



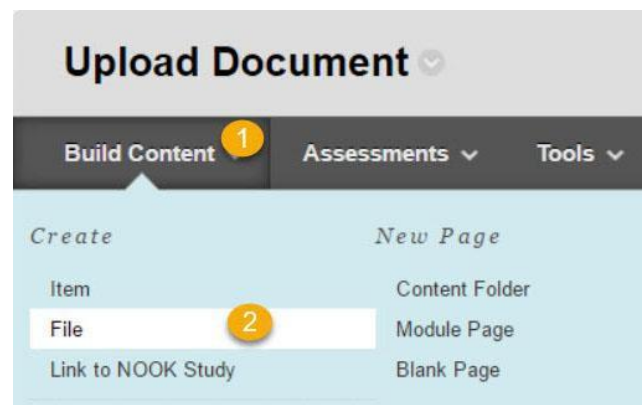
## Upload Course Files

### Learning Objective

After reading this document faculty will be able to add documents (Word, PDF, Pages, .rtf, etc.) to Blackboard.

Start by navigating to any content area on your Bb site. The course template includes content areas called Syllabus, Course Material and Assignments, but you can create content areas to fit your style of teaching. In **Faculty Support** See the document titled *Edit Course Menu* for more information on creating content areas.

Select the **Build Content** [1] button, then select **File** [2].

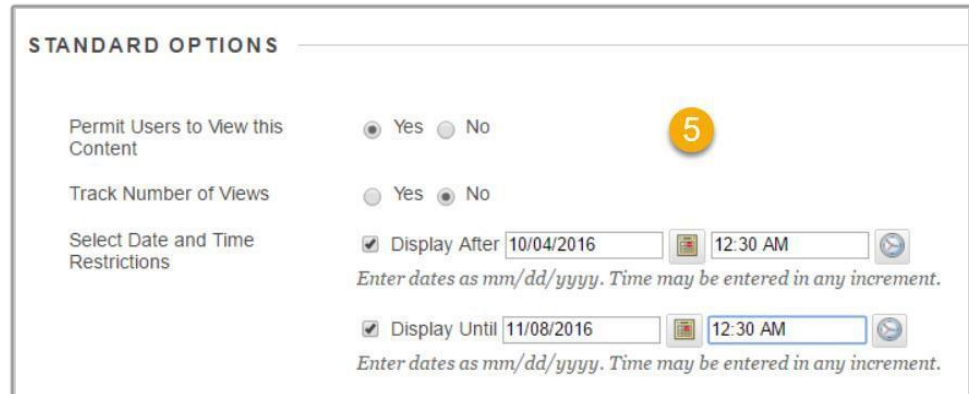


Enter the name of the document [3] and select the **Browse my Computer** button [4] to locate and upload a document from local media, including hard drives, a memory stick, etc. If you've used the document in another course you can also browse your content collection to find and import the file.



The Standard Options interface [5] allows the instructor to make the content available to users or to apply time and date restrictions. If the time/date sections are left blank the document will be visible throughout the course. The Track Number of Views option allows the instructor to get a rough idea of who has accessed a document.

When finished with setting the options select the **Submit** button to post the file.

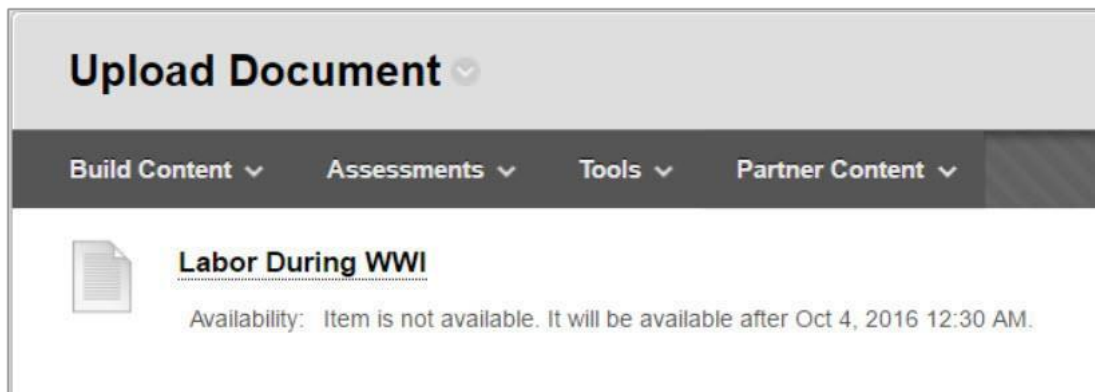


The screenshot shows a form titled "STANDARD OPTIONS" with the following settings:

- Permit Users to View this Content:** Radio buttons for "Yes" (selected) and "No".
- Track Number of Views:** Radio buttons for "Yes" and "No" (selected).
- Select Date and Time Restrictions:**
  - Display After:** 10/04/2016 12:30 AM
  - Display Until:** 11/08/2016 12:30 AM

Below the date fields, there is a note: "Enter dates as mm/dd/yyyy. Time may be entered in any increment." A yellow circle with the number "5" is overlaid on the "Yes" radio button for "Permit Users to View this Content".

After submission the document is ready for during the specified time period!



The screenshot shows the "Upload Document" interface. At the top, there is a navigation bar with "Build Content", "Assessments", "Tools", and "Partner Content". Below this, a document titled "Labor During WWI" is displayed with a document icon. The availability status is shown as: "Availability: Item is not available. It will be available after Oct 4, 2016 12:30 AM."

Questions? Please file a ticket with the Help Desk  
[www.wpunj.edu/helpdesk](http://www.wpunj.edu/helpdesk)