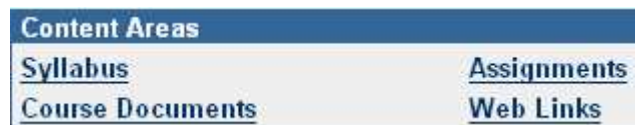


Posting Documents

Blackboard's "content areas" can provide your students access to course material in a variety of formats – text, PDF, application files, HTML, and multimedia. You can determine what day and time a document becomes "available" to students. This allows timely release of documents such as assignment solutions (students get the solutions for a self-check only *after* they have completed the assignment) and take-home exams (the exam becomes available at a designated time).

Posting a Document to a Content Area

1. Click the **Control Panel** button.

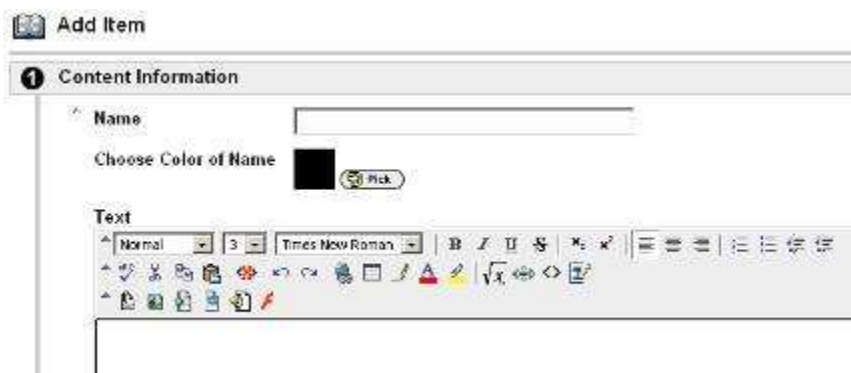


2. In the Content Areas menu (top left), click the area where you want to post your document (**Syllabus**, **Course Documents**, **Assignments**, or any area you have customized). The procedure is the same regardless of the content area to which you are posting a document.

3. Click **Item**.



4. Enter your own name for the document.



5. In the Text box, enter a description of the document (optional). Many faculty use this

area for the actual document text. *If you do this, be sure to save an electronic version of whatever you enter here.*

6. In the Content area, enter a name in the *Name of Link to File:* area. (Students will click this link to access the document.)
7. For most documents, keep **Special Action** set to **Create a link to this file**. For pictures (JPEG and GIF files) and movie files (QuickTime "pointer files"), selecting **Display media file within the page** is an option, but can increase download time if you are using many files.
8. Click **Browse** to locate your document.
9. Click the name of the document in the dialog box. Click **Open** to upload the document.

10. Set **Options**.

3 Options

Make the content available Yes No

Track number of views Yes No

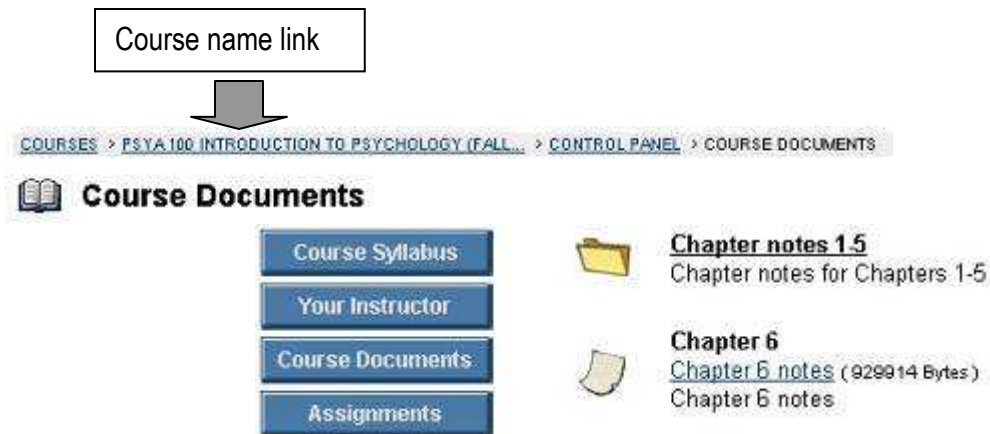
Choose date and time restrictions Display After Display Until

Mar 05 2006 08:00 AM Mar 24 2006 08:00 AM

- To make the content available immediately, click **Yes** for *Make the content available*.
- In the *Choose date and time restrictions* area, you can set a “window” of time within which the document will be visible (useful if posting problem solutions or take-home exams.) If you use this area you *must* check **Yes** for *Make the content available*.
- If you do not want to use date restrictions, unclick the *Display After* and *Display Until* boxes.

11. Click **Submit** and **OK** when prompted.

12. As a final check, you can view your document the way students will see it by going back to the course home page. (Click the course name link on top of the screen, then click the course navigation button where the document is located. Click the link to the document.)

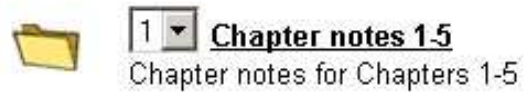


Adding a Folder and Posting Documents in the Folder

1. Start in the **Control Panel** and select the content area.
2. Click **Folder**.



3. Give the folder a name and description. Check **Options** and click **Submit**, then **OK** when prompted.
4. *Click on the link to the folder* and continue to add items to the folder, starting with **Item**, as above.



Suggestions for Posting Documents

- Consider providing longer, required documents in hard copy as part of a student-purchased course pack whenever possible. Large files require long download times over the slower internet connections many of your students will have at home. Many students prefer to print longer documents – especially on public-access computers where their online time is limited. *Providing longer documents in your course pack whenever possible can help to reduce both inconvenience to students and demand for limited computing resources as well as printing-related costs at campus, site, and center labs.*
- *All documents posted online are subject to copyright restrictions.* Contact your campus Library staff for assistance. It's often more convenient to link to online material.
- Posting Microsoft Word files in **Rich Text Format** (.rtf) allows students to open them with other word processors. In your word processor, select **Save As...** and choose **Rich Text Format**. All formatting is retained.
- Saving your documents to **PDF format** is one of the best ways to ensure that your students will be able to open them, regardless of which platform or word processing software they use. Free or low-cost utilities such as Cute PDF (<http://www.cutepdf.com/>) allow you to save virtually any document as a PDF file. If your scanner has this option, scan your documents to PDF.
- Certain files (PDF, audio, video) require plug-in support. Be sure you provide the URLs and download instructions for obtaining necessary plug-ins. (The **Resources** tab will include this information, too.) Include the file type and document size to give students an estimate of download time.
- Set PowerPoint printing preferences to reduce use of paper and printer toner. (Print handouts with six slides to a page using the black and white or grayscale setting instead of full slides using the color setting.) Before you save your PowerPoint presentation, click **Tools**, select **Options**, then select the **Print** tab. Set Print options as noted on the right.
- **Accessibility.** All media files and files otherwise unreadable by screen readers used by people with disabilities (PDF files, PowerPoint presentations, etc.) should be accompanied by a transcript or alternative format. Images should contain “Alt text” describing the image. A field where you can enter this text appears when you post an image file using “Display media file within the page.”
- ***Always save original files! Don't rely on what you post in Blackboard for your archive of important documents. Tell your students the same!***