

Creating an Item and Adding Files



Creating & Managing Content

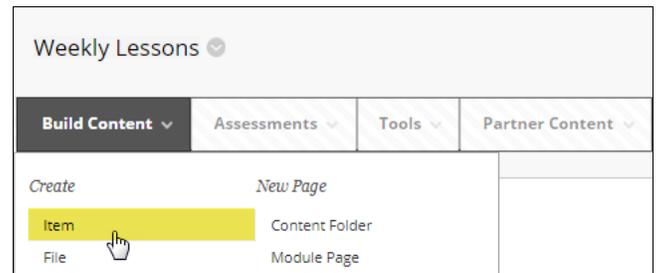
An Item is a basic container for content that will be presented to students, such as a set of files or a combination of text, graphics, and links. It is often used to provide students with a syllabus and course schedule, but can be used to provide other instructional materials.

CREATING AN ITEM

These instructions assume that you have [Edit Mode](#) turned on in your course and that you have created a [Content Area Link](#) in the course menu. Materials are added to content areas within the course.

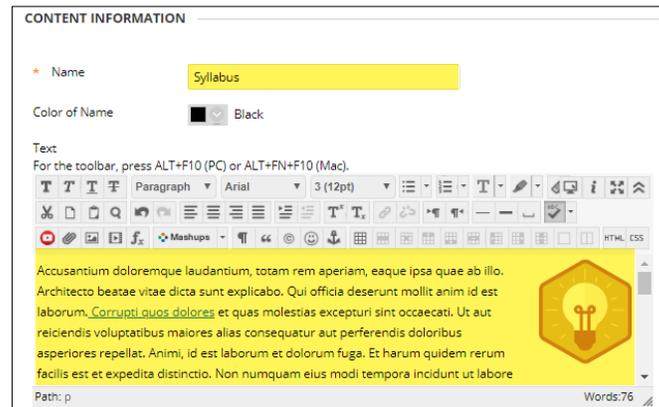
1. In your course menu, click on the content area link associated with the page where you want to add content (Example: Syllabus; Weekly Content).

2. On the content area page, your mouse over the **BUILD CONTENT** button. In the menu that appears, click **ITEM**.

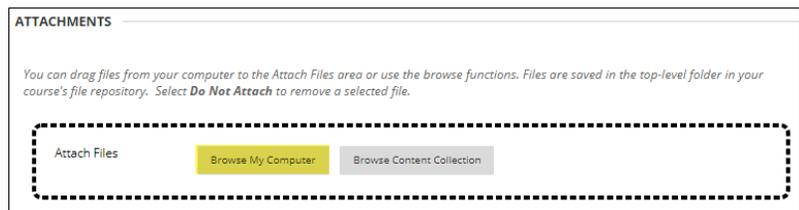


3. The **CREATE ITEM** form will appear. Under **CONTENT INFORMATION**, give the Item a **NAME**.

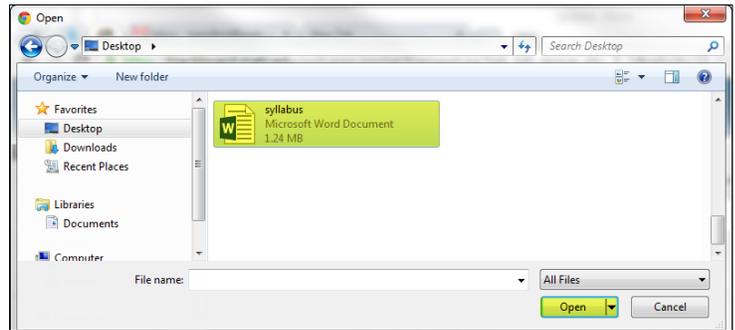
In the **TEXT content-editor**, you may add instructions, embed media, or add links to files or websites using formatting tools.



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



- 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.



- The file you selected will appear in the **ATTACHED FILES** list. 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_template.docx	syllabus_template.docx	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

- 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.

- When you are done adding your content to the form, click the **SUBMIT** button at the bottom of the page. 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.



Syllabus 

Attached Files:  syllabus_template.docx  (16.374 KB)

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Students click a link to download and view file.

 **PLEASE NOTE**

Blackboard cannot upload any individual file or set of files that is greater than 250 MB. 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.](#)