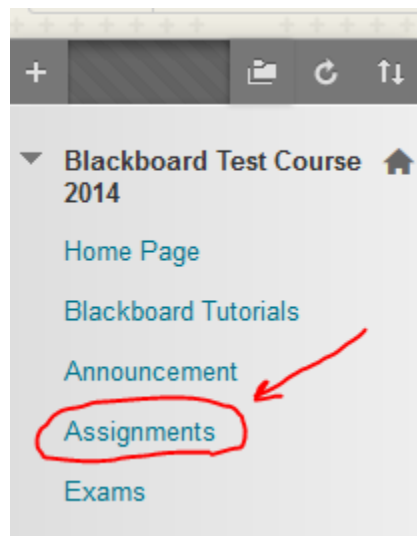
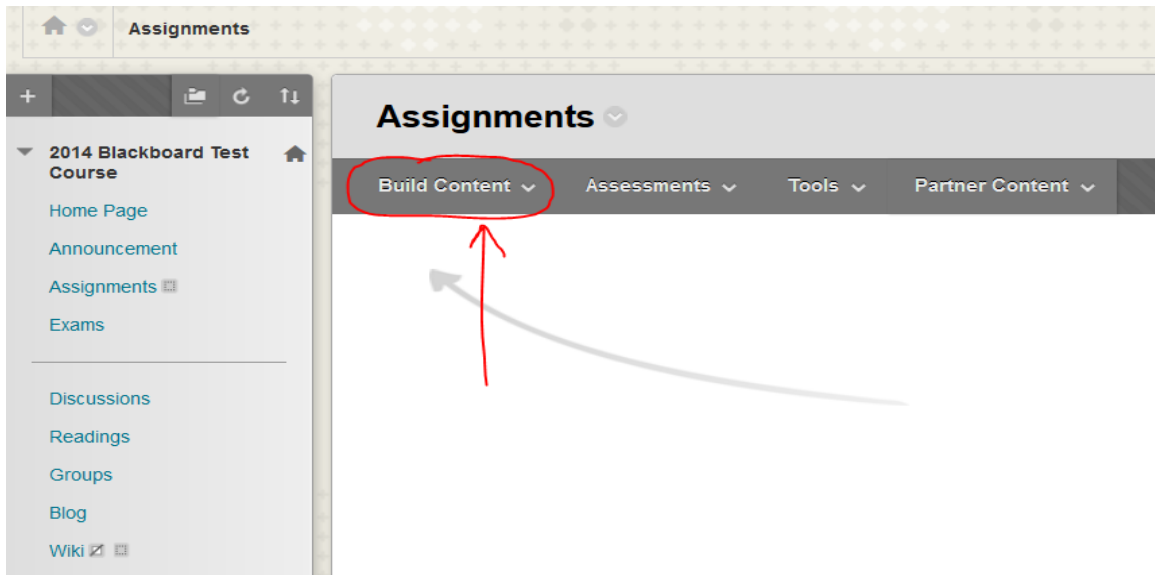

Step 1) Go to your course on Blackboard.

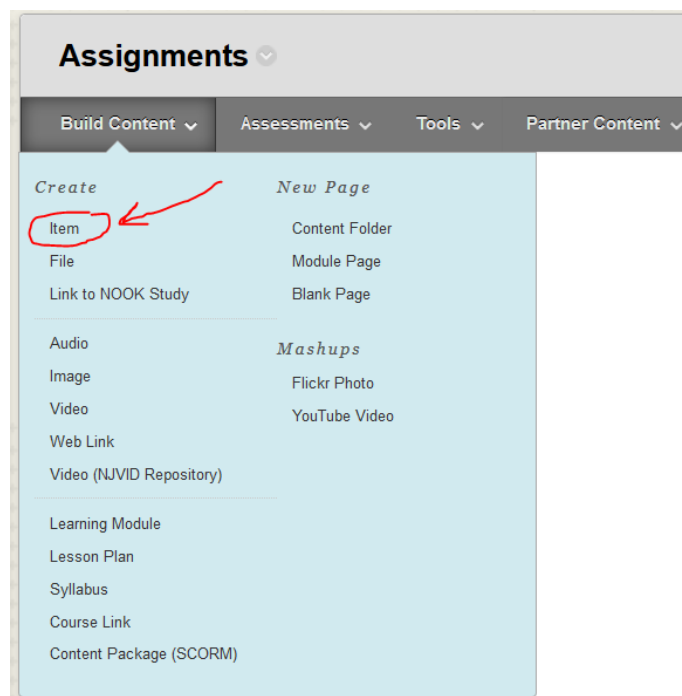
Step 2) Enter the content area in which your students will navigate to so they may access the file. In this example, the content area in my course is titled "Assignments" but by default it is called "COURSE DOCUMENTS" -- Click on the desired content area link:



Step 3) A new page will open on the right, with the title of the content area you clicked. Now click “Build Content” to show more options.... (As a rule, if you see the “Build Content” button, that means you are in a “Content Area” as mentioned above in step 1)



Step 4) Click “Item” – With this process, we are going to be creating a link your students will click that will direct them to the power point file.



Step 5) On the new page, enter in a title for this link (1), and a description (2) if you want.

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

Cancel Submit

CONTENT INFORMATION

* Name **1.**

Color of Name

Text

2.

Path: p Words: 0

ATTACHMENTS

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

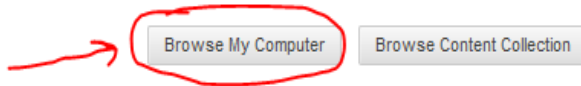
Attach File

Step 6) Now we are going to add the file as an attachment. Below the description box is the “ATTACHMENTS” area. Click “Browse My Computer” to locate the file you want to be included in this item.

ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*



Attach File



STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  

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

Display Until  

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



Step 7) The date and time restrictions are optional – basically, you can use these to set when this link you are creating will be accessible for students, and when it will no longer be accessible for students. If you do not select any date and time restrictions, then the link will remain on your course indefinitely. (Or until you decide to change the settings, or delete the link).

Step 8) Click “Submit”

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  

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

Display Until  

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

Step 9) Please click into the Content Area you uploaded the file to, and you will now see that item listed within the content area!