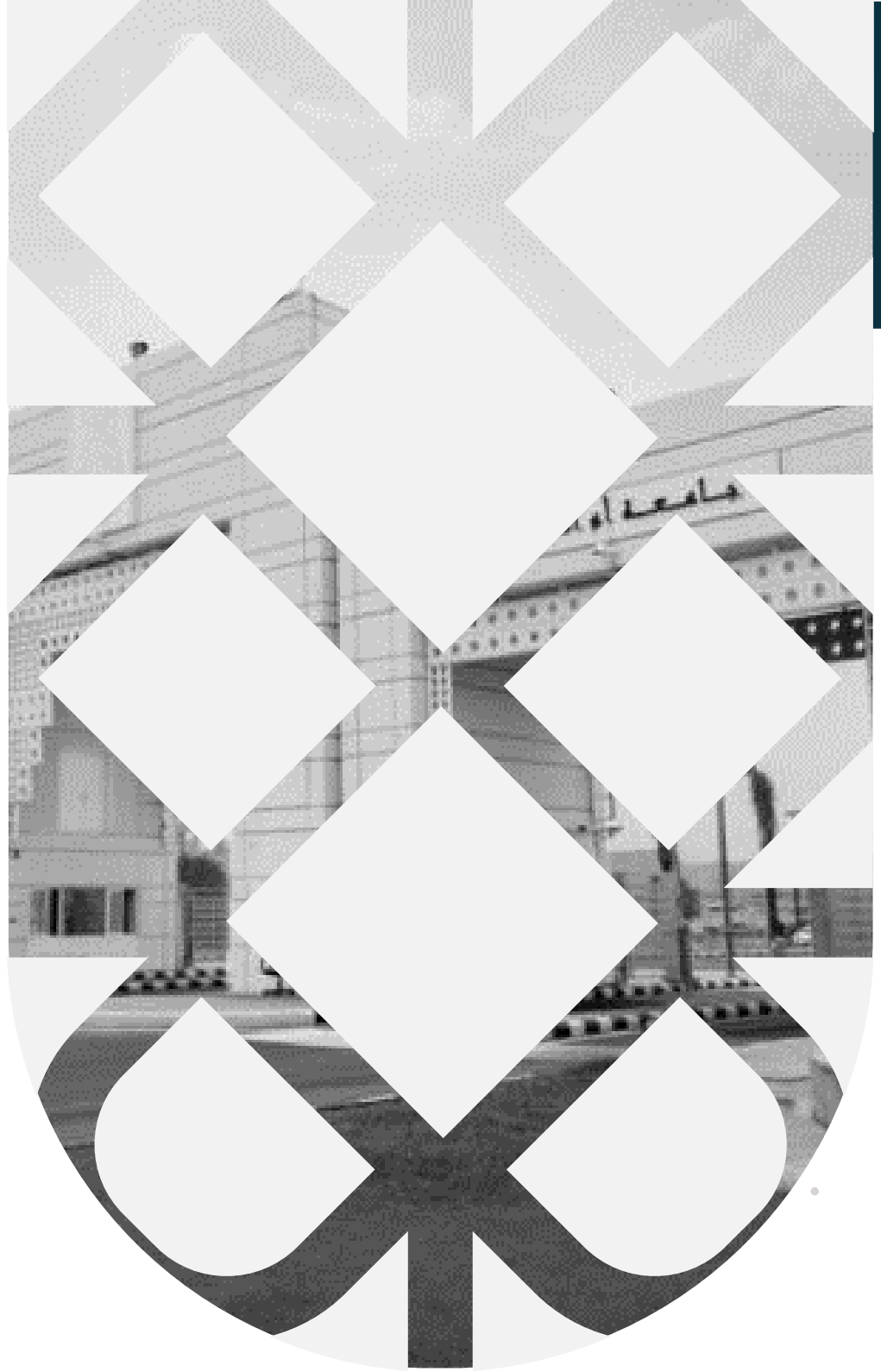




عمادة التعلم الإلكتروني والتعليم عن بعد
Deanship of eLearning & Distance Education



How to Add a File to The Educational Content

Deanship of E-Learning and Distance Education
umm al qura university

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

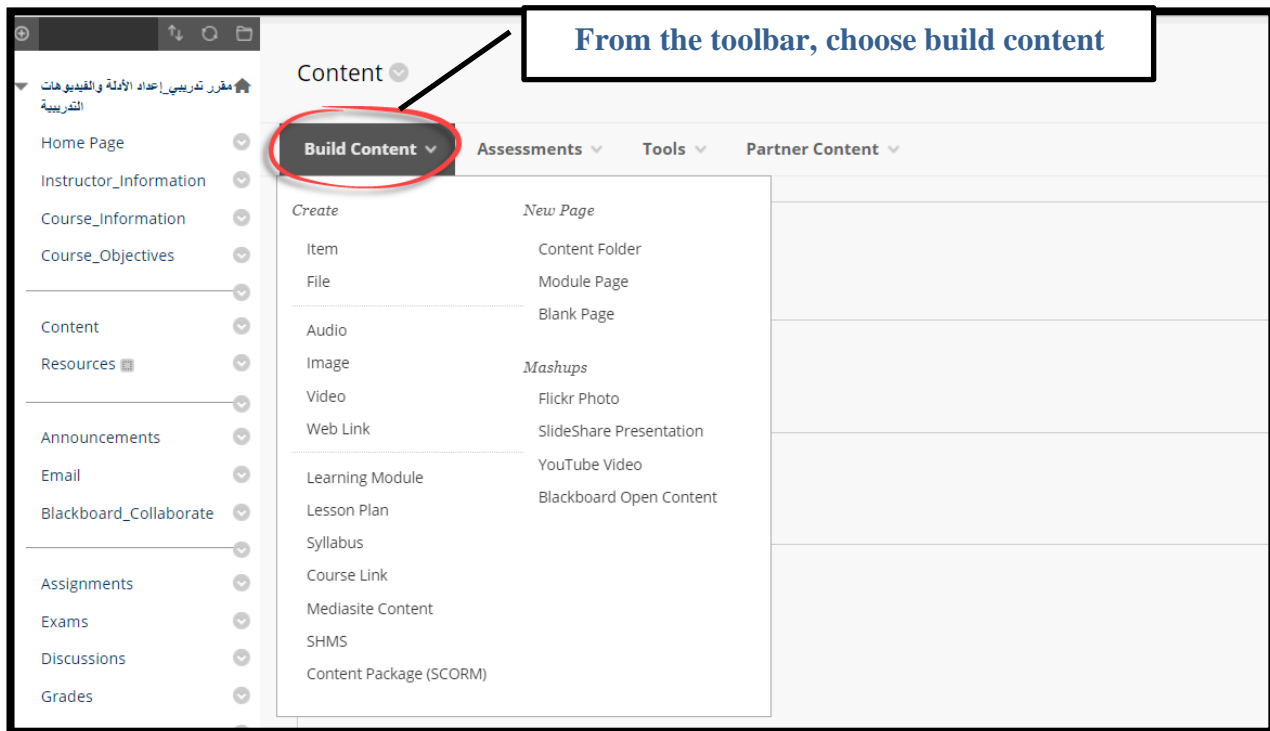
How to Add a File to The Educational Content

Dear faculty member, now you will learn how to add a file to the educational content that is related to the curriculum, and to do so you need to follow these steps:

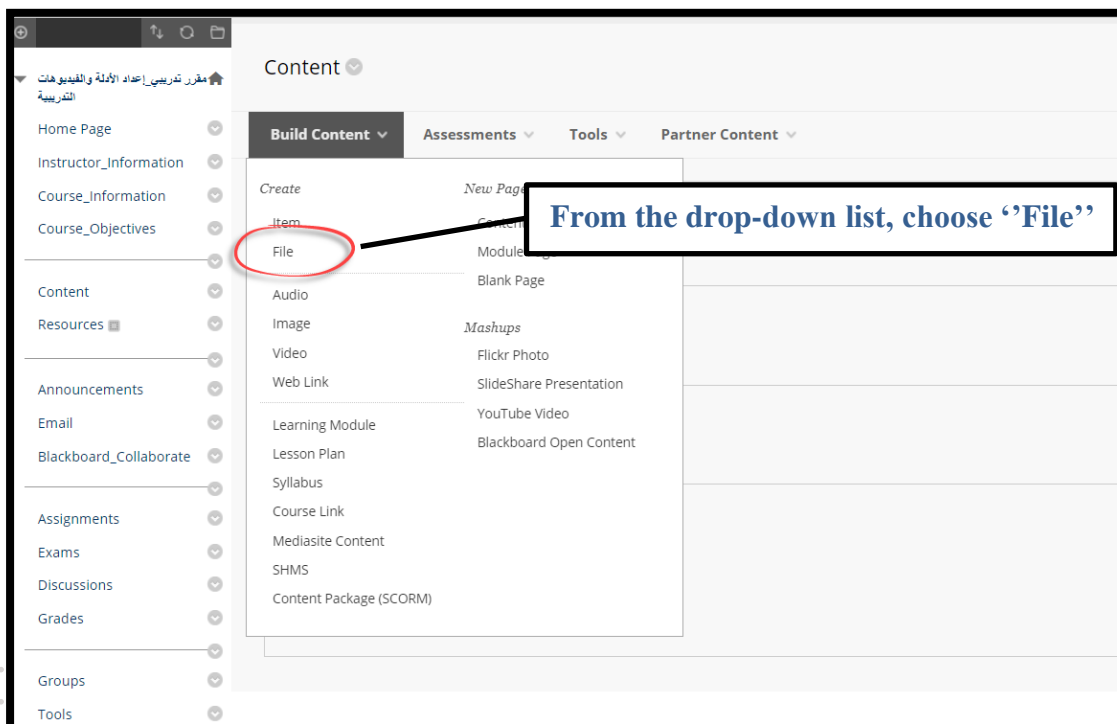
1- Firstly

The screenshot displays the Blackboard LMS interface. On the left sidebar, the 'Content' tool is highlighted with a red circle. A callout box with a black border and blue text points to this tool, stating: "From the list of the course tools, choose content". The main content area shows the 'Home Page' with sections for 'My Announcements', 'Needs Attention', and 'What's Due'. The 'Needs Attention' section lists 'Assignment Needs Grading (1)' and 'Test Needs Grading (1)'. The 'What's Due' section shows a date selector set to '09/16/2020' and lists 'Today (0)', 'Tomorrow (0)', and 'This Week (0)'. The top right corner indicates 'Edit Mode is: ON'.

2- Secondly



3- Thirdly





4- Then, you can move to the file selection screen:

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter **Yes** for the file and **No** for the link to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content.

Name

Color of Name

Find File

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Buttons:

Click **Submit** to proceed.

Callouts:

- Type in the file name
- Choosing the desired option to attach a file either from the computer or the file centre
- The possibility of opening a file on the same web page or opening a new page
- From here you can select a specific date to display an item
- After filling the required fields above, click on the send button

Vertical Text: This option allows you to track number of times content was displayed click yes if you want to track number of views



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