

## How to Add a File (called an Item in Blackboard)

Announcements  
Course Information  
Assignments  
My Grades  
Faculty

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GENERIC-COURSE (GENERIC-COURSE) > ANNOUNCEMENTS

### Announcements

Click on a "Content" area such as Course Information or Assignments to add a file such as a syllabus.

Technology & Society  
HUM 110

Ms. Boxel, instructor

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

August 03, 2009 - Au

**Weekly Announcement**  
This week we will be exploring the history of various "gadgets." What makes a gadget useful?

EDIT VIEW

Click "Edit View" in upper right of screen

GENERIC-COURSE (GENERIC-COURSE) > ANNOUNCEMENTS

course

Click "Item" to add a file.

Item Folder External Link Course Link Test



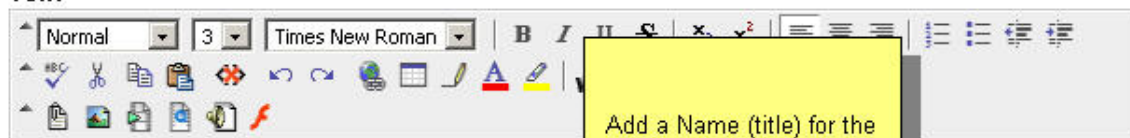
## Add Item

### 1 Content Information

\* Name

Choose Color of Name

#### Text



Add a Name (title) for the file you are adding. You can also add comments or instructions to the (below) text editor box.

### 2 Content

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

Attach local file

Name of Link to File

Special Action

### 3 Options

Make the content available  Yes  No

Track number of views  Yes  No

Choose date and time restrictions  Display After  
Aug 10 2009  
09 20 AM

Click "Browse" and locate your file. You can change the availability of this item if you desire to, and then submit the item.

### 4 Submit

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

\* Required Field



## Course Information



### 1 Course Syllabus

[Syllabus.rtf](#) (30.979 kb)  
Please print this syllabus and refer to it throughout the semester.

You should see your file.