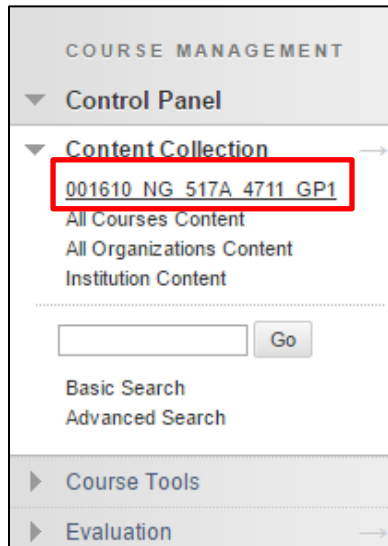


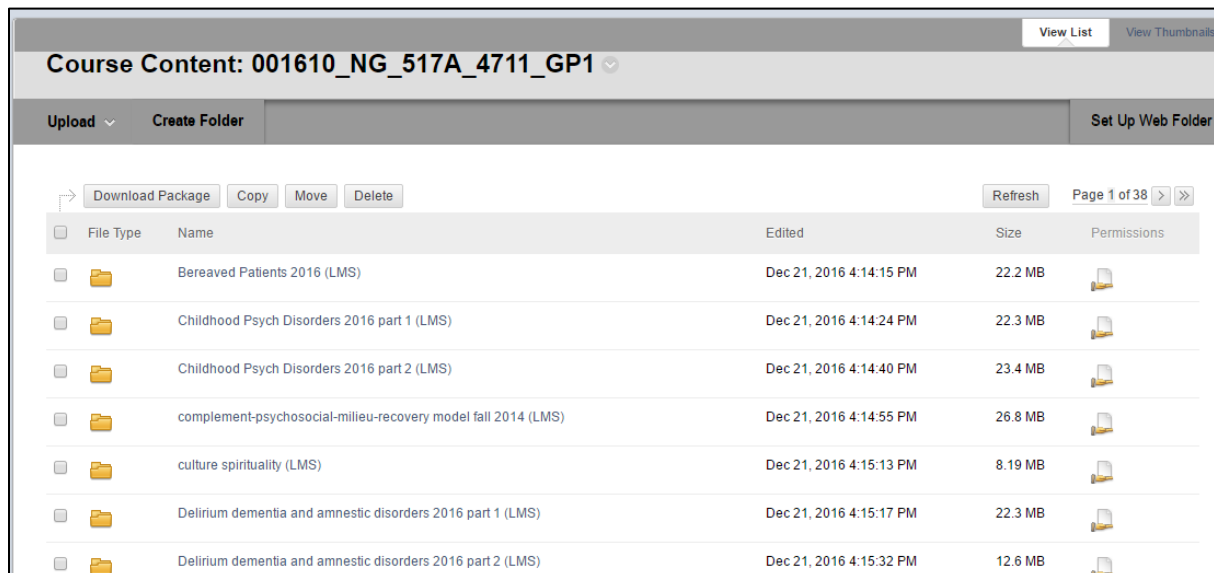
Uploading and Linking Files in Bb Learn Courses

Uploading Files to the Course Content Collection

1. With Edit Mode ON, locate the **Course Management** panel at the bottom of your course menu. Click on the **Content Collection** menu to expand it, and then click on the long numerical link containing your course number.

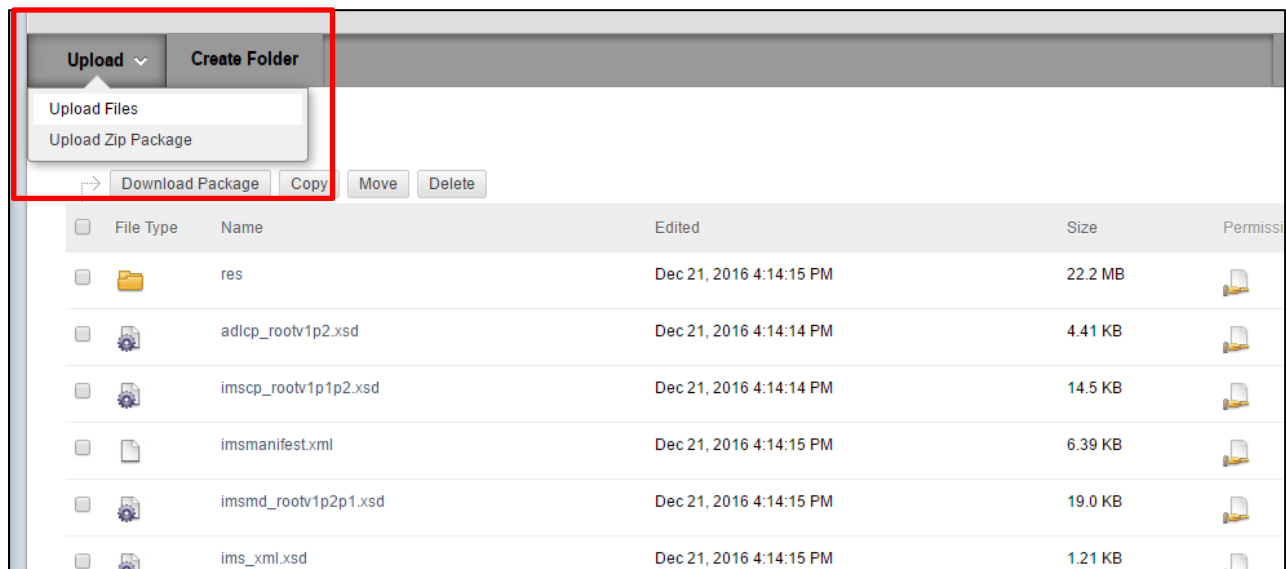


The **Course Content** area appears, with all existing folders and files visible:



2. Click the **Create Folder** button to create a new folder, or click on an existing folder name to enter and view that folder's contents, and upload additional files.

- Click the **Upload** button and choose **Upload Files** to upload a file into your folder.




Once the file is uploaded into the Course Content Collection, you can link to it from within your course so that students can view it.

Linking Files Within a Course

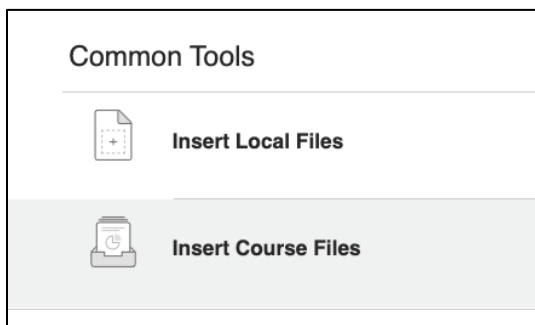
The Content Editor looks like this and offers standard word processing functions as well as many other features. Pass your cursor over an icon, and a description of what the button does will appear:



Important Note: The **Insert/Edit** link should **only** be used to create links to external websites.

For all other files, use the **Add Content**  link to choose the type of link you need to make.

On the **Add Content** page, most of the time you'll use the **Insert Course Files** option:



A new window will open, displaying the course's Content Collection:

Browse Content Collection					X	
<input type="checkbox"/>	Type	Name ▲	Versions	Last Modified	Size	
<input type="checkbox"/>	Folder	csfiles		Nov 11, 2020 9:17:19 AM	9.72 MB	
<input type="checkbox"/>	Folder	externalFiles_20160125112409		Nov 11, 2020 9:17:36 AM	173.0 MB	
<input type="checkbox"/>	Folder	externalFiles_20201031075507		Nov 11, 2020 9:18:03 AM	87.6 MB	
<input type="checkbox"/>	Folder	html5		Nov 11, 2020 9:16:49 AM	2.82 MB	
<input type="checkbox"/>	Folder	Images		Nov 11, 2020 9:17:19 AM	293.9 KB	
<input type="checkbox"/>	Folder	Micronutrient Presentation Folder - No Zip		Nov 11, 2020 9:18:02 AM	458.0 KB	
<input type="checkbox"/>	Folder	Micronutrients Presentation		Nov 11, 2020 9:17:27 AM	12.4 MB	















Click the title of the folder (not the checkbox in front of the name) to open it and choose a file inside the folder.

Once you locate the file you wish to link, click the checkbox in front of the filename, and then click **Submit**:

					Available Quota: Unlimited	
<input type="checkbox"/>	Type	Name ▲	Versions	Last Modified	Size	
<input type="checkbox"/>	File	blank.pdf	Off	Nov 11, 2020 9:17:25 AM	19.1 KB	
<input type="checkbox"/>	File	Chloe_Meisterfield_Assignment.docx	Off	Nov 11, 2020 9:17:25 AM	301.8 KB	
<input type="checkbox"/>	File	delete.pdf	Off	Nov 11, 2020 9:17:26 AM	19.1 KB	
<input type="checkbox"/>	File	Digital_Photography.docx	Off	Nov 11, 2020 9:17:26 AM	43.0 KB	
<input checked="" type="checkbox"/>	File	Digital_Photography.pdf	Off	Nov 11, 2020 9:17:26 AM	195.6 KB	
<input type="checkbox"/>	File	lipsum-text.txt	Off	Nov 11, 2020 9:17:25 AM	13.0 KB	
<input type="checkbox"/>	File	LoremIpsum-TextAndImages.docx	Off	Nov 11, 2020 9:17:26 AM	216.7 KB	
<input type="checkbox"/>	File	Lorem_Ipsum-2pgs.pdf	Off	Nov 11, 2020 9:17:25 AM	93.0 KB	
<input type="checkbox"/>	File	Lorem_Ipsum-3pgs.pdf	Off	Nov 11, 2020 9:17:24 AM	46.1 KB	
Select Items: 1					Cancel	Submit


A link will then be created with the title of the filename. You can then highlight the text of the link to change the name of the file as it displays to viewers. Then click **Submit** at the bottom of the page to save the link.

Content
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

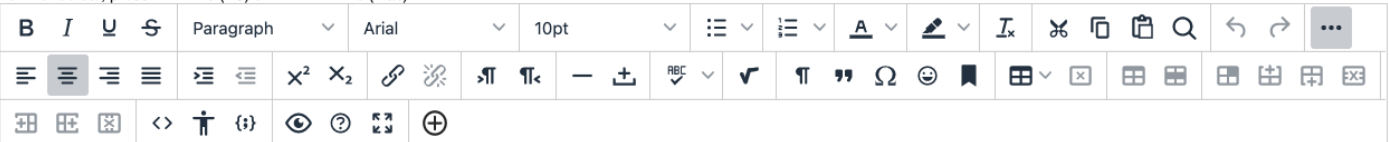
B	<i>I</i>	<u>U</u>	S	Paragraph ▼	Arial ▼	10p
≡	≡	≡	≡	≡	≡	x^2 x_2    
  	  	   				

[Digital_Photography.pdf](#)

Linking Files within a Session Table

1. With edit mode ON, select the table cell in which you wish to link the file.
2. Within the word processing editor, select the **Insert Content** icon. 

Content
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



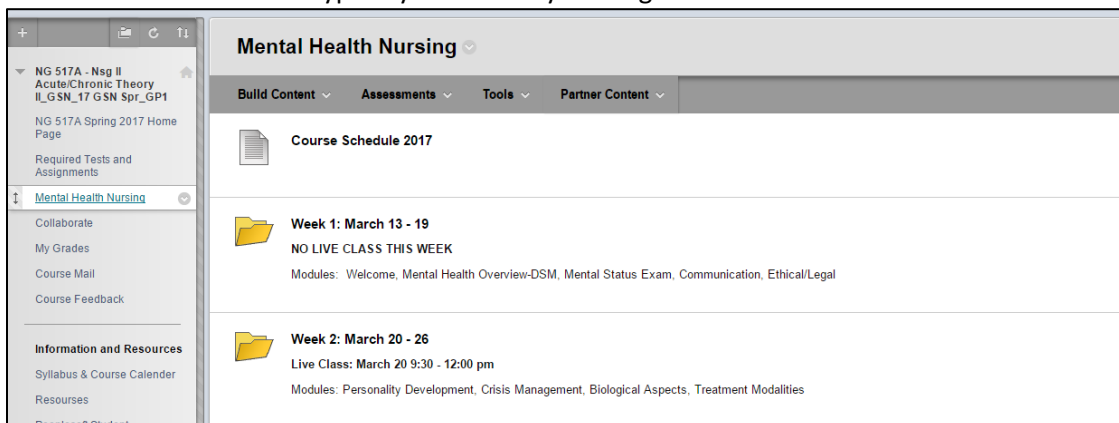
Principles of Human Genetics (PoHG) August 13, 2021 – September 27, 2021				
BLOCK 1 - SINGLE GENE AND FOUNDATIONAL GENETICS				
Date, Time, Location	Session Topic	Faculty	Required Prep and Consolidation Exercises	Other Resources
Friday, 8/13/21 8:30- 9:30 Amp II Zoom Link Meeting ID: 991 8643 3376 Password:	Introduction to PoHG	Neena Gupta Lisa Hall	Online Survey and Quiz 1 opens at 8 am Survey must be taken before Quiz 1 Online Survey and Quiz 1 (DUE 8/16- 1pm)	---

3. Follow the same steps above for **Linking Files Within a Course**.
4. Switch to **Edit Mode is OFF** to view and test your links.

Linking Files in a Content Area

Not all courses use a Session Table. If your course is one such course, choose the **Content Area** where you would like to add a link to an existing file in your Course Content Collection.

NOTE: Content areas are typically available by clicking on a link in the course menu.



Mental Health Nursing

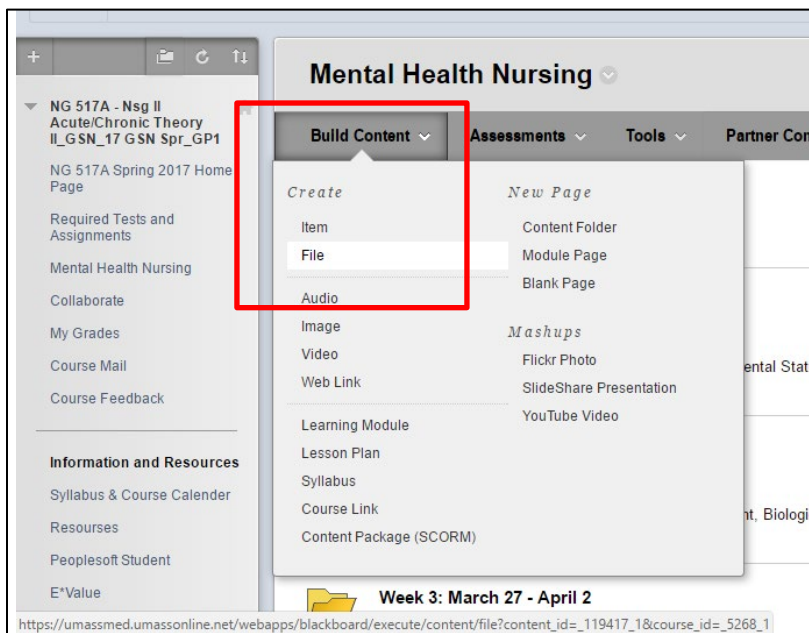
Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Course Schedule 2017

Week 1: March 13 - 19
NO LIVE CLASS THIS WEEK
Modules: Welcome, Mental Health Overview-DSM, Mental Status Exam, Communication, Ethical/Legal

Week 2: March 20 - 26
Live Class: March 20 9:30 - 12:00 pm
Modules: Personality Development, Crisis Management, Biological Aspects, Treatment Modalities

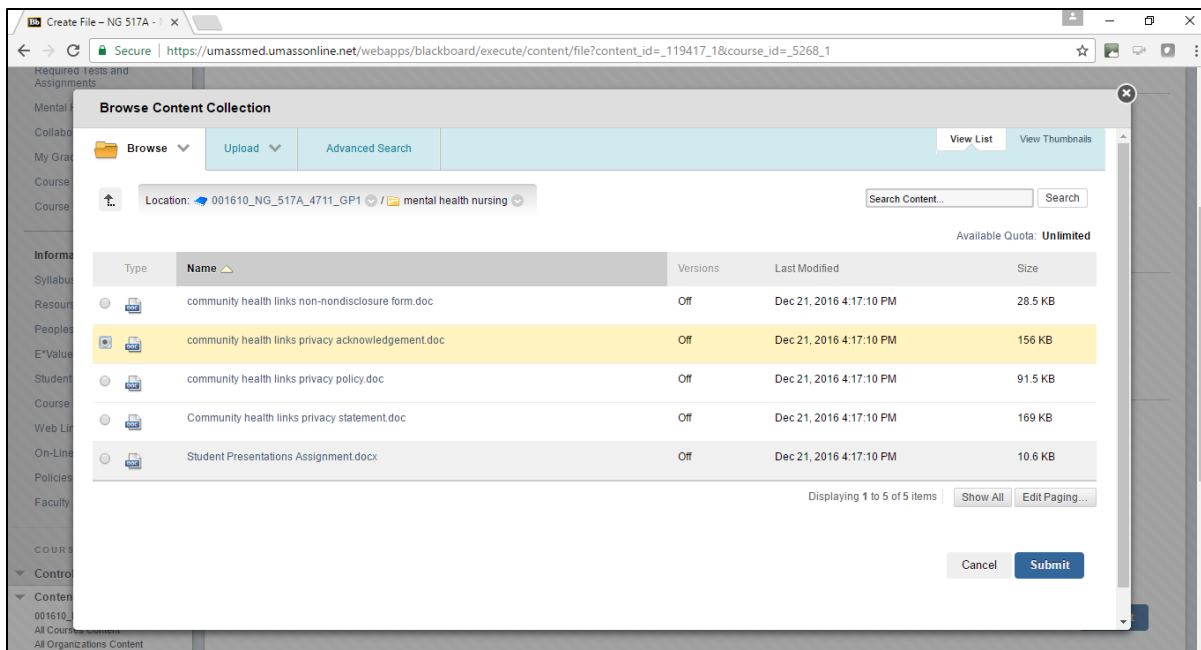
With **Edit Mode** is **ON**, click **Build Content**, and then choose **File** to add a file to the content area:



The **Select File** page appears. Add a Name for your file's link, and click **Browse Content Collection** to locate the file. Your course's Content Collection will appear in a new window.

A screenshot of the 'SELECT FILE' page in Blackboard. The page has a left sidebar with navigation links similar to the previous screenshot. The main content area is titled 'SELECT FILE' and contains several sections: 'Name' with a text input field containing 'Schedule 2017', 'Color of Name' with a color picker set to 'Black', and 'Find File' with two buttons: 'Browse My Computer' and 'Browse Content Collection'. Below these are 'FILE OPTIONS' with radio buttons for 'Open in New Window' (Yes/No) and 'Add alignment to content' (Yes/No). The 'STANDARD OPTIONS' section includes radio buttons for 'Permit Users to View this Content' (Yes/No), 'Track Number of Views' (Yes/No), and 'Select Date and Time Restrictions' with checkboxes for 'Display After' and 'Display Until', each followed by a date/time picker. At the bottom right are 'Cancel' and 'Submit' buttons.

Navigate to the folder where your file resides, and select the file you wish to add to the content area by clicking the radio button next to the filename. Click **Submit**.



You'll be brought back to the **Select File** page. Click **Submit** again to save your changes:

The screenshot shows the 'SELECT FILE' page. On the left is a sidebar with navigation links. The main area has sections for 'SELECT FILE', 'FILE OPTIONS', and 'STANDARD OPTIONS'.

SELECT FILE

- Name:** A text box containing 'Schedule 2017'.
- Color of Name:** A dropdown menu set to 'Black'.
- Find File:** Two buttons: 'Browse My Computer' and 'Browse Content Collection' (highlighted with a red box).

FILE OPTIONS

- Open in New Window:** Radio buttons for 'Yes' and 'No' (selected).
- Add alignment to content:** Radio buttons for 'Yes' and 'No' (selected).

STANDARD OPTIONS

- Permit Users to View this Content:** Radio buttons for 'Yes' and 'No' (selected).
- Track Number of Views:** Radio buttons for 'Yes' and 'No' (selected).
- Select Date and Time Restrictions:** Checkboxes for 'Display After' and 'Display Until', each followed by a date/time picker.

At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

Your file will now be visible to students in your chosen Content Area.

Linking to External Websites within the Lecture/Session Table

1. With **Edit** mode ON, select the cell where you wish to add a link.


2. Type in the Link or website name into the cell.

Content
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Session Table
[Course Name]
[Term]

Date, Time, Location	Session Topic	Faculty	Required Prep and Consolidation Exercises	Session Materials	Other Resources
[Example: Thursday, 5/3/12 1:00 - 2:00 AMP II]	[Lecture title]	[Last name only]	Individual links to each file must use the following naming convention: Date_(mmddyy)_letter*_File name. <ul style="list-style-type: none"> *P for Prep *C for Consolidation 	Individual links to each file must use the following naming convention: Date_(mmddyy)_letter*_File name. <ul style="list-style-type: none"> *L for Lecture use SG for small group LG for large group 	For instance web links, etc.
			Medical Website		

3. Highlight the words you wish to create a link to.

4. Within the word processing editor, select the Insert/Edit link icon .

The **Insert/Edit link** window opens.

5. Copy and paste in the **URL** for the website you wish to link to, enter the **Text to Display** as you'd like your learners to see it, and choose **New Window** to have the new link open outside of the Blackboard window.

Insert/edit link

Url
https://www.nejm.org/

Text to display
The New England Journal of Medicine

Title

Open link in...
New window

Cancel Save

5. Click **Save** to save your changes. Switch to **Edit Mode is OFF** to view and test your links.