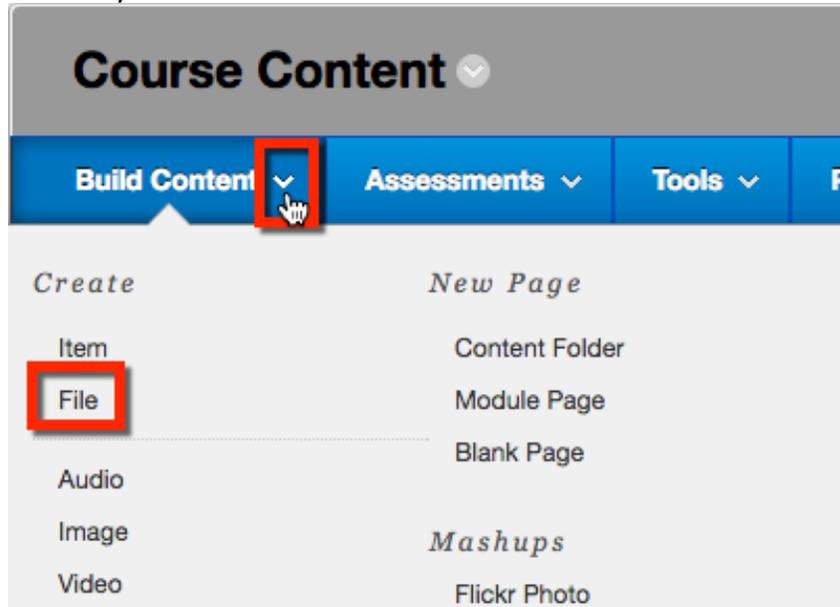**Create a File**

Enter a Blackboard course and select a content area to add content. Once you are in a content area, hover your mouse over **Build Content** to open the drop down menu. Select **File**.

Note: Once the Blackboard File is created, students will be able to click the File title to open/download on their computer.


Content Information:
Name: Create a name.
Find File:
Browse My Computer: Will open the file directory on your computer. Find the location of the saved file, select the file, and click Open for the file to appear on the Blackboard Create File page.
Browse Course: Will open the file directory in your Blackboard course. Find the location of the saved file, select the file, and click Submit for the file to appear on the Blackboard Create File page.
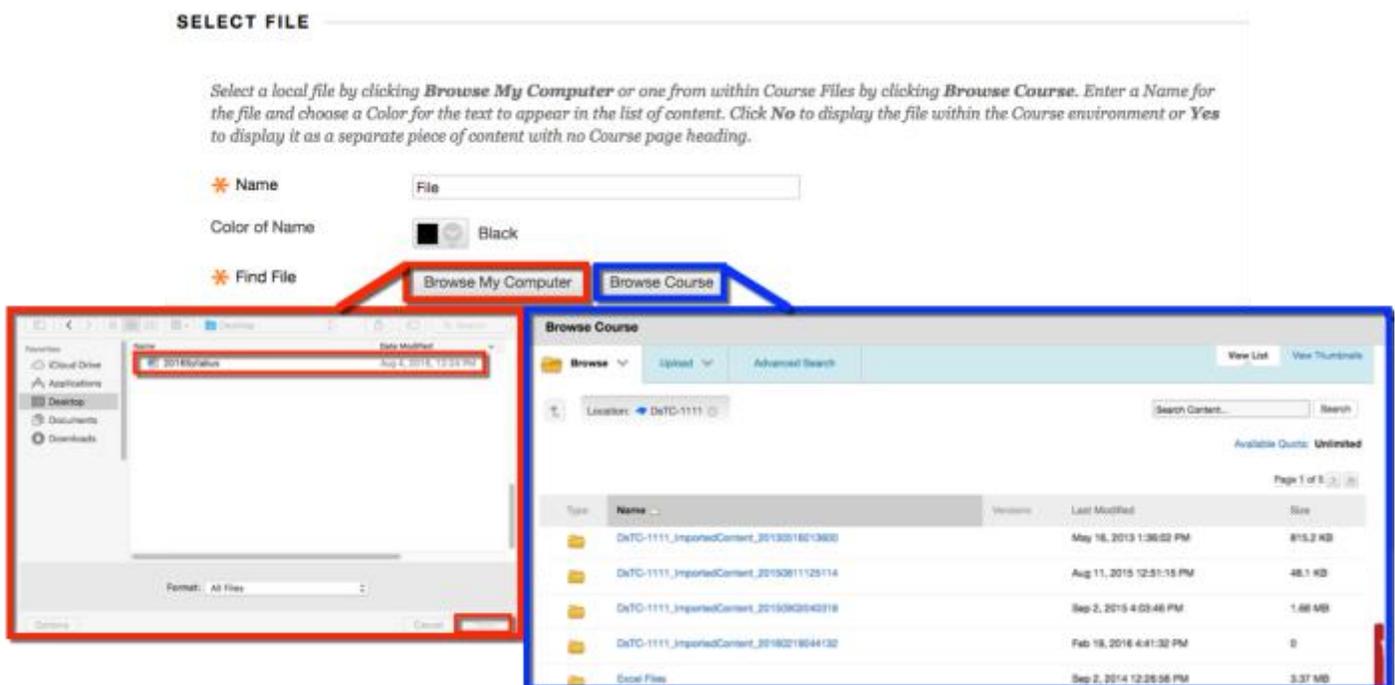
Make sure the file name appears under the **Browse My Computer** and **Browse Course** buttons. If you selected the wrong file, click the **Select a Different File** button.

Find File   Browse My Computer   Browse Course

Selected File   File Name   **2016Syllabus.doc**
                File Type   **DOC**

Select a Different File

File Options:
Open in New Window: Open the file in a new window or in the same window.
Add alignment to content: Select whether to add an alignment to the content item.

FILE OPTIONS

Open in New Window   ○ Yes ● No

Add alignment to content   ○ Yes ● No

Standard Options:
Permit Users to View this Content: Make sure Yes is selected or students will not be able to view this content.
Track Number of Views: You will be able to keep track of how many users view this material.
Select Date and Time Restrictions: Select availability dates and times to limit when students can view this material.

Once you are finished, 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.

You have successfully created a **File**.

Success: File created.

Course Content ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

File