

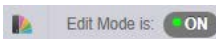


## Adding Your Course Material

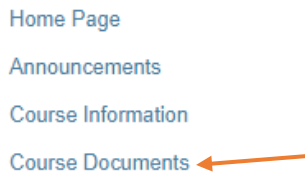
In the event of campus closures due to inclement weather, it is helpful to know that you can use Blackboard to keep in touch with your students and allow them to continue working in your course. Some easy methods to ensure your students are connected include providing them with ready access to the course syllabus and posting course announcements.

1. Log into Blackboard & Access your course(s)

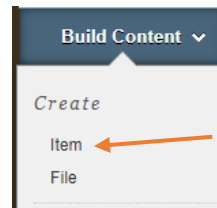
2. Be sure your course's **Edit Mode** is on.



3. Place your mouse pointer on the left toolbar and click on **Course Documents**.



4. Hover over the **Build Content** button and choose **Item**.



5. Type in the **Name** of the file you will be uploading: *Lecture Title, AY* for example.

6. **Browse** your computer for a copy of the file.

Note: Convert your Syllabus to a PDF so it can be easily accessed.

### CONTENT INFORMATION

\* Name

Color of Name

Text

Paragraph Arial 3 (12pt)

Path: p

### ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are

Attach Files

### STANDARD OPTIONS

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

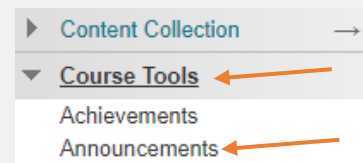
Display Until

7. Track Number of Views (YES) then Click **Submit**.

## Course Announcements

A great tool that allows you to post and e-mail out course bulletins is Blackboard's **Announcement** tool.

1. Select **Course Tools** and then **Announcements** from the course's Control Panel.



2. Click the **Create Announcement** button.

3. Fill in the announcement **Subject** and **Message**.

\* Subject

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Students, since the campus is closed due to weather I have taken the liberty of uploading your syllabus to Blackboard. Please stay current on assignments and watch the streaming videos if applicable to the course.

4. To send a copy of the announcement out immediately via e-mail, be sure that the *Send a copy of this announcement immediately* checkbox is checked.

5. Click **Submit**.

### Support Desk Contact Info

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Phone: 713.798.7308

### Hours of Operation

Open: Mon-Fri 7:30-4:00