

Blackboard 8.0 Quick Reference Guide

Course Management Series

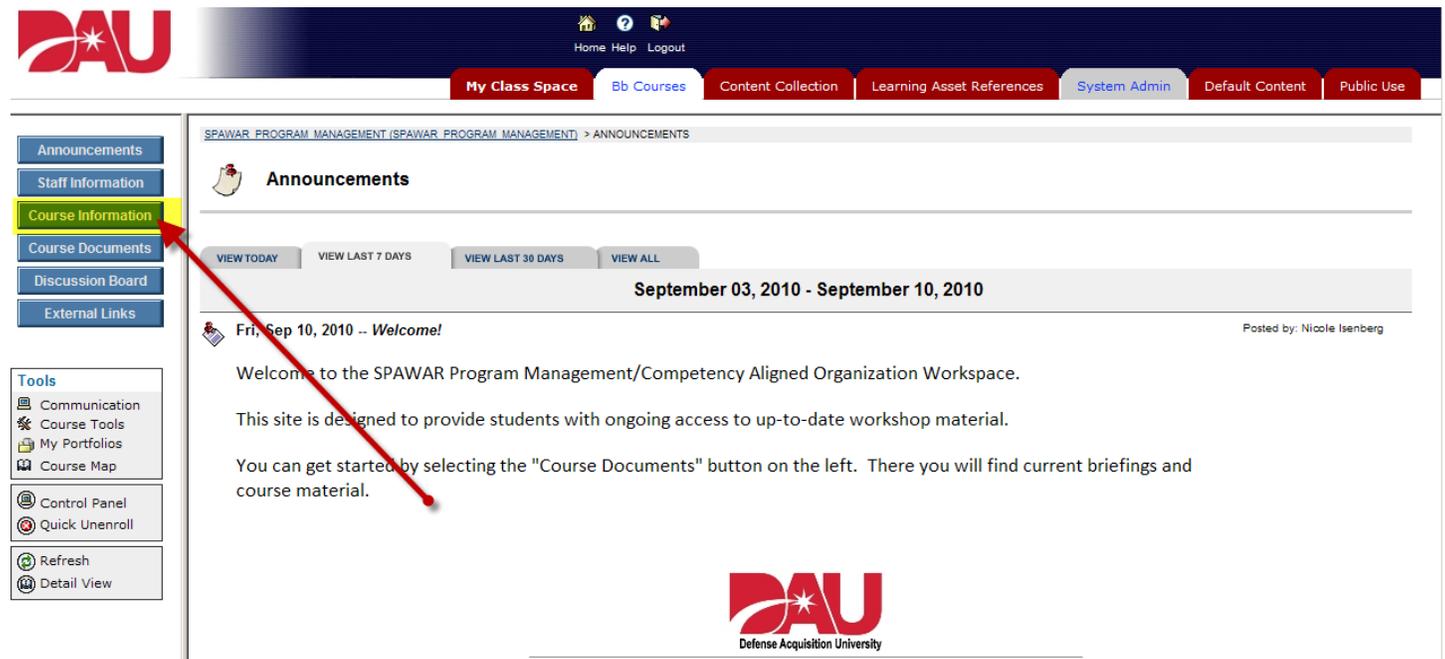
Add Content to a Textbox (Launch in a new Window)

On your site, it is easy to add, update, or remove documents. In order to do so, you need to be designated with the appropriate permissions in the course. To obtain permissions, email bbassist@dau.mil.

Step 1: Login to the Blackboard: <https://myclass.dau.mil>

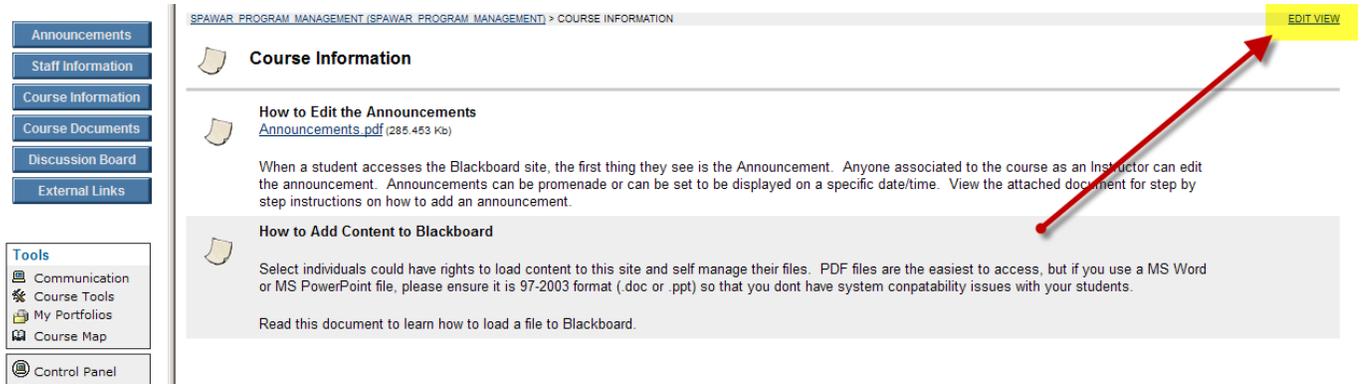
Step 2: Select the link for the course under “courses you teach”

Step 3: Navigate to the content area you want to add a file to



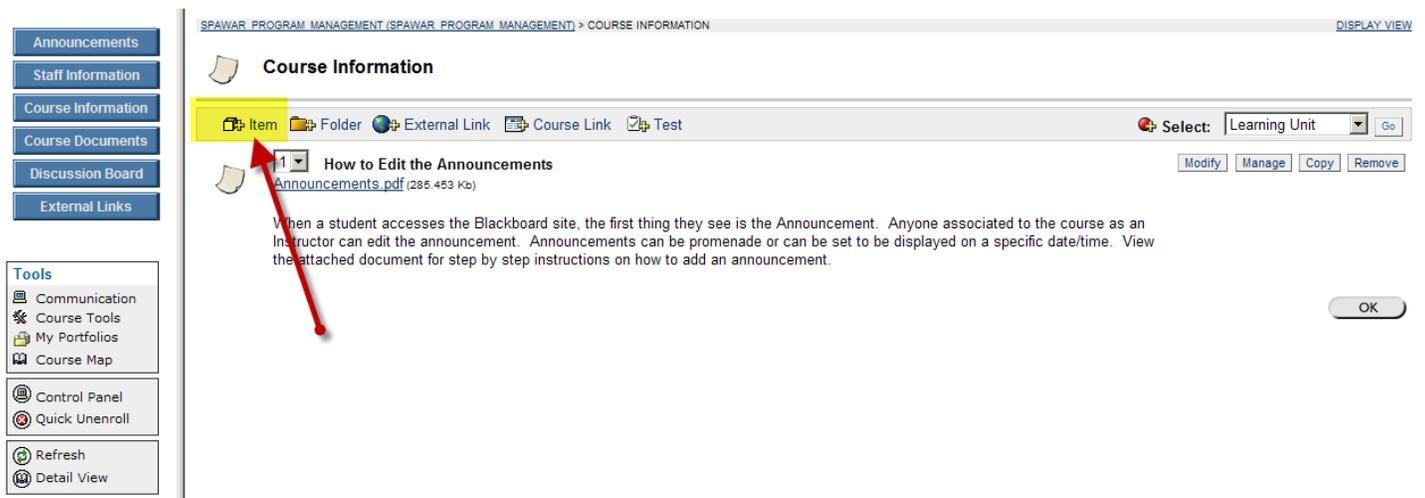
The screenshot displays the Blackboard 8.0 interface for a course titled "SPAWAR PROGRAM MANAGEMENT (SPAWAR PROGRAM MANAGEMENT)". The left-hand navigation menu includes "Announcements", "Staff Information", "Course Information" (highlighted with a red arrow), "Course Documents", "Discussion Board", and "External Links". Below this menu is a "Tools" section with options like "Communication", "Course Tools", "My Portfolios", and "Course Map". The main content area shows an "Announcements" section with a date range of "September 03, 2010 - September 10, 2010" and a post titled "Fri, Sep 10, 2010 -- Welcome!". The post content reads: "Welcome to the SPAWAR Program Management/Competency Aligned Organization Workspace. This site is designed to provide students with ongoing access to up-to-date workshop material. You can get started by selecting the 'Course Documents' button on the left. There you will find current briefings and course material." The DAU logo is visible at the bottom of the page.

Step 4: Click **Edit View** in the upper right hand corner of the screen. Only specified users will see this link.



The screenshot shows the Blackboard interface for a course. On the left is a navigation menu with buttons for 'Announcements', 'Staff Information', 'Course Information', 'Course Documents', 'Discussion Board', and 'External Links'. Below this is a 'Tools' section with icons for 'Communication', 'Course Tools', 'My Portfolios', 'Course Map', and 'Control Panel'. The main content area is titled 'Course Information' and contains two announcements. The first announcement is 'How to Edit the Announcements' with a PDF attachment. The second announcement is 'How to Add Content to Blackboard'. In the top right corner of the main content area, there is a yellow button labeled 'EDIT VIEW'. A red arrow points from the bottom of the page towards this button.

Step 5: You now see the menu buttons to add/manage content. You can add files, folders, surveys, external links, and much more! For this example, I will add an item (file). Click the “+Item” icon.



The screenshot shows the Blackboard interface for a course. On the left is a navigation menu with buttons for 'Announcements', 'Staff Information', 'Course Information', 'Course Documents', 'Discussion Board', and 'External Links'. Below this is a 'Tools' section with icons for 'Communication', 'Course Tools', 'My Portfolios', 'Course Map', 'Control Panel', 'Quick Unenroll', 'Refresh', and 'Detail View'. The main content area is titled 'Course Information' and contains one announcement: 'How to Edit the Announcements' with a PDF attachment. Above the announcement, there is a menu bar with icons for '+Item', 'Folder', 'External Link', 'Course Link', and 'Test'. The '+Item' icon is highlighted in yellow. A red arrow points from the bottom of the page towards this icon. To the right of the menu bar, there is a 'Select:' dropdown menu set to 'Learning Unit' and a 'Go' button. Below the announcement, there are 'Modify', 'Manage', 'Copy', and 'Remove' buttons. In the bottom right corner, there is an 'OK' button.

Step 6: Fill in appropriate fields

- Name: This will be the title of the item
- Text: if you need to give other instructions or explain what the document is you can do so here

Step 7: When you are ready to attach the file, click in the Text Box where you want the link located . Click the “**Attach File**” icon

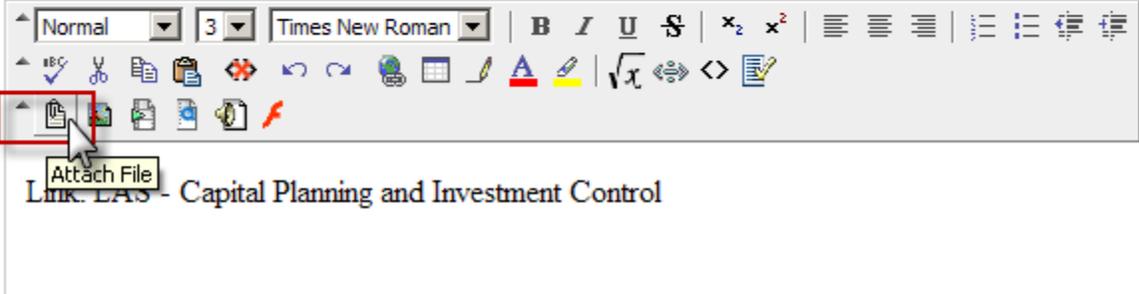
Bb Modify Item

1 Content Information

* **Name**

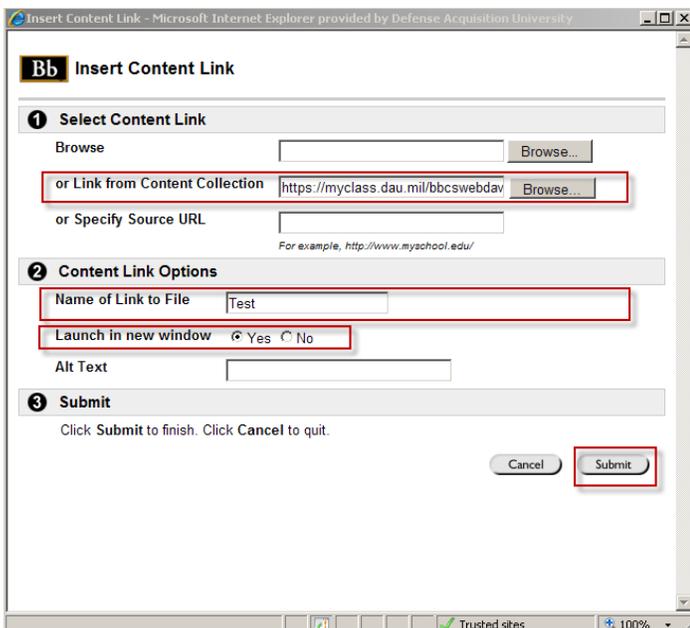
Choose Color of Name

Text



Link: LAS - Capital Planning and Investment Control

Step 8: Browse to locate your file, **rename** it if you would like, select to Launch it in new window, then click **Submit**.



Bb Insert Content Link

1 Select Content Link

Browse

or Link from Content Collection

or Specify Source URL

For example, <http://www.myschool.edu/>

2 Content Link Options

Name of Link to File

Launch in new window Yes No

Alt Text

3 Submit

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

Once the link is in the text box, you cannot modify or rename it. If you want to make changes, delete the link and start over.