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.



1. Select “Create”



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



1. Give a name to your document.



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



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



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

