How to Enable *Edit Mode* in Blackboard

If Edit Mode is OFF in your course, you will not able to upload new course material, or edit existing course material. This guide will show you the quick process of enabling Edit Mode.
1. Log in to the Course on Blackboard. Go to a content area in your course, like *Course Documents*. 
2. If you don’t see the options below (Build Content, Assessments, Tools, and Partner Content), then this confirms that “Edit Mode” is currently Off, within your course. The next step will show you how to turn Edit Mode back On.
3. Look to the top right of your course’s web page. You should see “Edit Mode is: OFF”.

With your mouse, left click where it says “OFF” to turn Edit Mode ON.
4. Now that **Edit Mode is: ON**, you will see the options “**Build Content, Assessments, Tools, and Partner Content**” appear. This allows you to upload and edit course materials.