Blackboard 8.0 Quick Reference Guide
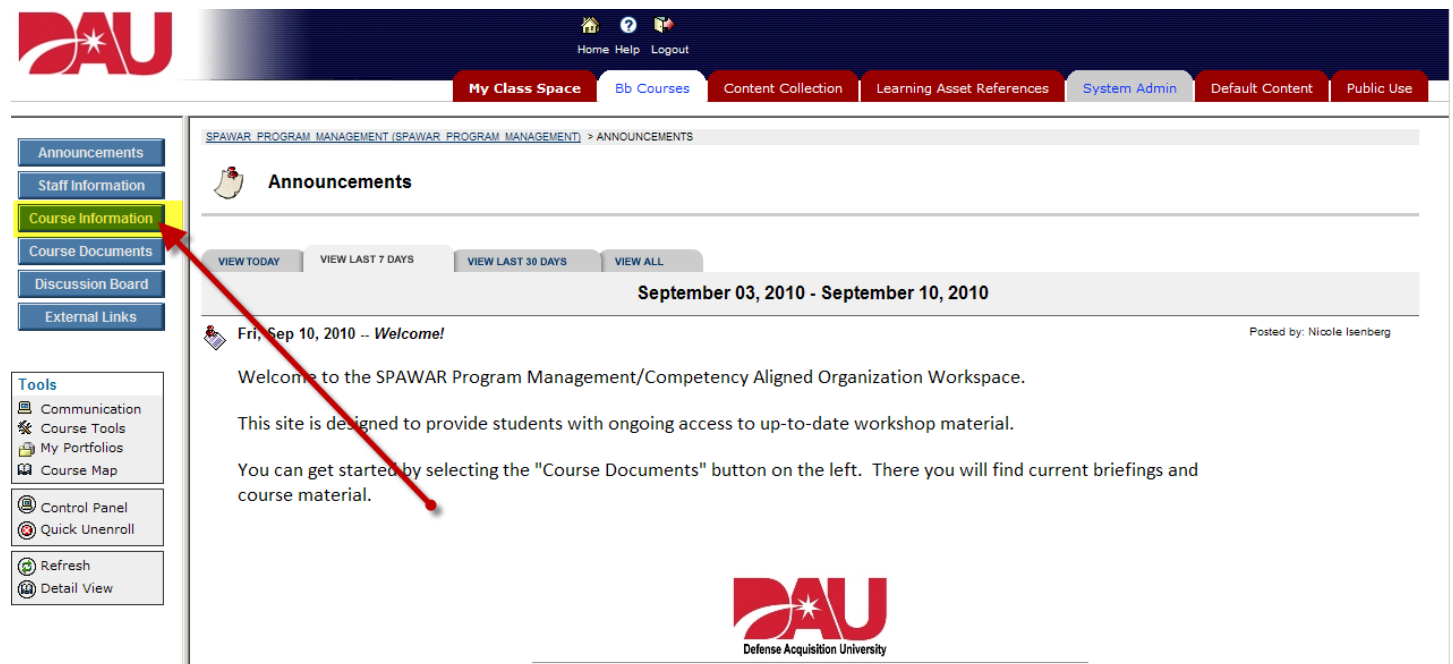## *Course Management Series*

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.

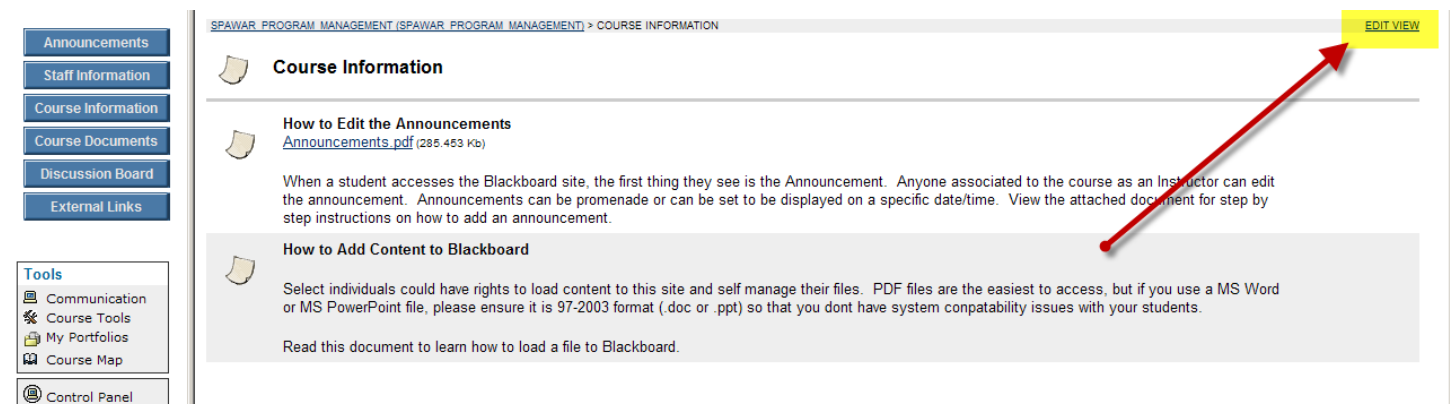**Step 1:** Logon to the Blackboard: https://myclass.dau.mil

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**.

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

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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.

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

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

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.

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