

# Blackboard at CSD: Course Documents

## Log on to Course on the 509J Blackboard site

Go directly to the website at “http://webschool.csd509j.net”.

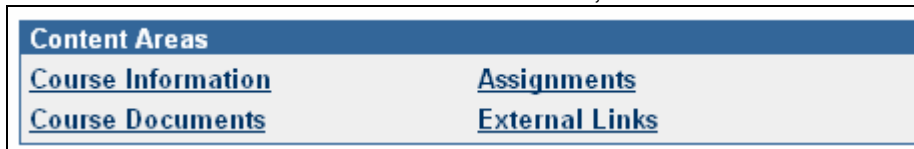
Click on Login button on left. Type in Username (6 last, 1 first) & Password (email & website). Click on Login.

Don't forget to click on the Logout when you are finished.

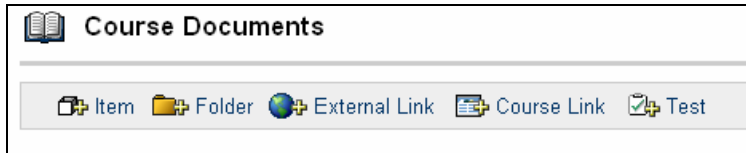
Once you are logged in, click on the course that you are building.  
Click on the Control Panel link.


## Adding Course Documents

In the Control Panel under Content Areas, click on Course Documents.

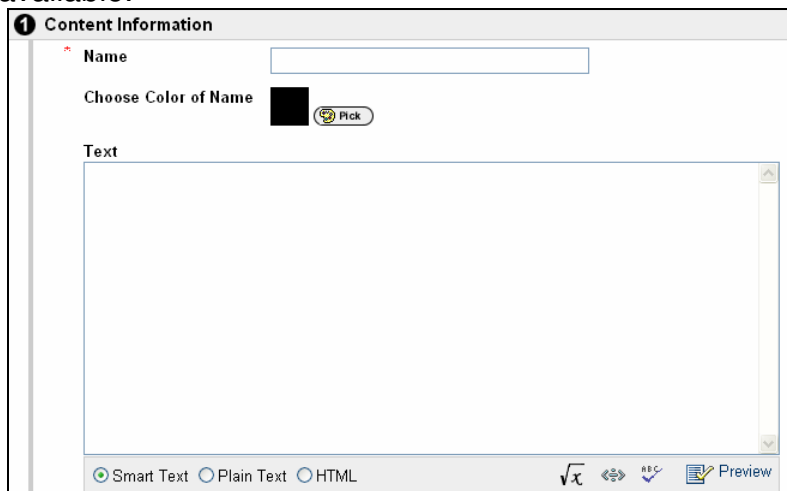


In the next screen, you can add an item, a folder, an external link, a course link, or a test.



To add an item, click on  . In the next screen, there are 4 sections—Content Information, Content, Options, and Submit.

1. Content Information is where the name of the document must be included and a document description can be typed. There is a little bit of text formatting available.



- Content is where a file can be attached or a link to a file can be made. To add the document from your computer, in the Content section, click on the Browse button.

**2 Content**

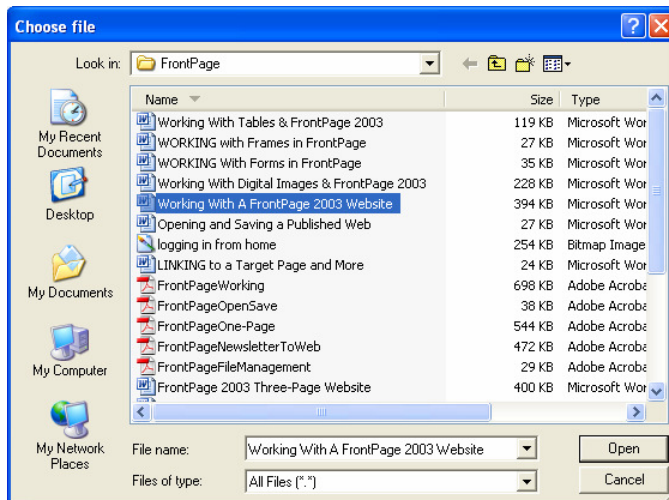
Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

**Attach local file**

**Name of Link to File**

**Special Action**

- In the Choose file box, click on the file, and click on the Open button. Documents can be Word documents, Excel spreadsheets, PDFs, graphics, or anything that can be read.



- The path to the file should show up on the "Attach local file" box. It is not necessary to fill in the "Name of Link to File" box, but do not forget to fill in the Name in the Content Information Section 1.
- Options is where decisions are made about when the document is available and if there will be tracking.

**3 Options**

**Make the content available**  Yes  No

**Track number of views**  Yes  No

**Choose date and time restrictions**

Display After  Display Until

Feb 21 2006 03:55 PM

Feb 21 2006 03:55 PM

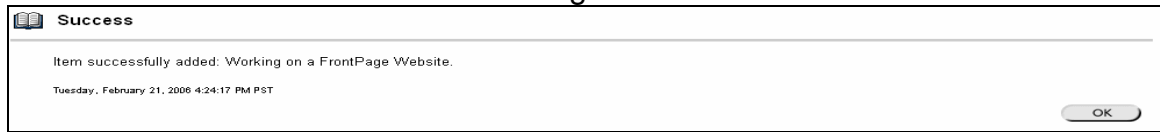
**4 Submit**

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

\* Required Field

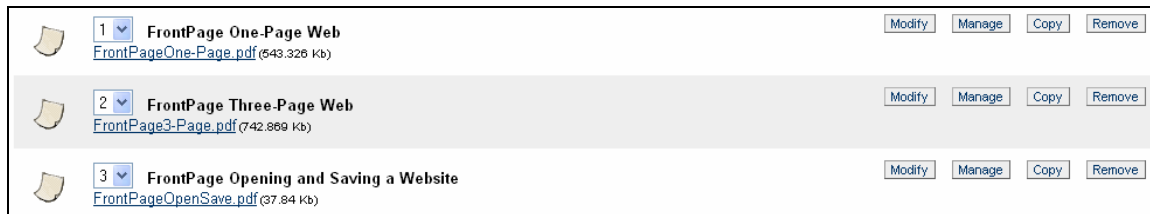
- Submit where the choices are to Submit the content or Cancel it. Click on the Submit button in Section 4 to finish adding the document.

7. Click on OK when the "Success" message shows.



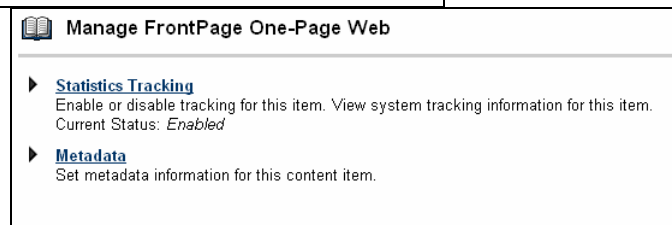
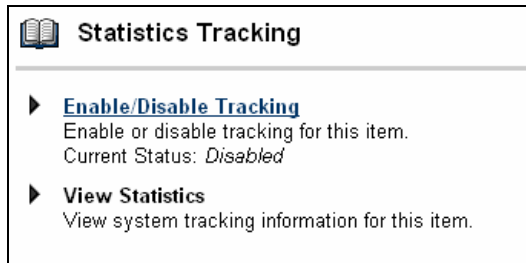
8. The document shows up with other documents that have been added to the Course Documents section.

## Modifying Course Documents



Once a document has been placed on the site, it can still be changed.

1. The numbers in front of the documents are for arranging the order. Click on the dropdown next to the number and choose another location in the list. All the other documents will move accordingly.
2. Click on the Modify button to go back to the original 4 sections. A different document can be inserted in place of the current one. Also descriptions can be added.
3. Click on Manage to enable or disable view tracking which monitors the number of times that someone has accessed the document.



4. Click on Copy to copy the document to another location. For example, after documents have been uploaded to Blackboard, they can be copied to a folder.
5. Click on Remove to delete the document from the list of documents.

Once you have finished adding and modifying course documents, click OK. This will take you back to the Control Panel.

## Viewing Course Documents

If you have been working in Control Panel, you will need to click on your course title to get back to the course view. You will be back to the screen with a left column with category buttons and announcements on the right.

Click on the Course Documents button to see how the list of documents will look to students.

Right-click on a document link. Choose “Open in New Window” to see how the document looks. If it is a PDF, it will open right away in Adobe Acrobat Reader.

If it is in Word or Excel or other software, you may see a message box asking if you want to open or save the file. You can open the file immediately or save it to the Desktop to be viewed later. If it is opened for viewing, the menus will look different because the file is being viewed through the internet browser.

