

Creating an Item and Adding Files



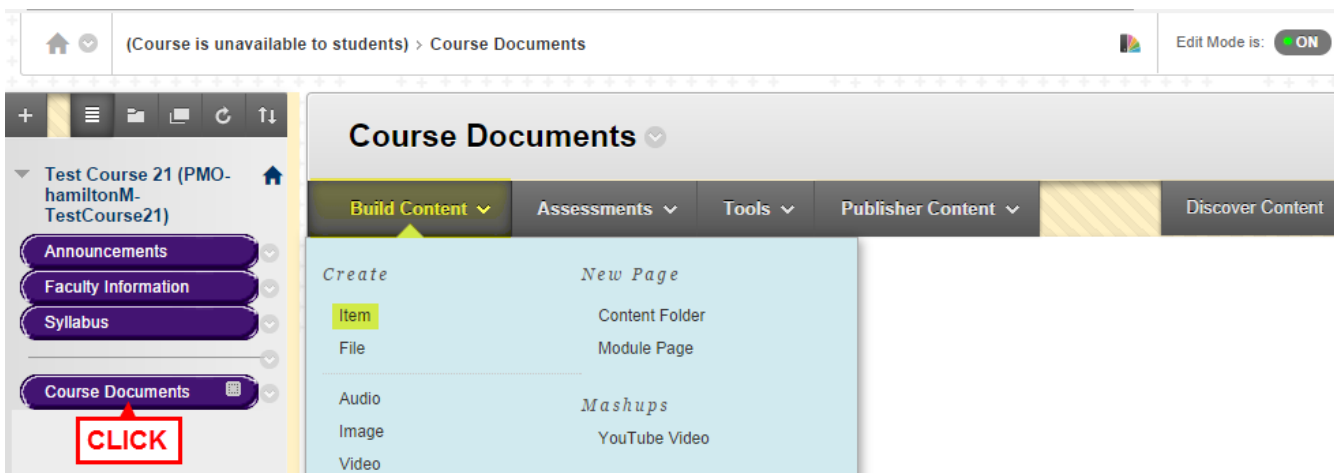
Creating & Managing Content

An Item is a basic container for a set of content that will be presented to students, such as a set of files or a combination of text, graphics, and links. It is often used to provide students with a syllabus and course schedule, but can be used to provide other instructional materials.

CREATING AN ITEM

An Item's content is created through the tools in the Item's content editor and by attaching files. These instructions assume that you have [EDIT MODE](#) turned on in your course.

1. In your course menu, click on the button associated with the content area page where you want to add content. On the content area page, your mouse over the **BUILD CONTENT** button. In the menu that appears, click **ITEM**.



2. The **CREATE ITEM** form will appear. Under **CONTENT INFORMATION**, give the Item a **NAME**. In the **TEXT content-editor**, you may add a description, embed media, or add links to files or websites using the built-in tools.

Content Information

Name

Color of Name

Text

The screenshot shows a rich text editor interface. The top toolbar includes options for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and link insertion. The main text area contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec non pulvinar magna. Quisque egestas, libero id feugiat sodales, sem metus sagittis tortor, a vehicula purus leo et mi. Mauris sollicitudin feugiat lacus non malesuada. Cras sit amet sollicitudin ligula.' Below the text are three bulleted links: 'Sed tempus tristique nisi, et malesuada justo scelerisque ac.', 'Suspendisse potenti. In hac habitasse platea dictumst.', and 'Integer turpis tellus, sodales sed consequat non, tincidunt quis odio.' A 'Bb MATC' logo is visible in the bottom right corner. The status bar at the bottom shows 'Path: ul > li > a > span' and 'Words: 85'.

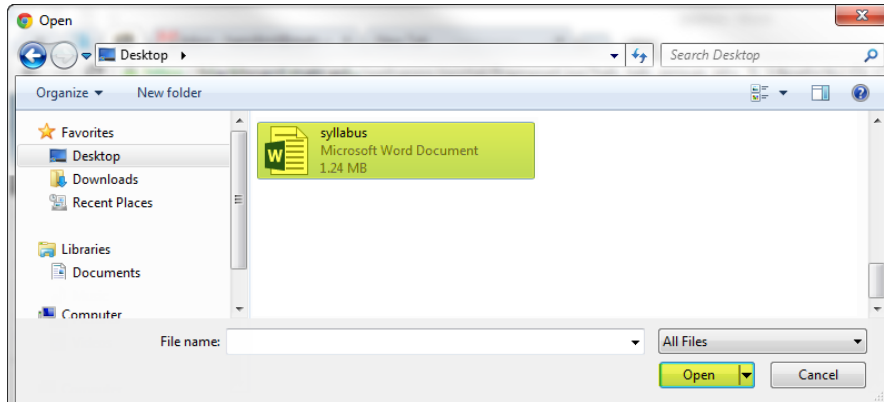
3. Scroll down to the **ATTACHMENTS** section to attach one or more files to this item. Click the **BROWSE MY COMPUTER** button.

Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File Browse My Computer Browse Content Collection

4. In the **FILE UPLOAD** box that appears, locate and select your file from where it is located on your computer or storage media. Then, click the **OPEN** button.



5. The file you selected will appear in the **ATTACHED FILES** list.

Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File Browse My Computer Browse Content Collection

Attached files

File Name	Link Title	File Action	Item's Alignments
syllabus.docx	syllabus.docx	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

Please note that you can continue to add more files to this Item by repeating steps #3 and #4. You may add up to **250 MB** worth of files to a single Item.

Attached files

File Name	Link Title	File Action	Item's Alignments
syllabus.docx	syllabus.docx	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach
course-schedule.docx	course-schedule.docx	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach
7-essential-rules-of-netiquette.pdf	7-essential-rules-of-netiq	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach
min-computer-requirements-2014-fac.pdf	min-computer-requireme	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach



6. Scroll down to the **STANDARD OPTIONS** section. To make this Item and its contents available to students, set **PERMIT USERS TO VIEW THIS CONTENT** to **YES**. If desired, you may use the scheduling tools to make the content available within a specific timeframe.

Standard Options



Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

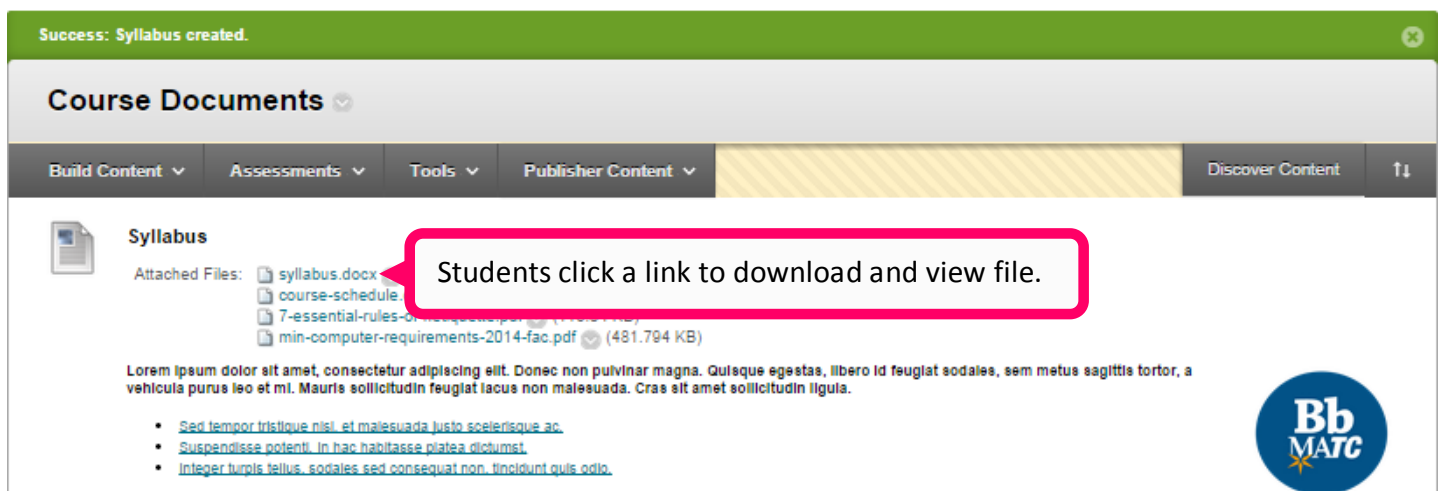
Display After  

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.

7. When you are done adding your content to the form, click the **SUBMIT** button at the bottom of the page.
8. The Item will be added to the content area page. Please note that attached files appear at the top of the Item as download links.



Success: Syllabus created.

Course Documents

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾ Discover Content ↑↓

Syllabus

Attached Files:

- syllabus.docx
- course-schedule.
- 7-essential-rules-of-intelligence.pdf (1.46 MB)
- min-computer-requirements-2014-fac.pdf (481.794 KB)

Students click a link to download and view file.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec non pulvinar magna. Quisque egestas, libero id feugiat sodales, sem metus sagittis tortor, a vehicula purus leo et mi. Mauris sollicitudin feugiat lacus non malesuada. Cras sit amet sollicitudin ligula.

- [Sed tempor tristique nisi, et malesuada justo scelerisque ac.](#)
- [Suspendisse potenti. In hac habitasse platea dictumst.](#)
- [Integer turpis tellus, sodales sed consequat non, tincidunt quis odio.](#)



PLEASE NOTE

Blackboard cannot upload any individual file or set of files that is greater than 250 MB. Attempting to upload a file larger than this limit will bring about an error message. Unfortunately, this cannot be changed in the system.

If your file is larger than 250 MB, we recommend the following solutions:

- [Review our tips for optimizing documents for the web](#)
- [Access your MATC Google Drive, upload and share your file by link, and post the link in your course.](#)