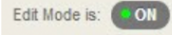
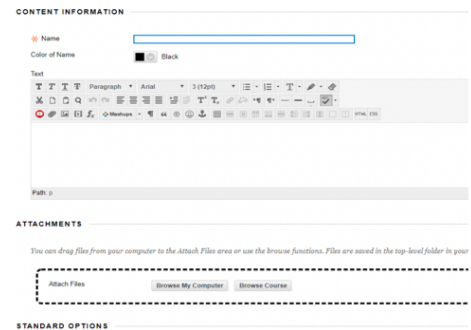
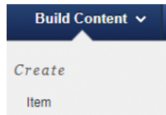


Adding Powerpoint Slides, MS Word Documents, PDF files

INSERT COURSE CONTENT

1. Turn **Edit Mode ON**. 
2. Click on one of the Content Areas to add content.
3. Click **Build Content > Item**. Type a name for the item in the **Name** box. Enter text in the **Text** box if desired.
4. Click **Browse** to locate a file on your computer or in Course Files to add to the item if desired.
5. Set **Options**: availability, time/date restrictions, or tracking.
6. Click **Submit**.

A screenshot of the Blackboard 'CONTENT INFORMATION' form. The form is titled 'CONTENT INFORMATION' and has several sections: 'Name' (a text input field), 'Color of Name' (a color selection dropdown), 'Text' (a rich text editor with a toolbar), 'Path' (a text input field), 'ATTACHMENTS' (a section with a dashed border containing an 'Attach Files' area with 'Browse My Computer' and 'Browse Course' buttons), and 'STANDARD OPTIONS' (a section at the bottom).