

Blackboard Quick Reference Guide

Attach Files Without the Editor

Content can be added to Blackboard in several ways. It can be directly added in the text box through the Text Box Editor (the preferred method), or it can be added as a **content attachment**. The method shown here would most likely be used only if the Text Box Editor was not available (i.e., on a Macintosh).

Attaching a Data File Content Attachment

Step 1: In the Control Panel, click on the Content Area in which you want to attach files (not possible in “Announcements”).

Step 2: Click Add  on the action bar.

Step 3: Specify the name or title of the item.

Step 4: In the text box, create a description or instructions which refer to the file you want to attach.

Step 5: Scroll down to Content Attachments (shown on next page).

Step 6: Click . This will open up your computer so that you can search for the file you want to attach.

Step 7: When you find it, click **Open**. This will attach your file to your course.

Step 8: Create the *Name of Link to File* that you want students to see. You might want to use the phrase: “CLICK HERE”.

Step 9: Under *Special Action*, leave the default setting, “Create a link to this file”.



The “Unpackage file” setting is handy when you need to upload a zipped file (such as the files associated with a Flash-based module, or an Impaticized slide show). After you Submit, you’ll need to choose the HTML filename for the “Package Entry Point” on the next screen. This process unzips the file for you, then sets up the link properly for your students.

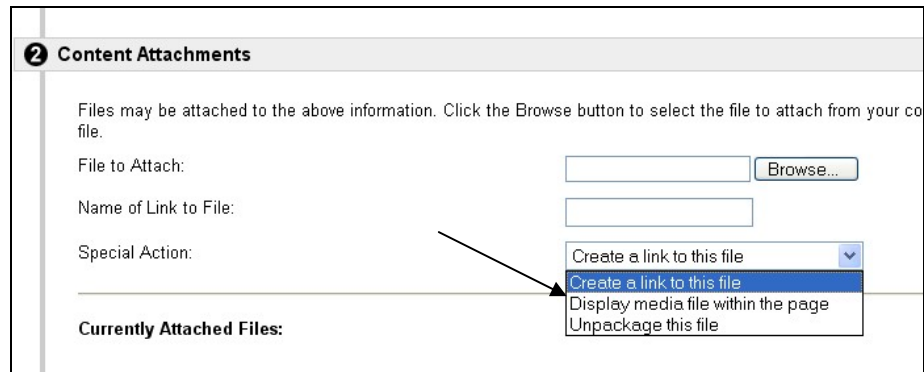
Step 10: Scroll down and click . You may attach as many files as you want using this process.

Attaching a Graphic File Content Attachment

Follow steps 1-7 above, THEN:

Step 8: Leave *Name of Link to File* blank.

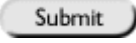
Step 9: Use the drop down menu under *Special Action* to select “Display media file within the page”.



The screenshot shows a web form titled "2 Content Attachments". The form contains the following fields and controls:

- A text area with the instruction: "Files may be attached to the above information. Click the Browse button to select the file to attach from your computer file."
- A "File to Attach:" label followed by an empty text input field and a "Browse..." button.
- A "Name of Link to File:" label followed by an empty text input field.
- A "Special Action:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "Create a link to this file", "Display media file within the page", and "Unpackage this file". An arrow points to the "Display media file within the page" option.
- A "Currently Attached Files:" label followed by a horizontal line.

Step 10: The next screen will ask you where you would like the graphic to appear.

Step 11: When you have answered the questions, scroll down and click  .