

WHY WOULD YOU USE THIS FEATURE?

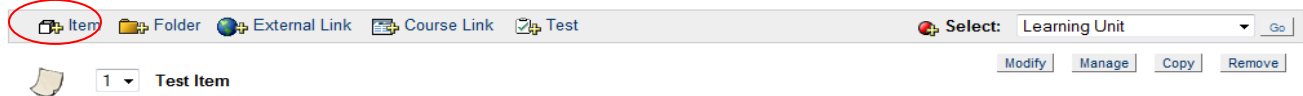
Attachments are files that can be attached to different content items in a course, such as an Item. Attachments show up in a display view as links beneath the names of the items that they are attached to. To improve the organization structure of your course it is wise to use folders

HOW TO USE THIS IN A BLACKBOARD CLASS

Note: You will need to create a Blackboard Item before you can add an attachment. (See the How To on Adding/Modifying an Item)

To Add an Item:

- 1) Access the Control Panel within your course
- 2) Access the Content Area where you would like to add an Item/Attachment
- 3) Click Item



- 4) You must create a name for the item. In the “Content” section, Click Browse

Bb Add Item

1 Content Information

Name

Choose Color of Name

Text

Normal 3 Times New Roman B I U S x₂ x²

More descriptive information and/or directions about the item you are posting can be typed here.

Path: body

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action

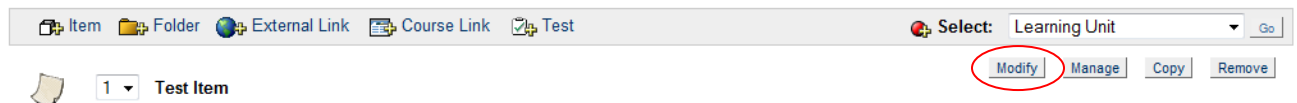
3 Options

- 5) Locate the file you want to attach
- 6) Click Open
- 7) *Optional:* Enter a name for the link to this file in the box where it says “Name of Link to File”
- 8) *Optional:* Use the “Special Action” drop-down menu to select from one of the following options:
 - a. Create a link to this file – default setting
 - b. Display media file within the page – primarily used for images or multimedia files, not documented files

- c. Unpackage this file – used for multimedia files
- 9) In the Options section, select whether or not you want to:
 - a. Make the content available (visible to students)
 - b. Track number of views
 - c. Choose date and time restrictions
- 10) Click Submit when you are done
- 11) Click OK on the next screen

To Remove an Attachment:

- 1) Click Modify (to the right of the item that you want to attach a file to)



- 2) Under “Currently Attached Files and Items” Click the Remove button next to the file you want to remove

Currently Attached Files and Items

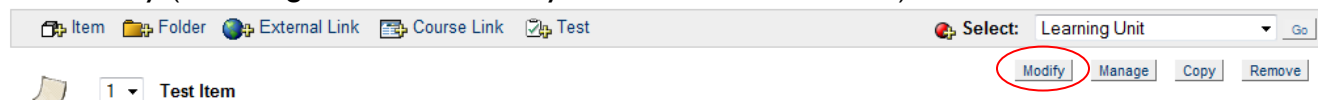
 Course Content-Adding-Removing-Modifying Attachments.doc - [Course Content-Adding-Removing-Modifying Attachments.doc](#) (38912 bytes)

- 3) Click Ok on the verification window
- 4) Click Ok on the next screen

To Modify an Attachment:

- 1) First you need to access the original document (attachment) on your computer or you can download it from Blackboard
- 2) Make any changes you want and save the document to the desktop
- 3) Access the Control Panel within your course
- 4) Access the Content Area where you would like to add the modified Attachment
- 5) Click Modify (to the right of the item that you want to attach a file to)



- 6) Under “Currently Attached Files and Items” Click the Remove button next to the file that you want to replace

Currently Attached Files and Items

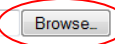
 Course Content-Adding-Removing-Modifying Attachments.doc - [Course Content-Adding-Removing-Modifying Attachments.doc](#) (38912 bytes)

- 7) Click Ok on the verification window
- 8) Click Modify (to the right of the item that you want to attach a file to)
- 9) Click Browse

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file 

Name of Link to File

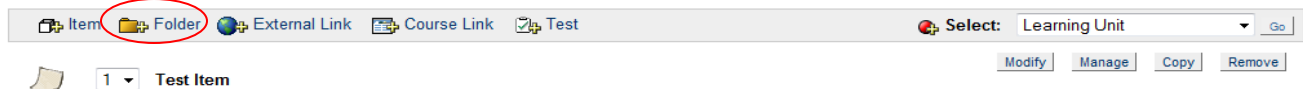
Special Action

- 10) Locate the file you want to attach

- 11) Click Open
- 12) *Optional:* Enter a name for the link to this file in the box where it says "Name of Link to File"
- 13) Click Submit when you are done
- 14) Click Ok on the next screen

To Add a Folder:

- 1) Access the Control Panel within your course
- 2) Access the Content Area where you would like to add a Folder
- 3) Click Folder



- 4) You must create a name for the folder.

Bb Add Folder

1 Folder Information

Name

Choose Color of Name

Text

Normal 3 Times New Roman B I U S x₂ x²

Path: body

2 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions

<input type="checkbox"/> Display After	<input type="checkbox"/> Display Until
Jul 10 2009	Jul 10 2009
10 10 AM	10 10 AM

3 Submit

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

* Required Field

- 5) *Optional:* Enter descriptive information about what material will be contained in the folder.
- 6) Click Submit when you are done
- 7) Click OK on the next screen

Placing Items in a folder:

- 1) Click on the folder
- 2) Follow the steps above for adding an item.

Note: You can add a variety of material in folders (e.g. graded assignments, test, external links, course links, etc.)

To modify/remove folders you can follow the same steps that are provided for items.