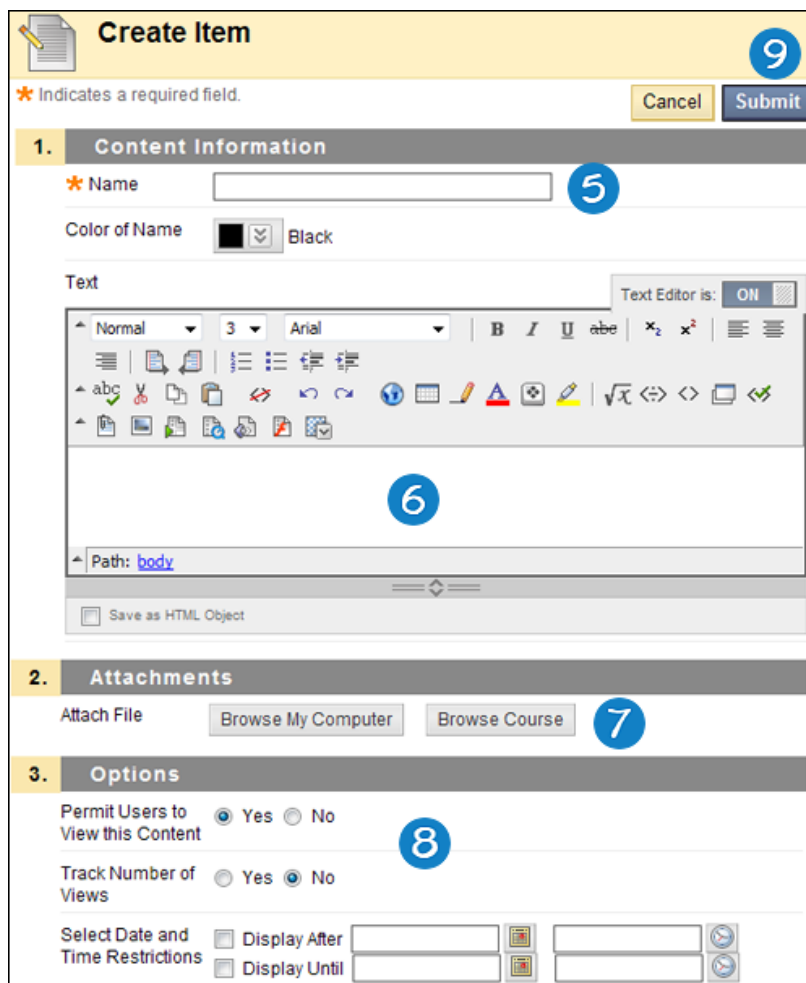


Uploading PDF files in Blackboard

The following instructions walk you through uploading any PDF file in your Blackboard course (MyParker Learn) using a content item. **Content items** are used to present a variety of course material. The Text Editor enables you to format the item's **content**, as well as incorporate images, multimedia, and links to files. Instructions for producing a PDF version of your course notes or any other office file are available on the [Information Technology](#) site on MyParker. Review your Blackboard Essentials online course for additional information regarding uploading files and graphics.


1. Change Edit Mode to **ON**.
2. Access the **Content** Area (Syllabus and Course Calendar, Course Notes, etc.), Learning Module, or folder that you have created in your course.
3. On the Action Bar, point to **Build Content** to access the drop-down list.
4. Select **Item**.
5. On the **Create Item** page, type a **Name** for the item (**Course Notes**).



The screenshot shows the 'Create Item' page in Blackboard. It is divided into three main sections: 1. Content Information, 2. Attachments, and 3. Options. Callouts 1 through 9 highlight specific elements: 1. Section header '1. Content Information'; 2. 'Name' input field; 3. 'Color of Name' dropdown menu; 4. 'Text Editor' toolbar; 5. 'Text Editor' status 'ON'; 6. 'Attach File' section; 7. 'Browse My Computer' and 'Browse Course' buttons; 8. 'Permit Users to View this Content' radio buttons; 9. 'Display After' and 'Display Until' date pickers.


6. Type instructions or a description in the **Text** box. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups. Any files uploaded from your computer are saved in Course Files or the **Content** Collection in the top level folder.
7. Under **Attachments**, attach a file by uploading from your computer or network.
 - a. To upload a file from your computer, click **Browse My Computer**. Select the PDF version of your course notes. Select the file and click open to attach the file to this item.
8. Select **Options** for the **item**.
 - a. Select **Yes** to **Permit Users to View this Content**.
 - b. Select **Yes** to **Track Number of Views**.
 - c. For **Enter Date and Time Restrictions**, you can set **items** to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect **item** availability to you, only when it appears to students.
9. Click **Submit**.

Blackboard will create an item in your content area with the PDF attached.



Course Notes

Enabled: [Statistics Tracking](#)

Attached Files:  [Course Notes - Fall 2014.pdf \(375.827 KB\)](#)

Please review the following course notes for additional guidance.