How to Add Course Material to Blackboard
1. Log in to the Course on Blackboard. Go to a content area in your course, like *Course Documents*. 
2. Click **Build Content**, and then click **Item** from the drop down menu.
3. Enter a **title** for the item, a **description** of the item in the text box, and **attach any relevant files**. In this example, we posted the Syllabus for the course, with a short description, and attached the Word document containing the Syllabus.
4. **OPTIONAL:** Under the *Standard Options* section, you are able to *Select Date and Time Restrictions* for all course material posted on Blackboard. This is not required, but has benefits.

For example, you can configure each *Item* you create (by following this guide) to schedule course material to appear and disappear from Student’s view of your course progressively throughout the semester, without having to manually intervene. Course material will appear for students at the set Date / Time under *Display After*, and disappear at the set Date / Time of *Display Until*.

Click the boxes to the left of *Display After* and *Display Until* to activate those features.

In this example, I will configure this syllabus to *Display After* on the first day of classes for the Summer 2020 Term at 8:00am, and *Display Until* on July 2nd, 2020 at 8:00am.
5. Click **Submit** on the bottom right to finalize **Item** creation. Continue on the next page for an example.

*Please note: Permit Users to View this Content must be set to **Yes** for Date and Time Restrictions to be enabled.*
Below is a screenshot of the Item created in this guide. Students would click the title of the file to access the course material.