

## Adding a Course Item

1. Logon to Blackboard and select the course you would like to access.
2. Access a content area in which you would like to add a course item (handout, syllabus etc) by:
  - a. Clicking the **Control Panel** link and then the content area of choice.
  - b. Clicking the content area of choice from the main course menu and clicking the **Edit** link from the top right side of the page.
3. Click the **Add Item** button.



4. When the **Add Item** page appears, complete the form and click the **Submit** button.

Type the name of the course item.

Click the **Pick** button to display the color palate if you want to change the text color.

Type a brief description of the course item or indicate how students should consider using the course item.

Browse and attach and a file if needed.

Type the name of the link that would identify the attached file.

Select the appropriate radio button to make the link visible/invisible to students.

Select the appropriate radio button to track/not track number of views.

Select and enter dates if course item needs to display within a specified time frame.

Click the **Submit** button to submit the form.