Blackboard Course – Create Documents

The following steps show instructions on how you can create Documents within a Blackboard Learn course.

Steps for creating a document:

1. Go to your Blackboard course.
2. Place your mouse right where you want to create the document and click on the cross (+) symbol.

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1. Select “Create”

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1. Click on the “Document” option on the right panel.

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1. Give a name to your document.

A close up of a text

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1. Don’t forget to make it visible so that the students can see it (upper right corner).

A close up of a box

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1. You can add content to your document by clicking on the “Add Content” option.

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1. If you want to upload a document from your computer, you can select the “Upload from Computer” option.

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