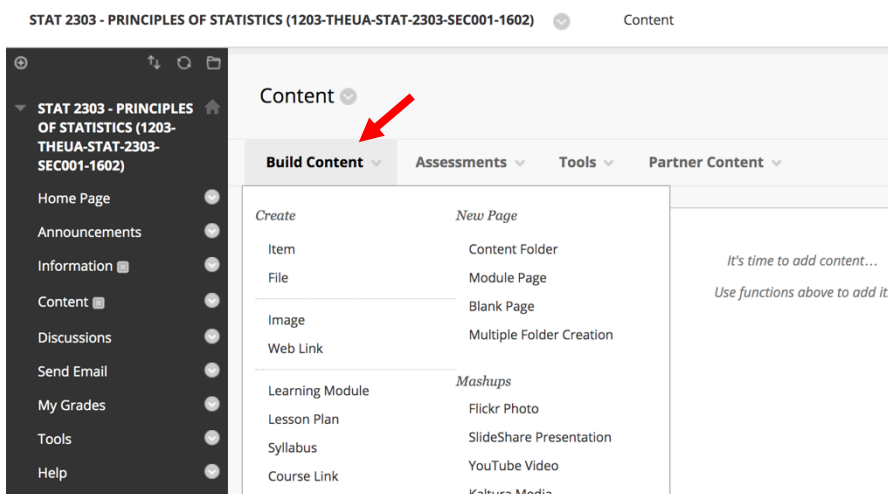


I would suggest uploading course materials/content into the designated ‘Content’ area, as this is simplest and will make the most intuitive sense to students (see red arrow above)

3. Click on the ‘Content’ tab
4. Move your mouse over ‘Build Content’

There are various options at this point: content folders, modules, items, files, youtube videos, etc.

Feel free to explore but we will keep this simple right now.



Questions? Email me! sewrob@uark.edu OR Check out <https://tips.uark.edu/> for all things!

Blackboard: Uploading Content (the basics)

5. (Simplest Approach) Under 'Create', click 'File'

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name

Black

* Find File

Browse My Computer

Browse Content Collection

FILE OPTIONS

Open in New Window

Yes

☒ No

Add alignment to content

Yes

☒ No

STANDARD OPTIONS

Permit Users to View this Content

☒ Yes

☐ No

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.

When done, click 'Submit'

Cancel

Submit

6. And you are done! Confirm, confirm, confirm!

You should receive a 'Success' message in a purple bar after submitting.

You can also enter 'Student Preview' mode to make sure everything worked out the way you would like.

Example provided on next page.

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Blackboard: Uploading Content (the basics)

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* Name: A Guide to Hand Washing

Color of Name: ☒ Black

* Find File:

Selected File: File Name: 0 - OverallCoVID19.pdf, File Type: PDF,

FILE OPTIONS

Open in New Window: ☒ Yes ☐ No

Add alignment to content: ☐ Yes ☒ No

STANDARD OPTIONS

Permit Users to View this Content: ☒ Yes ☐ No

Track Number of Views: ☐ Yes ☒ No

Select Date and Time Restrictions: ☒ Display After: 03/16/2020 12:00 AM, ☐ Display Until: [blank]

Click **Submit** to proceed.

I am uploading 'A Guide to Hand Washing' pdf from my computer

It will 'Yes' open in a new window

It will not be visible until Mar. 16, 2020

I receive a 'Success' message! 😊

ATISTICS (1203-THEUA-STAT-2303-SEC001-1602) Content Edit Mode is: ON

Success: A Guide to Hand Washing created.

Content

Build Content Assessments Tools Partner Content Discover Content

A Guide to Hand Washing

Availability: Item is hidden from students. It will be available after Mar 16, 2020 12:00 AM.

Confirmation!

Notice that I can see the content in my Blackboard content with a note regarding availability

Since I made my content not visible to students until Mar. 16, 2020, I should not be able to see the file when entering the student preview mode

Content

Build Content Assessments Tools Partner Content

A Guide to Hand Washing

Availability: Item is hidden from students. It will be available after Mar 16, 2020 12:00 AM.

Samantha Robinson

Organizations Mobile Software Support Career

Edit Mode is: ON

Enter Student Preview

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