How to Add Documents to Your Blackboard Class

This manual will show you how to perform the following tasks:
- Log into Blackboard
- Access Your Blackboard Class
- Add Documents to Your Blackboard Class

FOURTH EDITION
MAY 2018
Introduction

Welcome to *How to Add Documents to Your Blackboard Course!* This is the first in a series of guides designed to help instructors build courses in Blackboard.

After reading this guide, you will know how to perform the following tasks:

- **Log into Blackboard.** You will learn how to locate Blackboard on the Internet and log into your Blackboard account.

- **Navigate to your Blackboard class.** This manual will show you how to find your Blackboard course.

- **Upload your course materials to Blackboard.** While the example in this guide shows you how to post a Microsoft Word document, you are not limited to documents of this type. You can post PowerPoint and PDF documents, as well. Just follow the directions for Word documents that we provide here.

This manual is meant to be a brief introduction to the Blackboard environment. To learn more, download the following advanced guides.

*How to Copy Your Course Content from One Course to Another*

*How to Make Your Blackboard Course Available to Students*

*How to Add Graders to Your Blackboard Course*

*Ancient Languages and the New Blackboard Content Editor*

You can find them at the *Faculty Help Site* here:

https://bbsupport.swbts.edu/bbFacultyHelp/.
Chapter 1

Logging into Blackboard

1.1 How to log into Blackboard

First, make sure that you navigate to the correct web site. Southwestern’s Blackboard site is located here:

http://blackboard.swbts.edu/

Type the above URL in your web browser’s address field. The Blackboard home page will look something like this:

![Blackboard home page](image)

FIGURE 1.1 Blackboard home page.
Follow these steps to log into Blackboard:

1. Type your username in the *Username* field.
2. Type your password in the *Password* field. The password is case-sensitive, so type it carefully!
3. Click the Login button.

**IMPORTANT NOTE**

If you do not know your Blackboard username or password, contact the Blackboard Administrator at the following email address:

bblearn@swbts.edu

Clicking the Login button will open Blackboard’s welcome page (see figure 1.2 below).

FIGURE 1.2 Blackboard welcome page.
1.2 How to access your Blackboard classes

The Blackboard welcome page contains several modules. The most important one (and the only one that we will discuss in this manual) is the My Courses module. The My Courses module lists the Blackboard courses in which you are enrolled as an instructor. It will look like this:

![My Courses Module]

FIGURE 1.3 Blackboard My Courses module.

Click a course title to open the corresponding course.

The initial page of your course will look something like the page in figure 1.4 below.
FIGURE 1.4 Blackboard course page.
Here is a fuller view of the course menus.

Notice that there are two menus on the Blackboard course page. The top menu is the course menu (in the green area in the screenshot on the right). Both professors and students can view this menu. Students are able to view content, engage in course discussions, and take exams by clicking on the course menu links.

Notice the Control Panel menu below the Course Menu. This menu is invisible to your students. The menu will only be visible to you, the instructor, and any graders or teaching assistants you may have. The Control Panel menu allows you to administrate many of the areas of your course.

We won’t discuss the Control Panel menu in this manual. However, you can learn about many of the administrative functions available via this menu in the manuals mentioned on page two of this document.

In the next chapter, we will show you how you can post documents to your Blackboard class.

FIGURE 1.5 Blackboard course menus.
Chapter 2

Adding Documents to a Blackboard Course

First, make sure that the course edit mode is set to ‘ON’.

You will find the Edit Mode switch in the upper right-hand side of the screen:

![Edit Mode switch](image)

**FIGURE 2.1** Location of the Edit Mode switch.
Let's add a syllabus to the course. To do that, click the Syllabus link in the Course Menu.

![Figure 2.2 Course Syllabus link.](image)

Clicking this link opens the Syllabus content section. Next, click on the **Build Content** option (pictured in figure 2.3 below).
How to Add Documents to Your Blackboard Class
Blackboard Instructor Series

In the drop-down menu, click *Item* (see figure 2.4 below).

![Image](image-url)

**FIGURE 2.3** The *Build Content* option.

**FIGURE 2.4** The *Item* option.
This opens the Create Item page. The Create Item page looks like the page in figure 2.5 below.

![Create Item page](image)

The Create Item page allows you to post a document to your Blackboard course. First, create a title for your posting by typing a name in Name text field (see figure 2.5 above). For example, if you are posting the class syllabus, you can type the phrase “Class Syllabus.”

![Adding a title](image)
If you wish, you can also create a description of your text file for your students. You can do this by typing a description in the Text textbox.

![FIGURE 2.7 Adding a description.](image)

Next, scroll down to the Attachments section. This is where you add your document to Blackboard. In the Attachments section, drag and drop your document into the ‘Attach files’ area.

![FIGURE 2.8 Adding the document.](image)

If your browser does not allow you to drag and drop documents, click the Browse My Computer button and find the document on your computer.
Once you have added your document, it will appear under ‘Attached files’.

![ATTACHMENTS]

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course’s file repository. Select Do Not Attach to remove a selected file.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Link Title</th>
<th>File Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course_Syllabus</td>
<td>Course_Syllabus</td>
<td>Create a link to this file</td>
</tr>
</tbody>
</table>

**FIGURE 2.9** The attached file.

In the example above, the instructor has searched for and found a document named *Course_Syllabus.docx*.

NOTE: We recommend that you do not include spaces in the title of your file. For example: ‘Course_Syllabus.docx’ (not ‘Course Syllabus.docx’).

There are other options that you can set. You can leave these set at the default settings. For example, if you leave the *Select Date and Time Restrictions* unchecked, Blackboard will display the link to the course syllabus for the life of the course.

Scroll down and click the *Submit* button (see figure 2.10 below).
Notice that a link to the syllabus has been added on the Syllabus page (see figure 2.11 below). Students can now click the Course_Syllabus.docx link to retrieve the syllabus that you posted to Blackboard.
To view the document as your student sees it, turn the edit mode off at the top right-hand corner by clicking the on button (see Figure 2.12).

![FIGURE 2.12 The Edit Mode button.](image)

Clicking the Edit Mode button turns it off.

Notice that the instructor-level menu options (such as the Build Content option) have disappeared. This is what students see when they access the course.
That’s all there is to it! Follow these same steps to upload other files – even files of other types such as PDF and PowerPoint files.