

## Posting Documents in Blackboard Learn

### Description:

This document covers the linking/posting of documents for a course to be delivered using Blackboard Learn.

### Intended Audience:

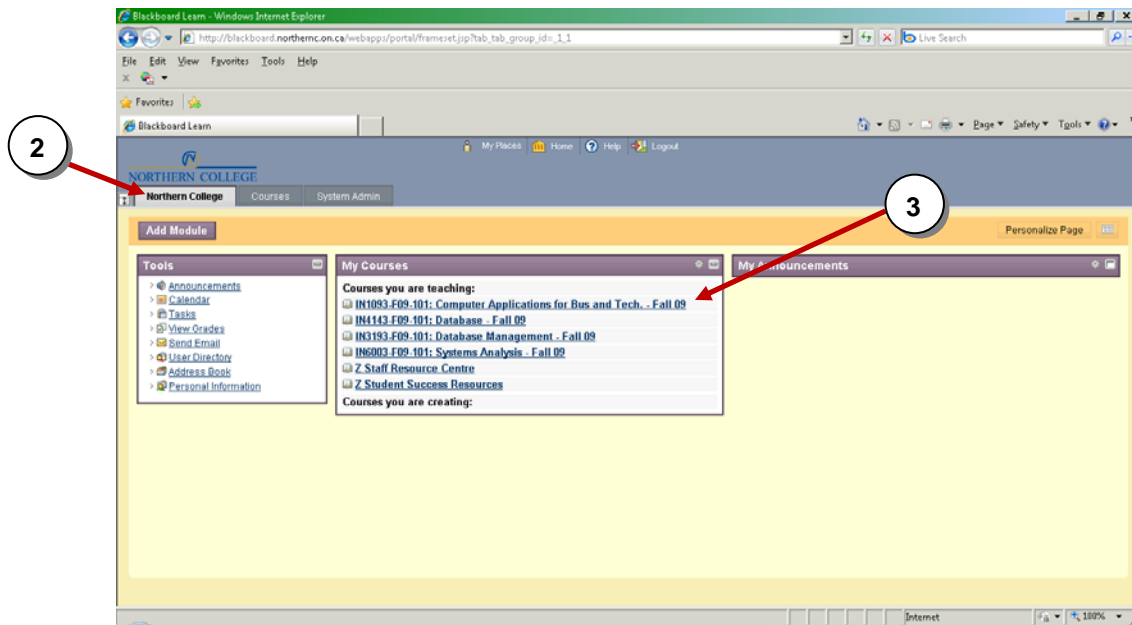
Faculty using Blackboard Learn.

### Specific areas Referenced:

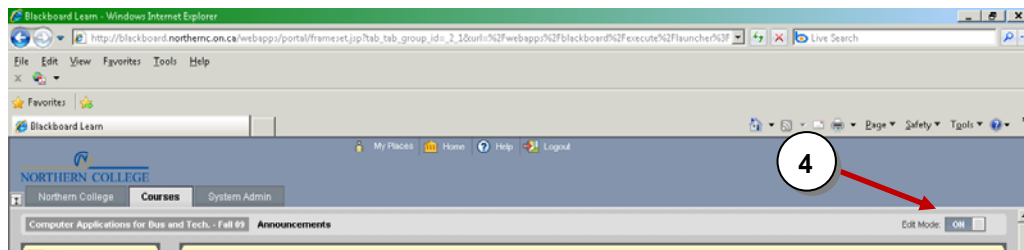
1. **Course [Outline](#)**
2. **Course [Content](#)** – notes, slide presentations, etc. that supplement lectures
3. **Course [Assignments](#)** – description of assignments to be posted to Blackboard Learn

### Section I – Instructions: Posting a Course Outline

1. Launch Blackboard Learn
2. Click the **Northern College** tab to see a list of your courses
3. Select (click the name of) the course to be set up



4. Be sure that **Edit Mode** is turned ON



5. Click the Course Outline link in the Main Menu area

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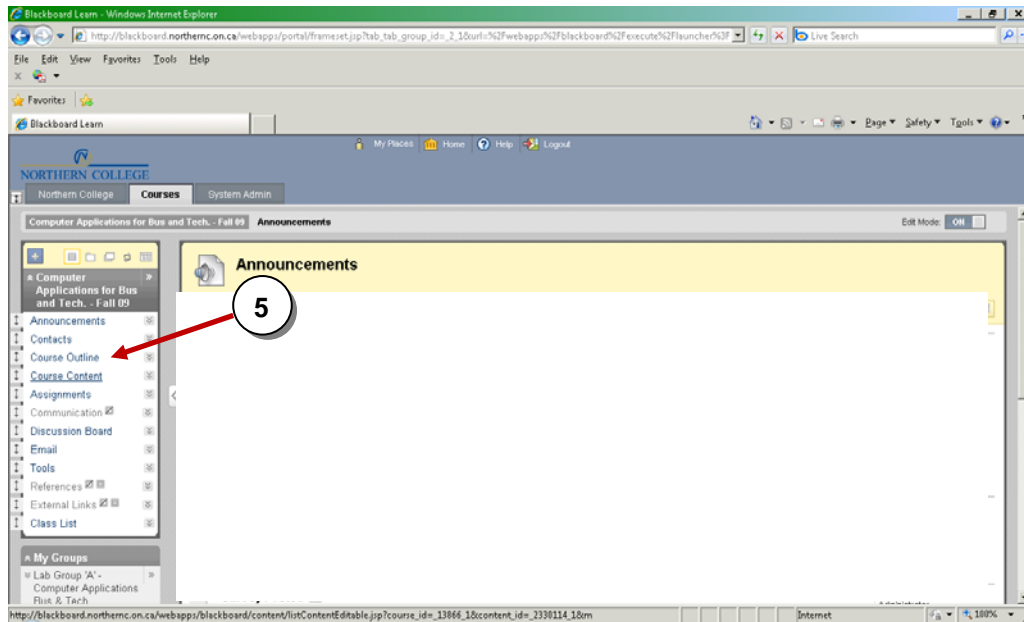
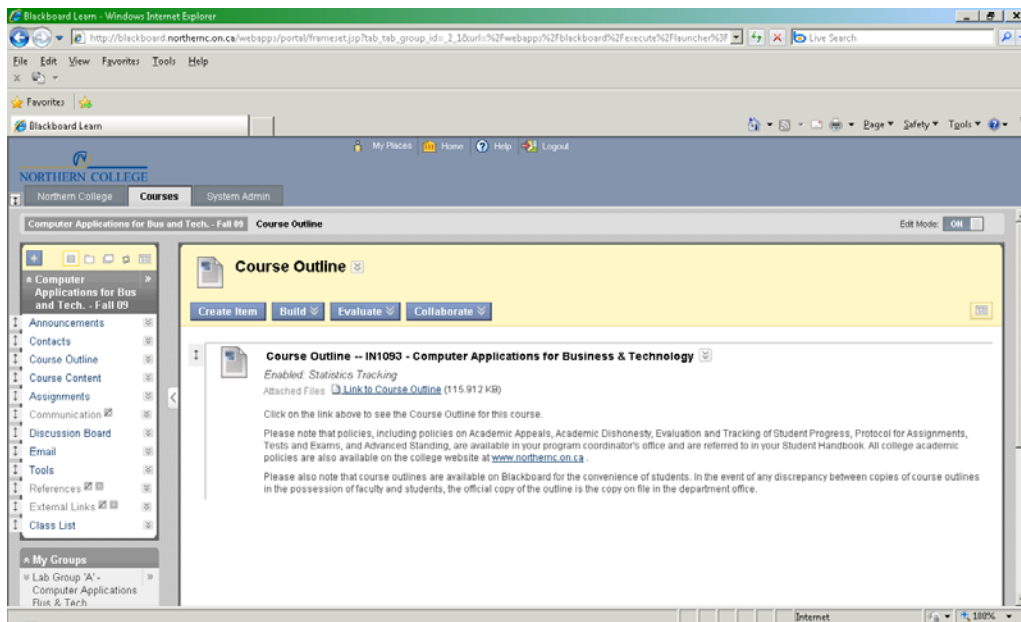
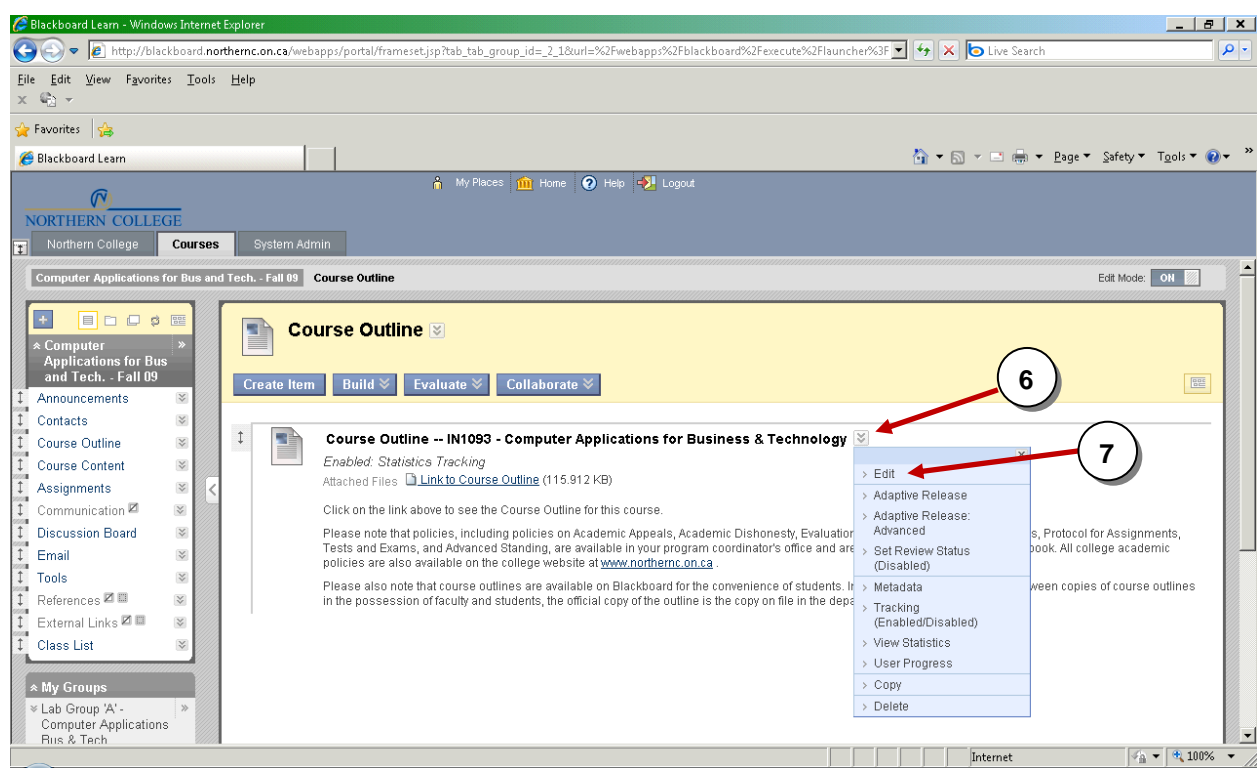


Figure 1 Course Outline posting



6. Click the 'Item Options' button
7. Click the Edit command

## Posting Documents in Blackboard Learn



8. The 'Disclaimer text' should be retained on the Course Outline set-up page
9. Click the Browse button to navigate to the Course Outline file
10. Click in the **Name of Link to File** and enter a name such as Link to Course Outline
11. Click **Yes** radio button when ready to release the Course Outline for students to view
12. Click **Yes** radio button, if desired, to track when & by whom the outline has been viewed
13. Optionally, set date range that the Course Outline is available for students to view

## Posting Documents in Blackboard Learn

Blackboard Learn - Windows Internet Explorer

http://blackboard.northenc.on.ca/webapps/portal/frameset.jsp?tab\_group\_id=2\_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3F

File Edit View Favorites Tools Help

Blackboard Learn

My Places Home Help Logout

NORTHERN COLLEGE

Northern College Courses System Admin

Computer Applications for Bus and Tech. - Fall 09 Course Outline -- IN1093 - Computer Applications for Business & Technology Edit Item

Edit Mode: ON

### Edit Item

A Content Item is any type of file, text, image, or link that displays to users on a Content Area page. [More Help](#)

★ Indicates a required field.

Cancel Submit

#### 1. Content Information

★ Name

Color of Name

Text

Visual Editor: ON

Click on the link above to see the Course Outline for this course.

Please note that policies, including policies on Academic Appeals, Academic Dishonesty, Evaluation and Tracking of Student Progress, Protocol for Assignments, Tests and Exams, and Advanced Standing, are available in your program coordinator's office and are referred to in your Student Handbook. All college academic policies are also available on the college website at [www.northenc.on.ca](http://www.northenc.on.ca).

Please also note that course outlines are available on Blackboard for the convenience of students. In the event of any discrepancy between copies of course outlines in the possession of faculty and students, the official copy of the outline is the copy on file in the department office.

Path: [body](#)

#### 2. Attach or Link Content

Files can be attached here. 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

Currently Attached Files and Items

#### 3. Options

Permit Users to View the Content Item ☒ Yes ☐ No

Track Number of Views ☒ Yes ☐ No

Select Date and Time Restrictions

☐ Display After

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

#### 4. Submit

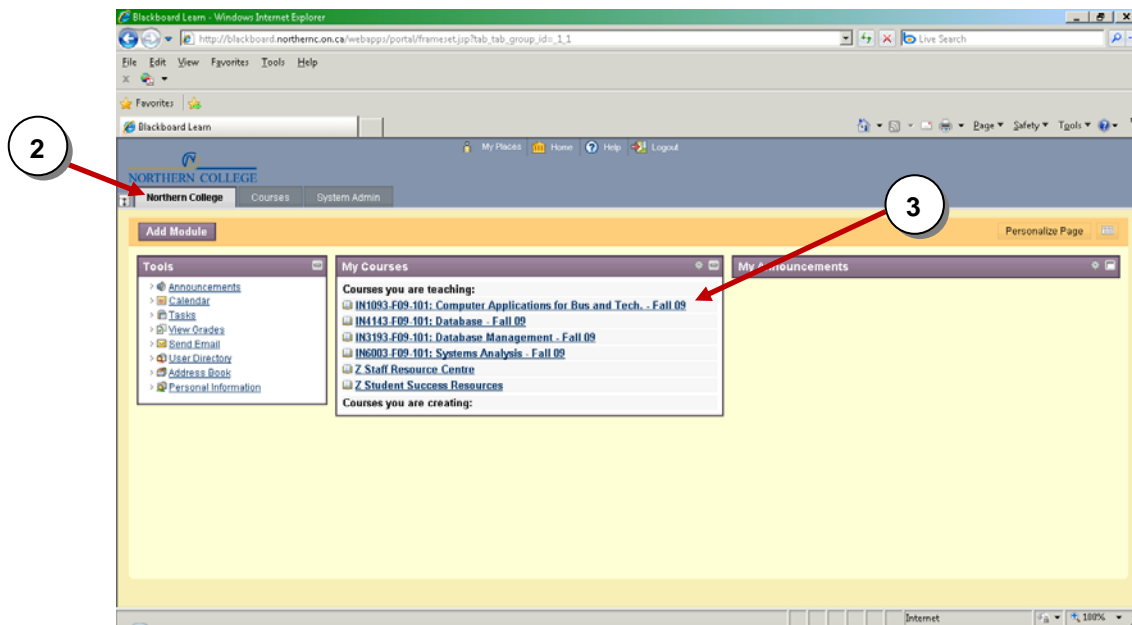
Cancel Submit

Internet 100%

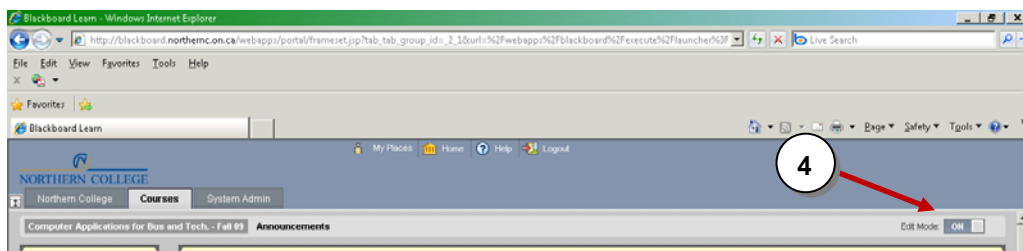
## Posting Documents in Blackboard Learn

### Section II – Instructions: Posting Course Content Information [\[Top\]](#)

1. Launch Blackboard Learn
2. Click the **Northern College** tab to see a list of your courses
3. Select (click the name of) the course to be set up

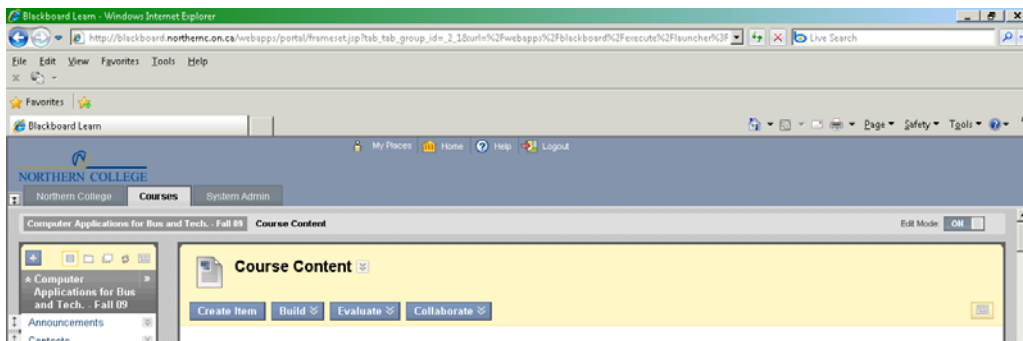
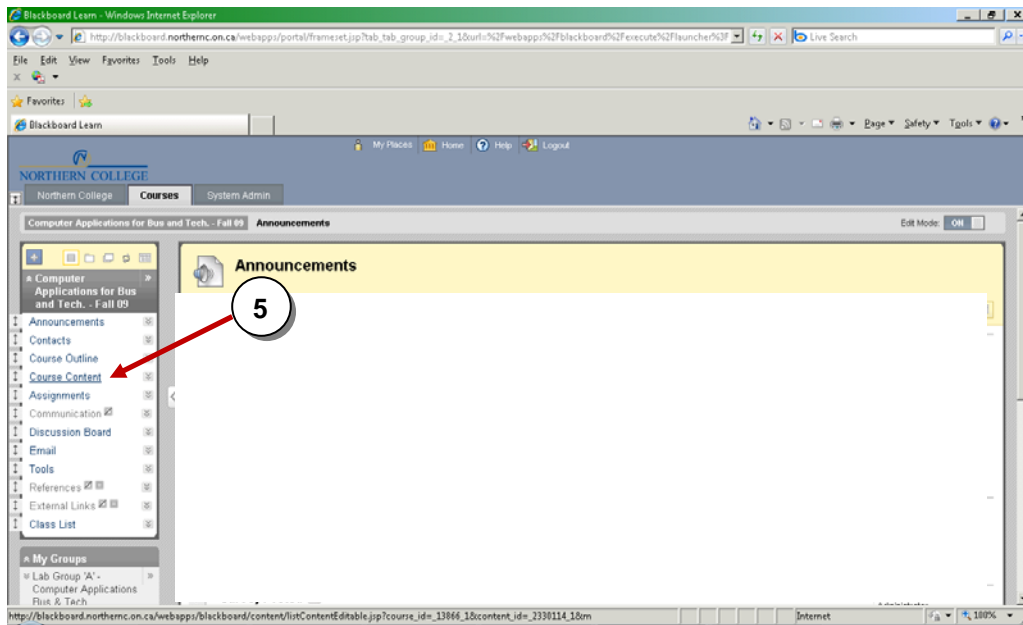


4. Be sure that **Edit Mode** is turned **ON**

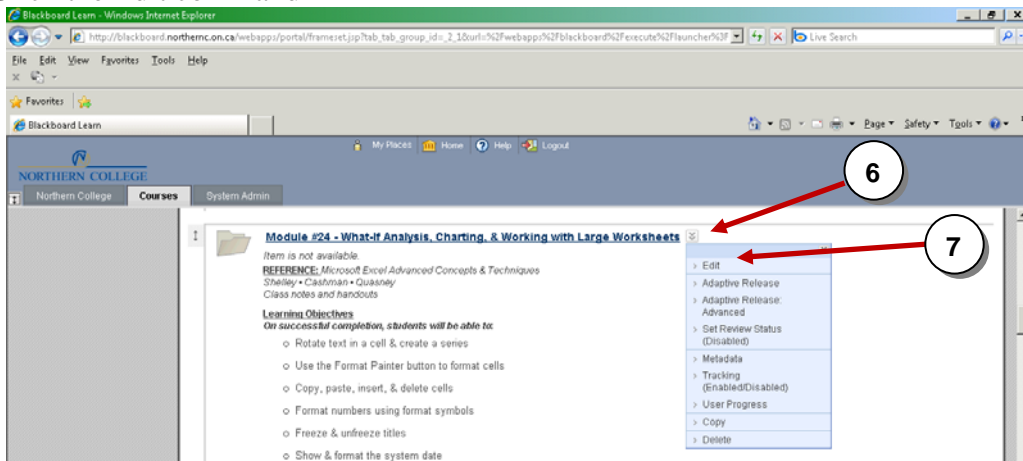


5. Click the Course Content link in the Main Menu area

## Posting Documents in Blackboard Learn

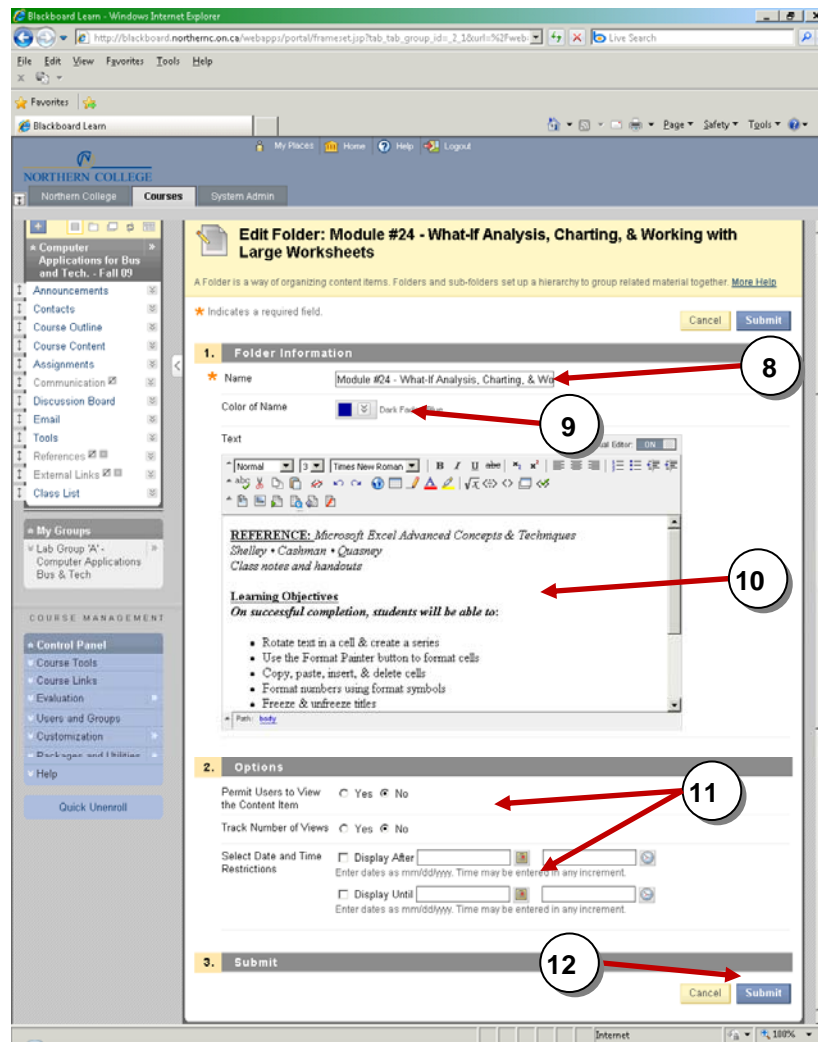


6. Click the 'Item Options' button
7. Click the Edit command



## Posting Documents in Blackboard Learn

8. Edit the Module # Title for the folder containing supplemental information – can be any type of document, including MS Word, MS PowerPoint, Adobe pdf, etc.
9. Optionally, select a color for the Folder title
10. Provide a brief description, optionally including the text reference for the folder
11. In the Options area specify if the folder is available for students to access and/or set up the range of dates for which the folder is available
12. Finish the folder definition by submitting it
13. Repeat for as many Module folders as are required

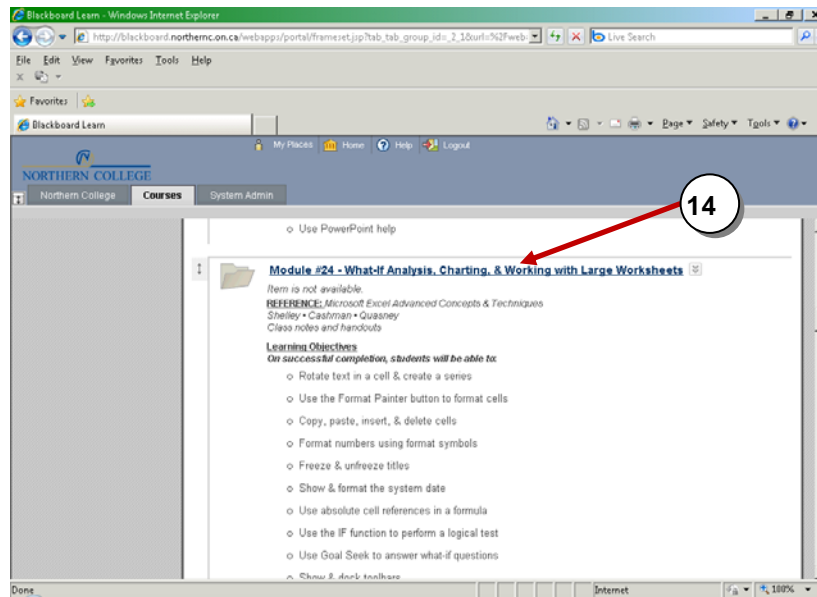


The screenshot shows the 'Edit Folder: Module #24 - What-If Analysis, Charting, & Working with Large Worksheets' page in Blackboard Learn. The interface includes a left-hand navigation pane with links like 'Announcements', 'Course Outline', and 'Class List'. The main content area is divided into three sections: '1. Folder Information', '2. Options', and '3. Submit'. Red arrows and numbered circles (8-12) point to specific fields: 8 points to the 'Name' field, 9 points to the 'Color of Name' dropdown, 10 points to the 'Text' area containing a reference and learning objectives, 11 points to the 'Options' section with checkboxes for 'Permit Users to View the Content Item' and 'Track Number of Views', and 12 points to the 'Submit' button.

14. Click on the folder Link to access the Module's Units

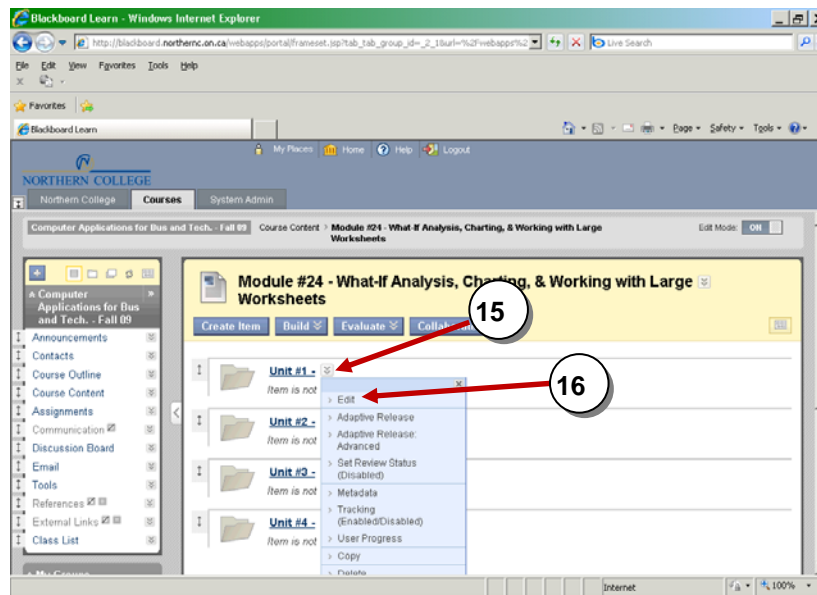


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15. Click the 'Item Options' button

16. Click the Edit command



17. Edit the Module # Title for the folder containing supplemental information – can be any type of document, including MS Word, MS PowerPoint, Adobe pdf, etc.

18. Optionally, select a color for the Folder title

19. Provide a brief description, optionally including the text reference for the folder

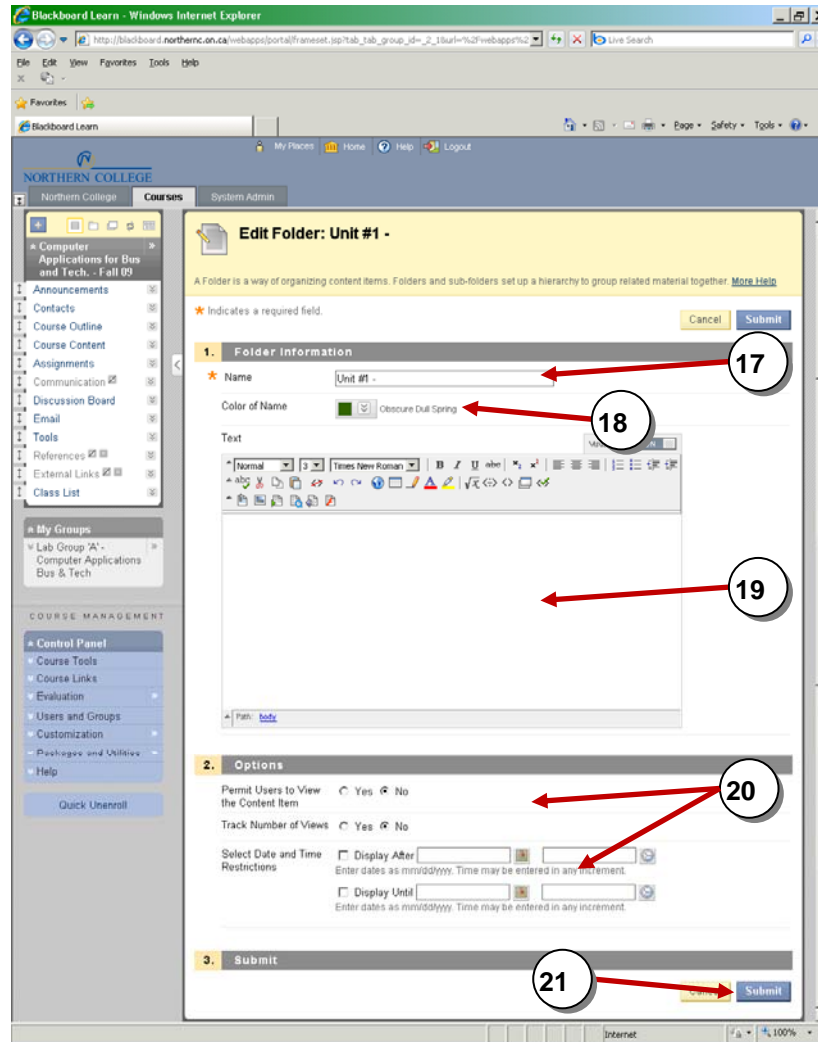
20. In the Options area specify if the folder is available for students to access and/or set up the range of dates for which the folder is available

21. Finish the folder definition by submitting it



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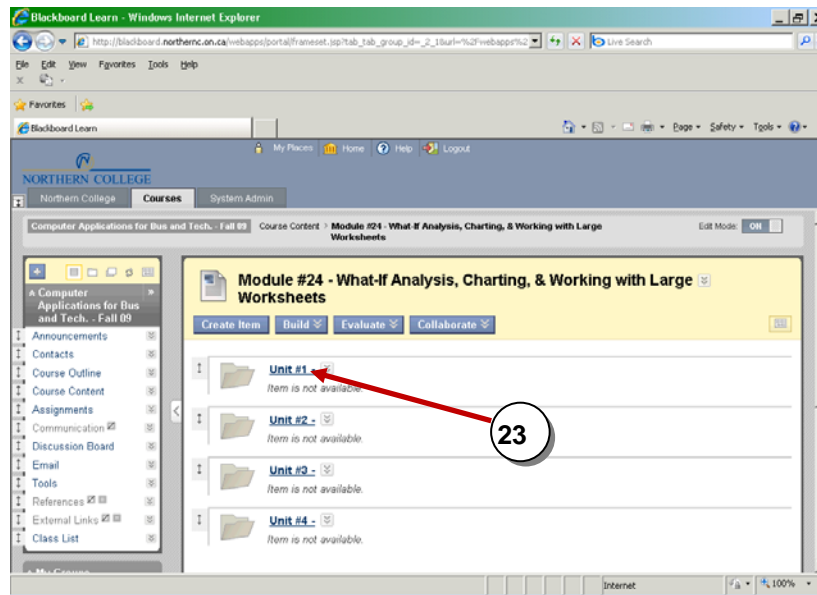
22. Repeat for as many Unit folders as are required



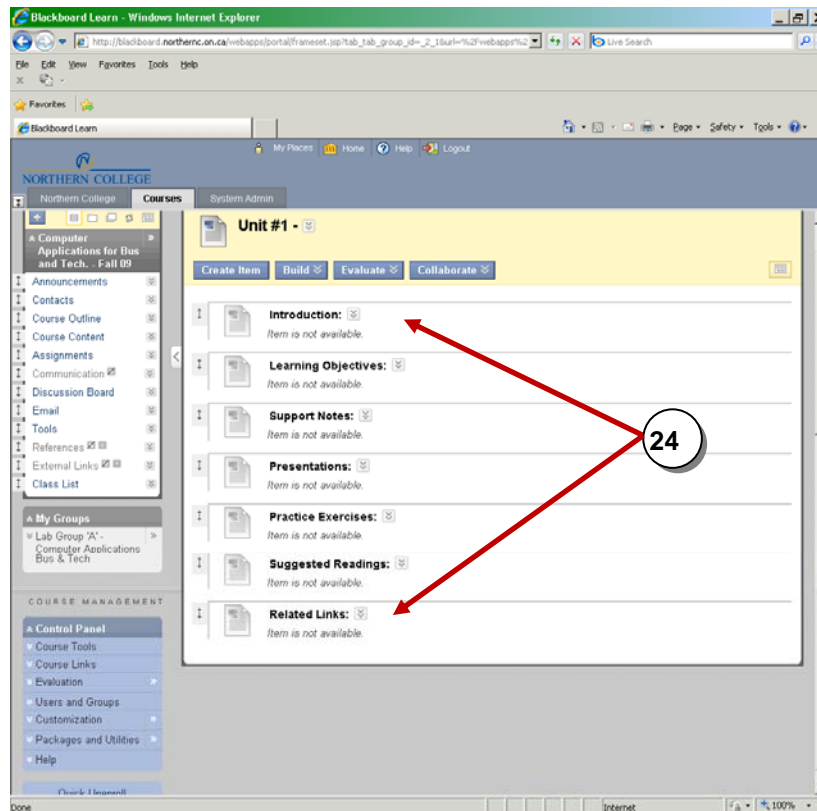
The screenshot shows the Blackboard Learn interface in a Windows Internet Explorer browser. The main content area is titled "Edit Folder: Unit #1". It contains a "Folder Information" section with a "Name" field set to "Unit #1" (callout 17), a "Color of Name" dropdown set to "Obscure Dull Spring" (callout 18), and a "Text" area (callout 19). Below this is an "Options" section (callout 20) with radio buttons for "Permit Users to View the Content Item" (set to "No") and "Track Number of Views" (set to "No"). It also has "Display After" and "Display Until" date pickers. At the bottom is a "Submit" section (callout 21) with a "Submit" button. The left sidebar shows the course navigation menu with options like "Announcements", "Course Outline", "Assignments", etc.

23. Optionally, click the link for the Unit to use any of the features provided for each Unit

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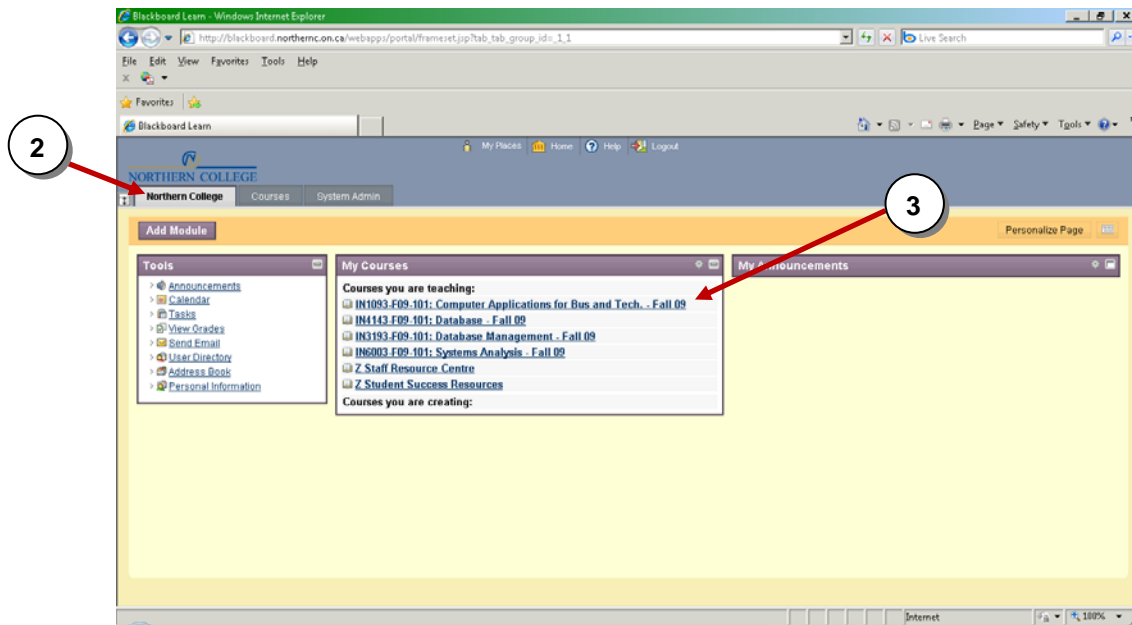
24. Click the Edit button for any or all of the Unit features that suit the content. For example, there is a feature to include the Learning Objectives, Presentations, Suggested Readings, and External Links



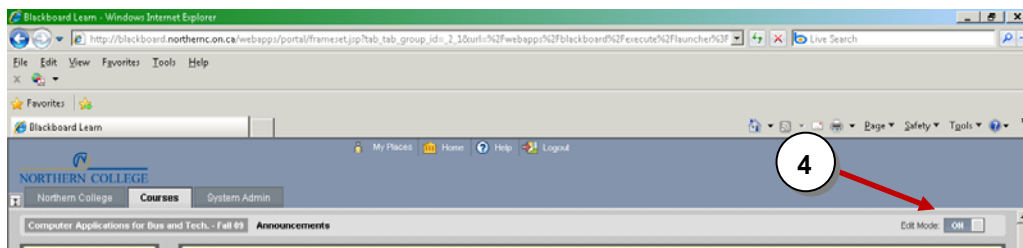
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### Section III – Instructions: Posting an Assignment [\[Top\]](#)

1. Launch Blackboard Learn
2. Click the **Northern College** tab to see a list of your courses
3. Select (click the name of) the course to have an Assignment set up

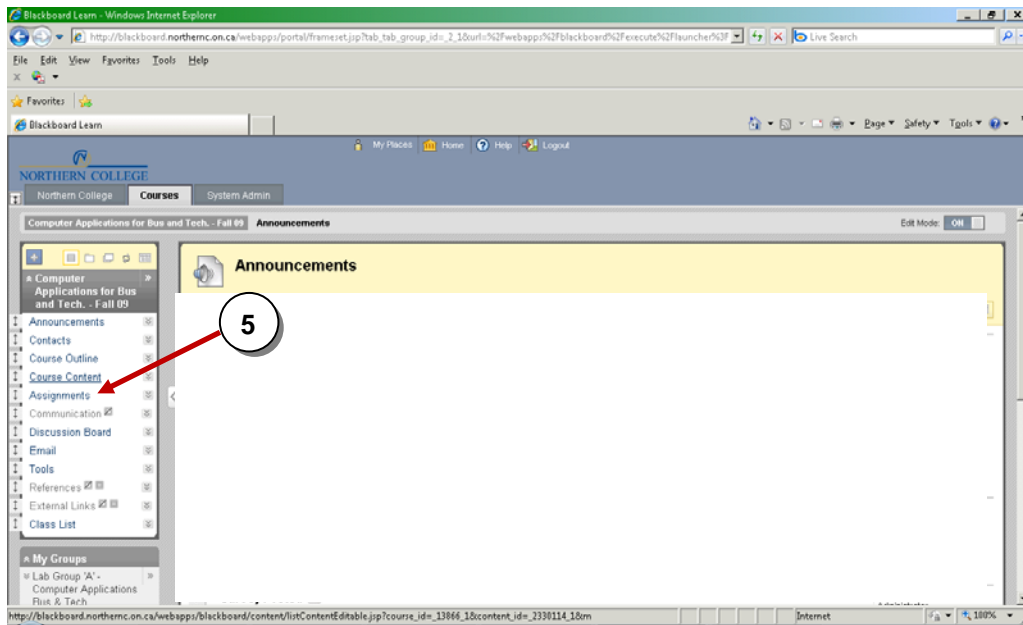


4. Be sure that **Edit Mode** is turned **ON**

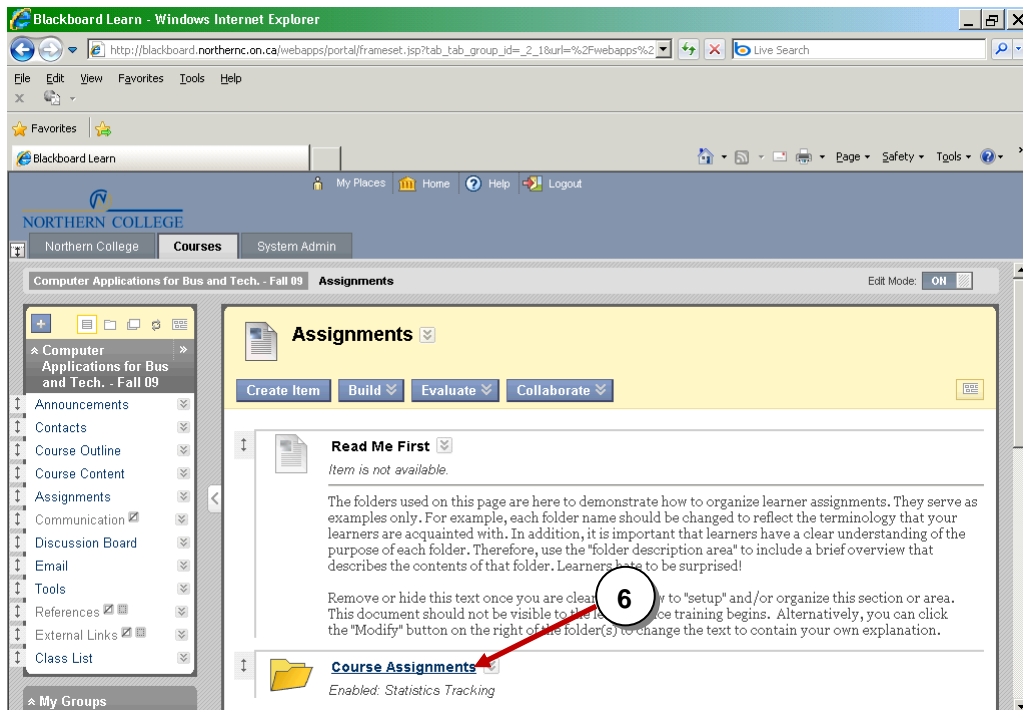


5. Click the Assignments link in the Main Menu area

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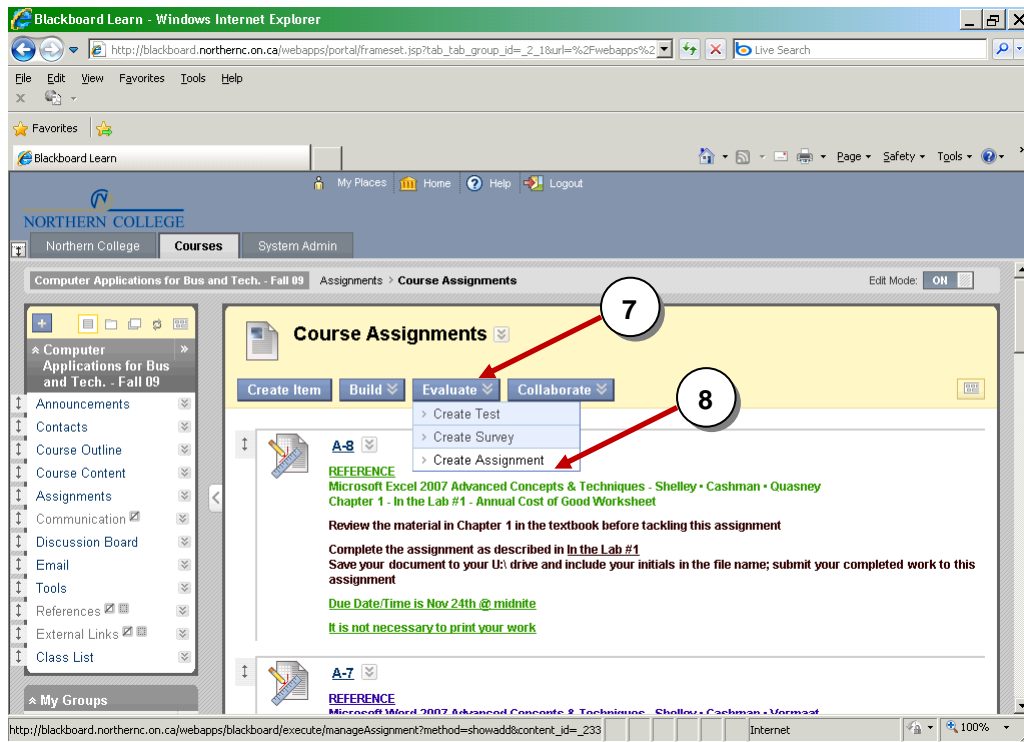


6. Start by clicking the link to the Course Assignments folder

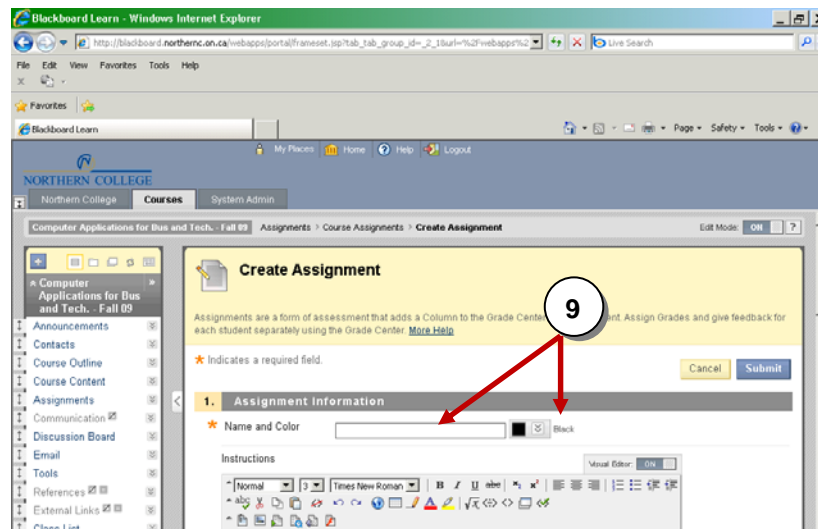


7. Point to, or click, the Evaluate button
8. Click the Create Assignment command to begin the Assignment set-up process

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9. Begin by entering a Name and set up the color for the Assignment
10. Provide instructions for students on what is required of them for the assignment and optionally provide a reference into the textbook

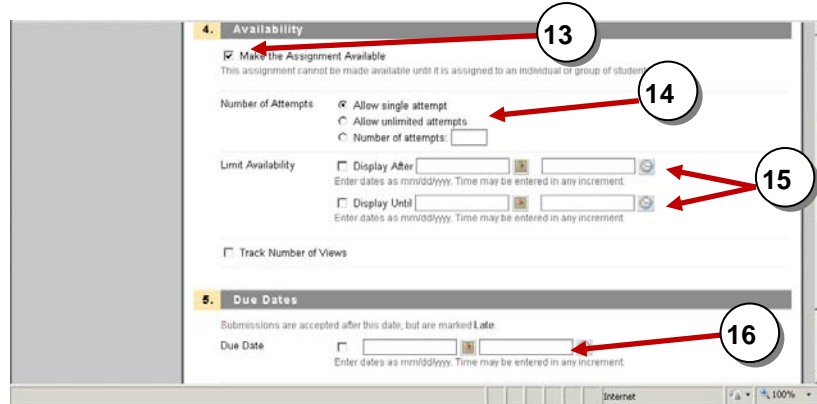


11. Optionally, include a link instead of the instructions or to link to a file that is needed to complete the Assignment
12. Indicate the points possible for the Assignment

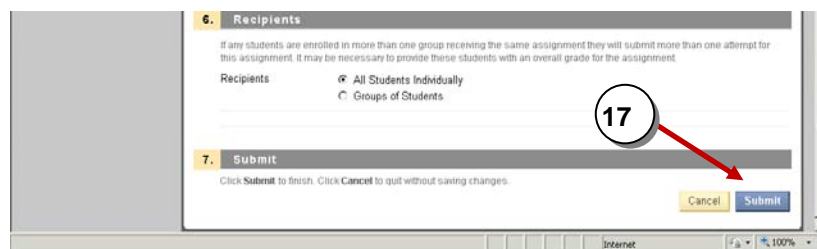
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13. In the Availability section, make the Assignment Available if that is applicable; if desired, do not make the Assignment available until you are ready to do so
14. Set the number of attempts students will be allowed to submit for the Assignment; if you select a single attempt, that attempt can be cleared to allow another try
15. If desired, set the range of dates for which the Assignment information will be available for students
16. Also if desired, set a Due Date / Time for the Assignment to be submitted

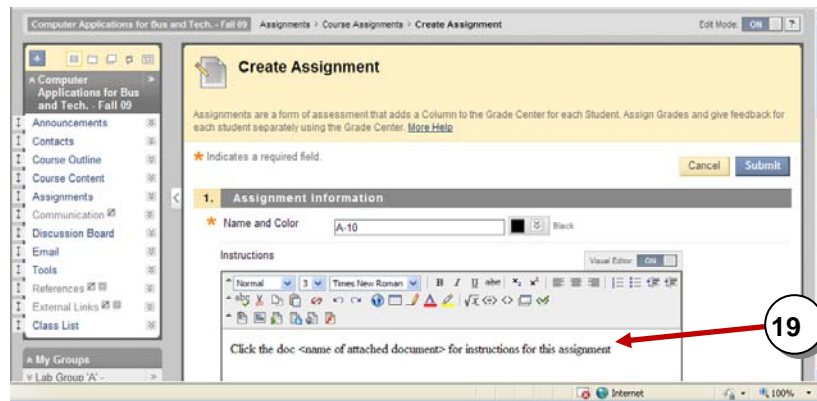


17. Finally, submit the Assignment

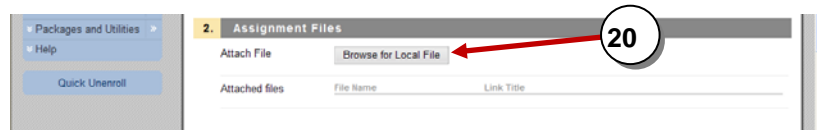


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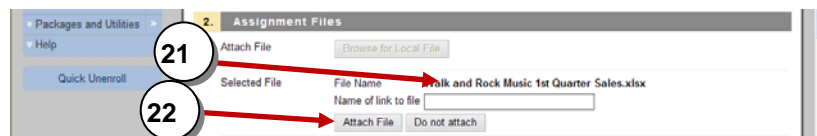
18. The following slides depict an alternate method of providing students with the instructions for completing their assignments
19. In the Instructions field, enter a reference to the document that students should obtain



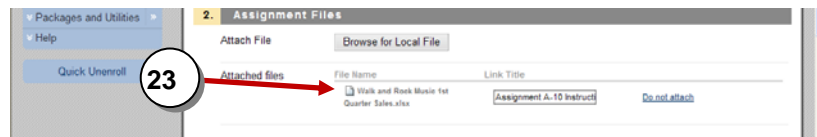
20. Click the Browse for Local File to begin navigation to the assignment instructions document



21. Once located and opened, the file name appears
22. Next, and most important, it is necessary to click the Attach File button to link the assignment and the file



23. The attached file name will appear in the Attached Files list. If required, additional files may be attached following the same process (Steps 20 through 22)



24. The remaining steps in the process are the same as in the previous example where instructions are typed into the Instructions field – set the Points for the assignment, set the dates for which it will be available, set the Due Date, and submit.