

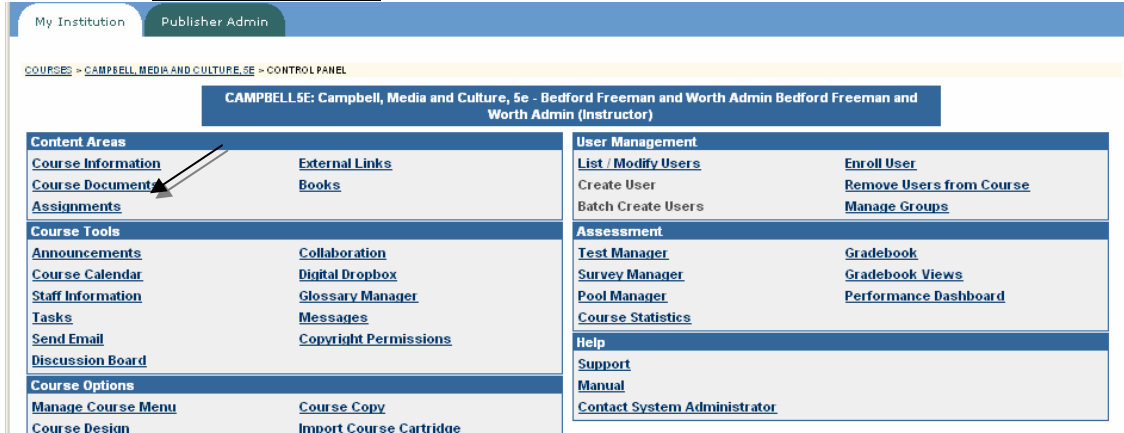
How to add a folder, file, or link in Blackboard

ADD A FOLDER

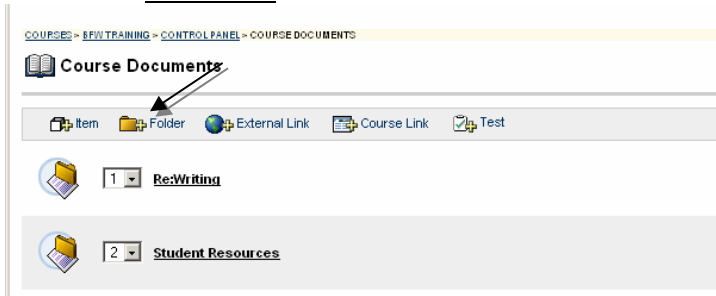
1. Go to the Control Panel.



2. Go to the Course Documents.



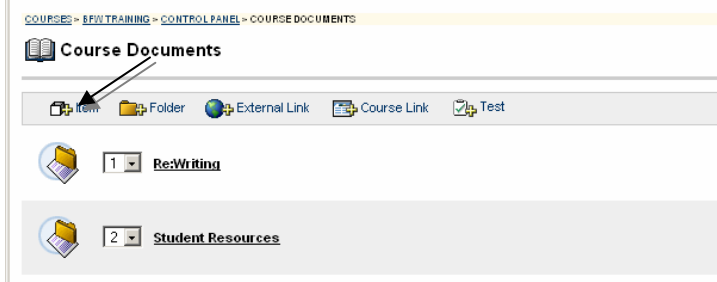
3. Click on Add Folder.



4. You will be able to name the folder, add text to the folder, and hide it from your students (may making it "unavailable"). Click Submit when finished.

ADD A FILE

1. Go to Control Panel and then Course Documents. Click on Add Item.



2. Name your item. Browse... to the location of your item and upload it. Name the "link" to the file (what students will click on to access the file, e.g., [Click Here](#)). You can release the item to your students on a particular day. Click Submit when you are done.

1 Content Information

Name

Choose Color of Name

Text

Smart Text Plain Text HTML

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

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

Nov 22 2005 08 05 PM Nov 22 2005 08 05 PM

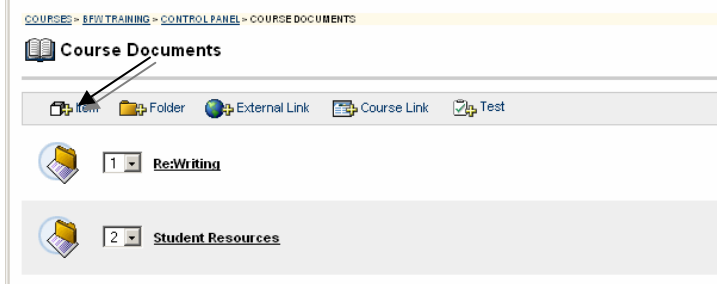
4 Submit

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

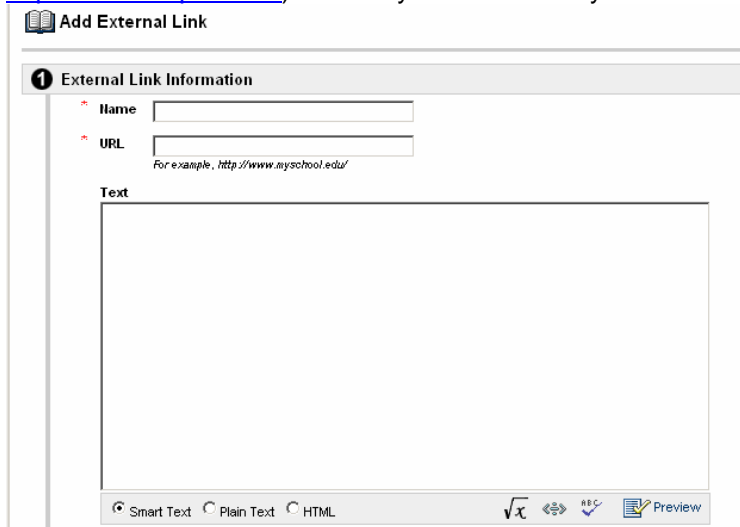
* Required Field

ADD A LINK

1. Go to Control Panel and then Course Documents. Click on Add External Link.



2. Name the item you want your students to click on. Enter the URL (e.g., <http://www.bfwpub.com>). Add any additional text you would like, click Submit.



The screenshot shows the 'Add External Link' form. The title is 'Add External Link'. Below the title is a section titled '1 External Link Information'. It contains three main input areas: 'Name' (a text box), 'URL' (a text box with a small example text below it: 'For example, http://www.myschool.edu/'), and 'Text' (a large text area). At the bottom of the form, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML', along with icons for mathematical symbols, a double-headed arrow, a checkmark, and a 'Preview' button.

DELETE AN ITEM

To remove an item. Click on Remove.

