

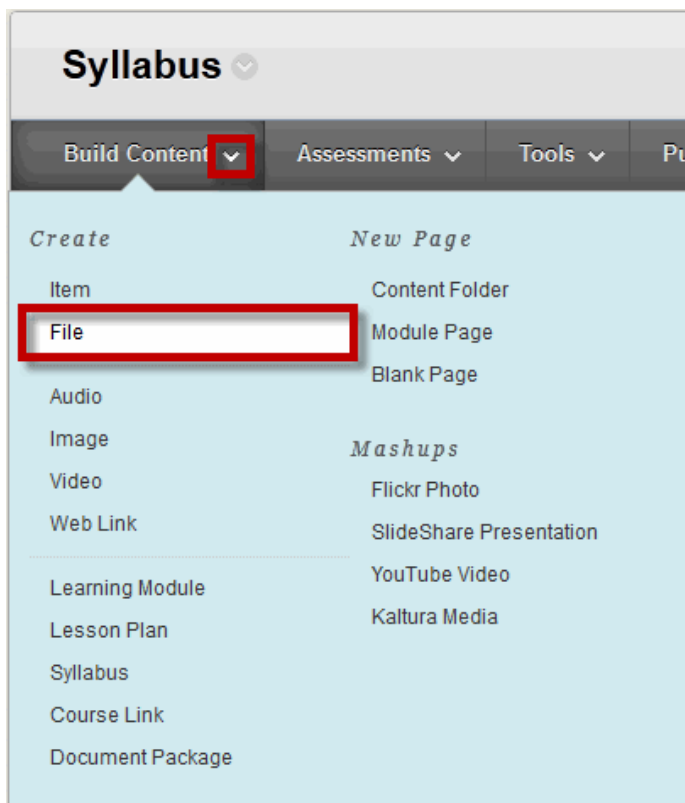
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How to add any document to your course as a “FILE”

Blackboard provides instructors with the ability to choose the method of delivery that works best for them in each instance. One of the choices an instructor can make is how to deliver their documents to students. This can be done by using the “Item” or “File” method. This tutorial is specific to delivering documents by using the “File” method.

To add a document to your course as a File:

1. Navigate to the content area or learning module you wish to add your document to.
2. With the “Edit Mode =On” hover over the “**Build Content**” action link (or contextual menu) option and choose “**File**”.



3. Enter a name in the “**Name**” field.

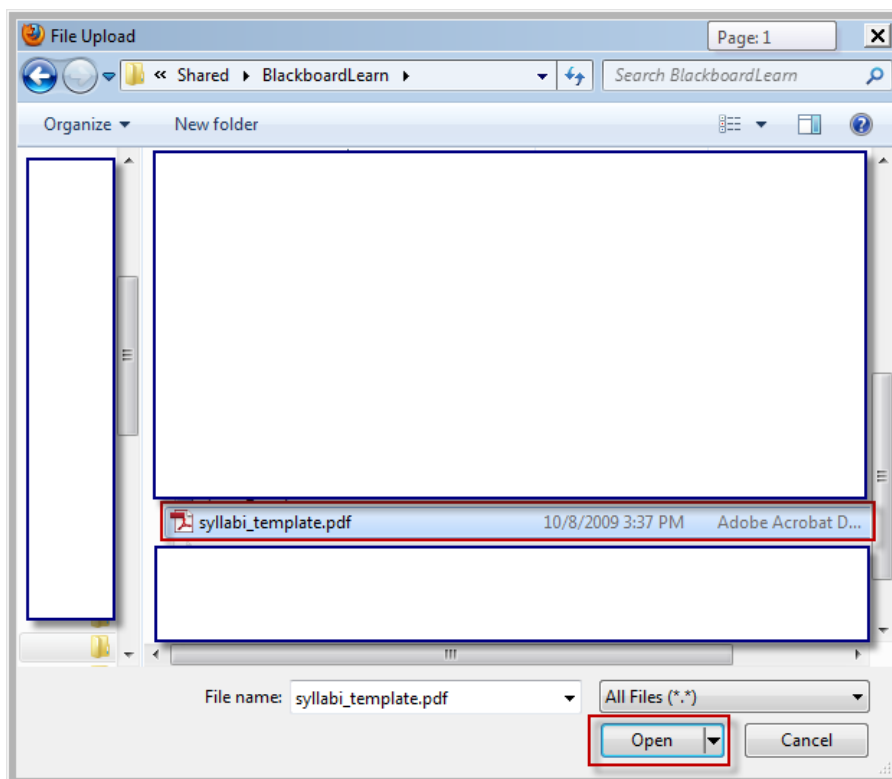
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- a. This should be descriptive of the document in some way and should be consistent with naming conventions previously used (if any) throughout your course, module or folder.
4. Choose “**Browse My Computer**” or “**Browse Course**” to navigate to the location where your document exists.
5. Select the file.

***pdf** files are the most widely recognized file format and are recommended over application specific files such as Word, PowerPoint, etc...

6. Choose Open.

*You will see your file listed to the right of the “Selected File” area. In this example, we have chosen to upload the “Syllabus” file however you may opt to upload any document using this method.



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7. You may leave all of the other settings at their default values unless you would like to customize it further.
 - a. You may consider choosing “Yes” next to the “**Track Number of Views**” Standard Option. This will allow you to return to this particular item and view the number of students who accessed this file.
 - b. You may also set any “Date and Time Restrictions” that you wish.

8. Click “Submit”.

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

Selected File
File Name **syllabi_template.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 **A**

Select Date and Time Restrictions

Display After **B**

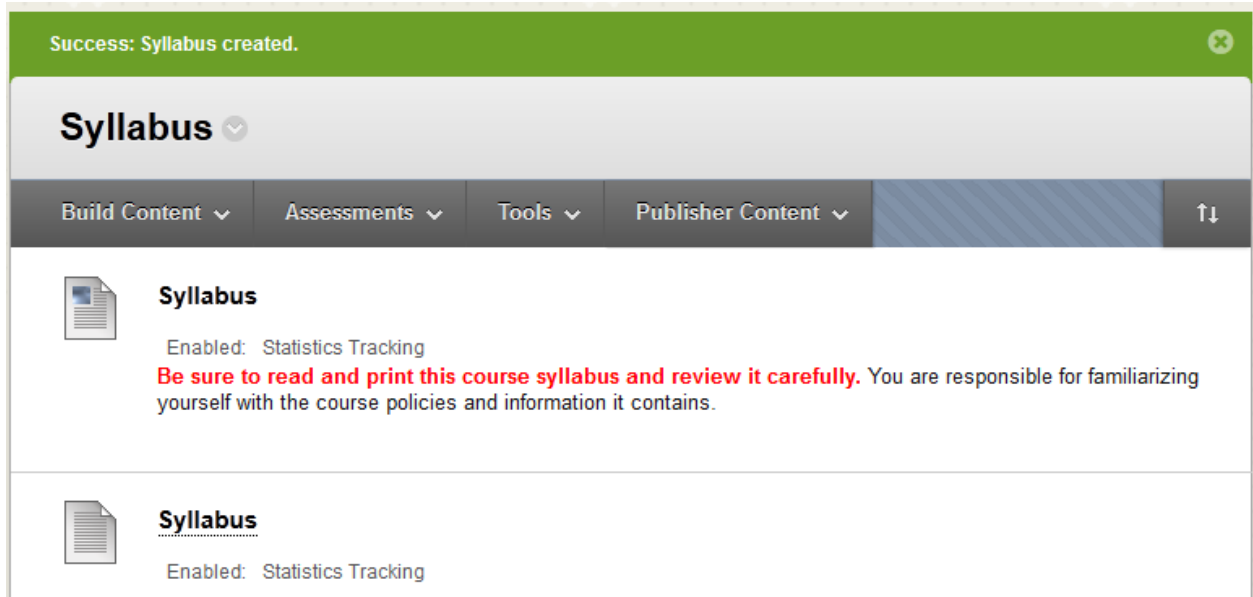
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

*Click **Submit** to proceed.*

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9. You will see the “Success: Syllabus Created” status message appear!



The screenshot displays a user interface for course management. At the top, a green notification bar reads "Success: Syllabus created." with a close button. Below this is a header section titled "Syllabus" with a dropdown arrow. A navigation bar contains several menu items: "Build Content", "Assessments", "Tools", "Publisher Content", and a blue button with a double-headed arrow. The main content area shows two document entries, each with a document icon, the title "Syllabus", and the text "Enabled: Statistics Tracking". The first entry includes a red warning: "Be sure to read and print this course syllabus and review it carefully. You are responsible for familiarizing yourself with the course policies and information it contains."