

# Blackboard 8.0 Quick Reference Guide

## Course Management Series

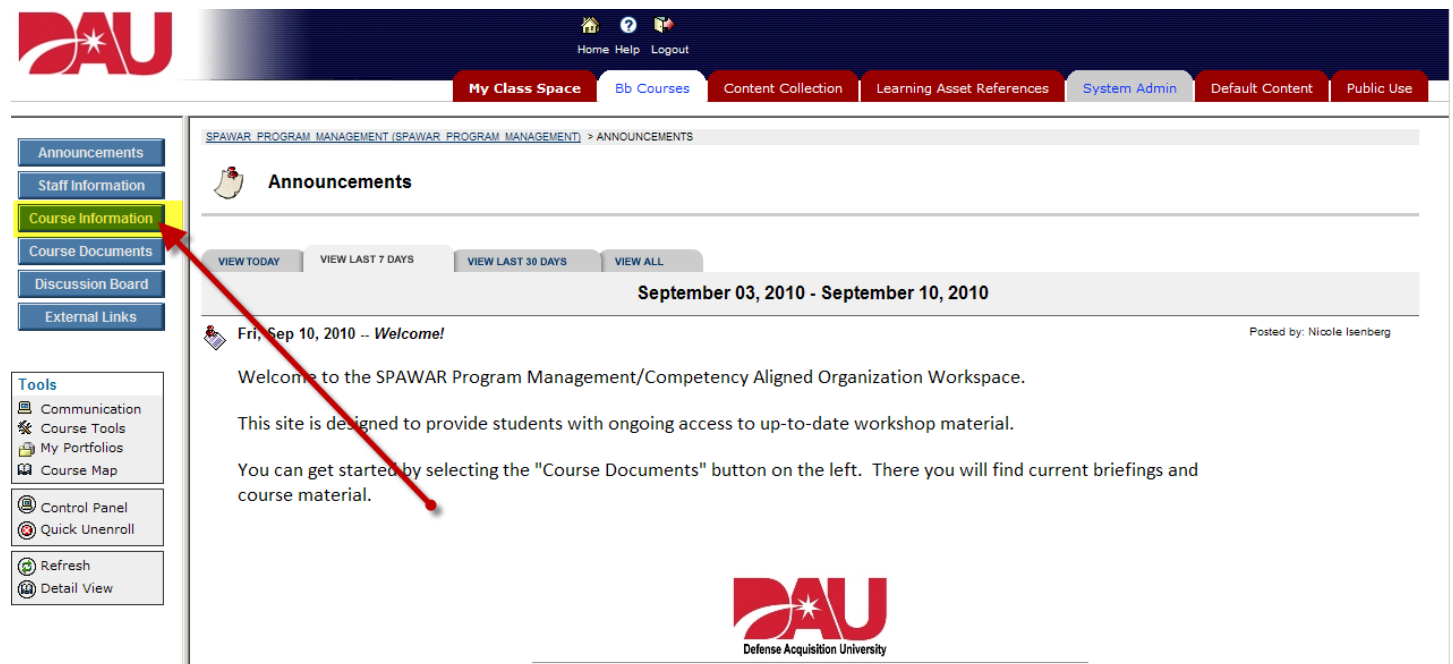
### Add Content to Blackboard

On your site, it is easy to add, update, or remove documents. In order to do so, you need to be designated with the appropriate permissions in the course. To obtain permissions, email [bbassist@dau.mil](mailto:bbassist@dau.mil).

**Step 1:** Logon to the Blackboard: <https://myclass.dau.mil>

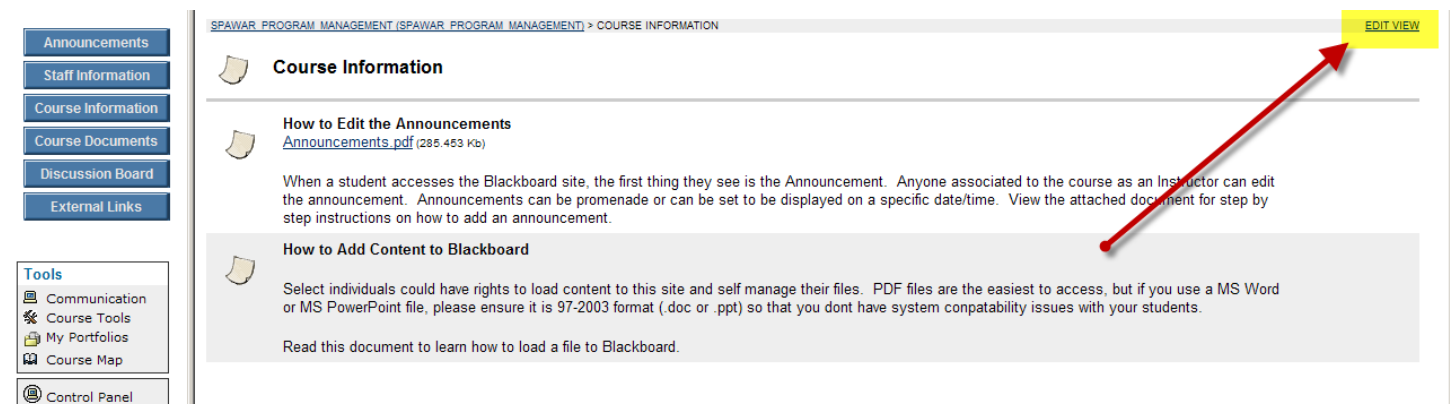
**Step 2:** Select the link for the course under “courses you teach”

**Step 3:** Navigate to the content area you want to add a file to. For this example, I will load a file to **Course Information**.



The screenshot shows the Blackboard 8.0 interface. The top navigation bar includes links for Home, Help, and Logout. Below this is a secondary navigation bar with tabs: My Class Space, Bb Courses, Content Collection, Learning Asset References, System Admin, Default Content, and Public Use. The left sidebar contains a list of course tools: Announcements, Staff Information, Course Information (highlighted with a red arrow), Course Documents, Discussion Board, and External Links. The main content area displays the 'Announcements' section for the course 'SPAWAR PROGRAM MANAGEMENT (SPAWAR PROGRAM MANAGEMENT)'. It shows a welcome message dated September 03, 2010, posted by Nicole Isenberg. A red arrow points from the 'Course Information' link in the sidebar to the 'Announcements' section.

**Step 4:** Click **Edit View** in the upper right hand corner of the screen. Only specified users will see this link.



The screenshot shows the Blackboard 8.0 interface, specifically the 'Course Information' page. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Course Information' section. It includes a link to 'How to Edit the Announcements' and a link to 'How to Add Content to Blackboard'. A red arrow points from the 'Edit View' button in the upper right corner of the page to the 'How to Add Content to Blackboard' section.

**Step 5:** You now see the menu buttons to add/manage content. You can add files, folders, surveys, external links, and much more! For this example, I will add an item (file). Click the “+Item” icon.

**Step 6:** Fill in fields

- Name: This will be the title of the item
- Text: if you need to give other instructions or explain what the document is you can do so here.

**Step 7:** Attach file: You can attach a file from your computer, or link to a file that is already stored in Blackboard Content Collection. Click **Browse** next to your selection. Navigate to the file and click **Open**. For this example, I will attach a file from my desktop.

**Step 8:** You can Name the link in section 2 if you want it to show a different name than the actual file name.

**2 Content**

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

**Attach local file**

**Link to Content Collection item**

**Name of Link to File**

**Special Action**

**3 Options**

**Make the content available** ☒ Yes ☐ No

**Track number of views** ☐ Yes ☒ No

**Choose date and time restrictions**

☐ Display After

☐ Display Until

Sep

10

2010

04

25

PM

Sep

10

2010

04

25

PM

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

**Step 9:** Click **Submit**. The file is now posted!

Announcements

Staff Information

Course Information

Course Documents

Discussion Board

External Links

Tools

Communication

Course Tools

My Portfolios

Course Map

Control Panel

Quick Unenroll

Refresh

Detail View

SPAIWAR PROGRAM MANAGEMENT (SPAIWAR PROGRAM MANAGEMENT) > COURSE INFORMATION

EDIT VIEW

Course Information

How to Edit the Announcements

Announcements.pdf (285.463 Kb)

When a student accesses the Blackboard site, the first thing they see is the Announcement. Anyone associated to the course as an Instructor can edit the announcement. Announcements can be promenade or can be set to be displayed on a specific date/time. View the attached document for step by step instructions on how to add an announcement.

How to Add Content to a Blackboard Course

Add Content to Bb Course.pdf (366.708 Kb)

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Select individuals could have rights to load content to this site and self manage their files. PDF files are the easiest to access, but if you use a MS Word or MS PowerPoint file, please ensure it is 97-2003 format (.doc or .ppt) so that you don't have system compatibility issues with your students.

Read this document to learn how to load a file to Blackboard.

**Step 10:** Now that your file is loaded, you can **modify** the link or **remove** the file anytime. To do this, click Edit View again, and click **Modify** next to the file you want to modify; or **Remove** to delete the file all together. For more detailed instructions, please email [bbassist@dau.mil](mailto:bbassist@dau.mil).