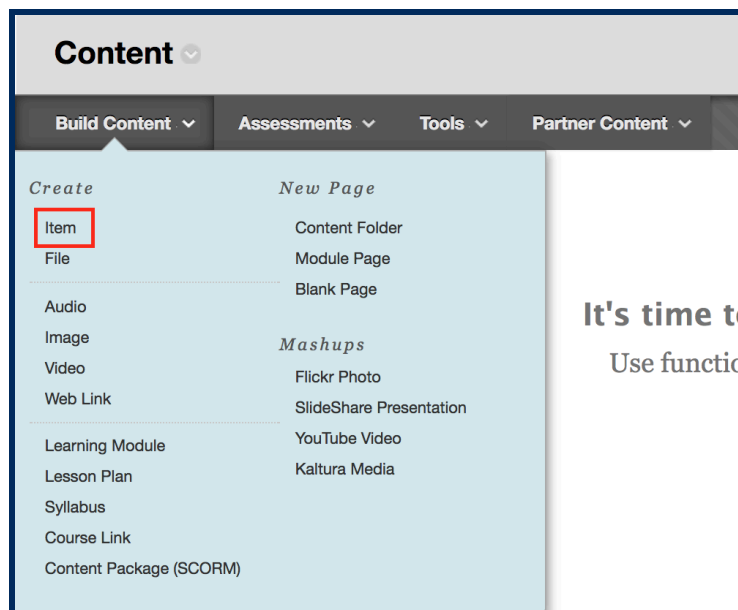
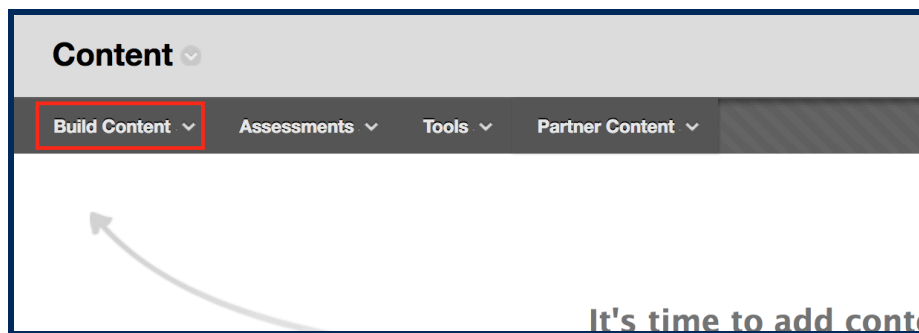


# Posting Items in Blackboard

Items provide a diverse set of options for posting material to Blackboard.

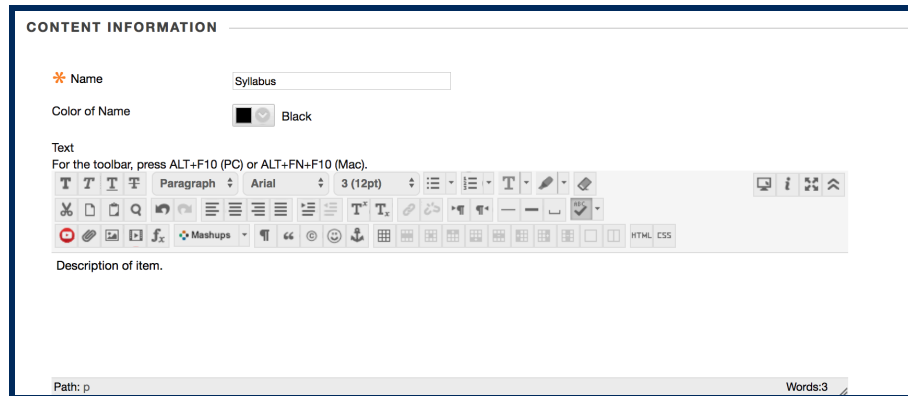
## Step 1

Choose the course you wish to post material to, and under the course name on the menu on the left-hand side of your screen, click **Content**. Click on **Build Content** then click **Item**.



## Step 2

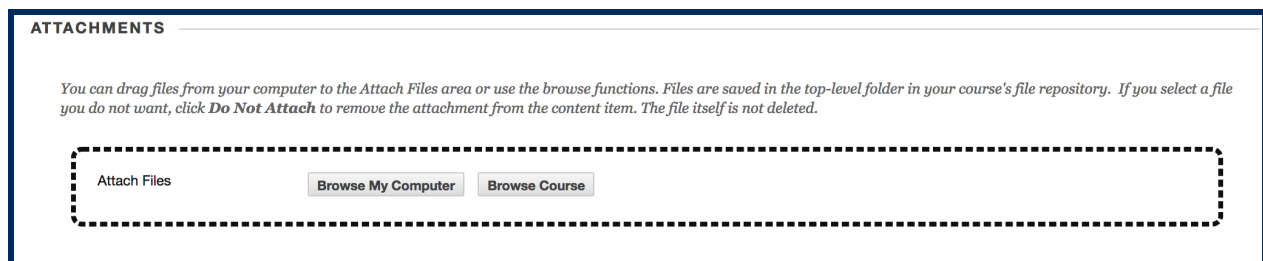
Give the item a name, and if desired, you can add a description as well.



The screenshot shows a form titled "CONTENT INFORMATION". It has a "Name" field with the text "Syllabus" and a "Color of Name" dropdown menu set to "Black". Below this is a "Text" section with a rich text editor toolbar. The toolbar includes options for Paragraph, Arial font, 3 (12pt) size, bold, italic, underline, strikethrough, link, unlink, and other text formatting tools. Below the toolbar is a "Description of item." text area. At the bottom of the form, it shows "Path: p" and "Words:3".

## Step 3

Click **Browse My Computer** for the file you wish to upload then click **Submit!**



The screenshot shows the "ATTACHMENTS" section. It contains a dashed rectangular box labeled "Attach Files". Inside this box are two buttons: "Browse My Computer" and "Browse Course". Above the box is a paragraph of instructional text: "You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. 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."

## Step 4

Many different file types are accepted including MS Word, Powerpoint, Excel and PDFs. PDFs will open in the browser, all other file types will download to the users computer.