



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Content and File Management

Question: How do I create a link to my content from within my Blackboard course for my students to access?

Answer:

1. Log in to Blackboard.
2. Select a course and enter the **Control Panel**.
3. Select a **Content Area** (e.g. Course Documents, Course Information, Assignments, etc.)
4. Click **Add Item** from the Action bar. The **Add Item** page will appear.



5. Click **Browse** button next to **Link to Content Collection Item**. The **Select File or Folder** will appear.
6. Select the “radio button” next the file or folder. Click **Submit**. **NOTE: This window will close.**
7. Click **Submit** again on bottom of **Add Item** page.

8.  Confirmation of link upload will appear. Navigate back to **Content Area** to view links. **NOTE: Notice that the icon next to a Content System item is different from a regular item.**

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu