

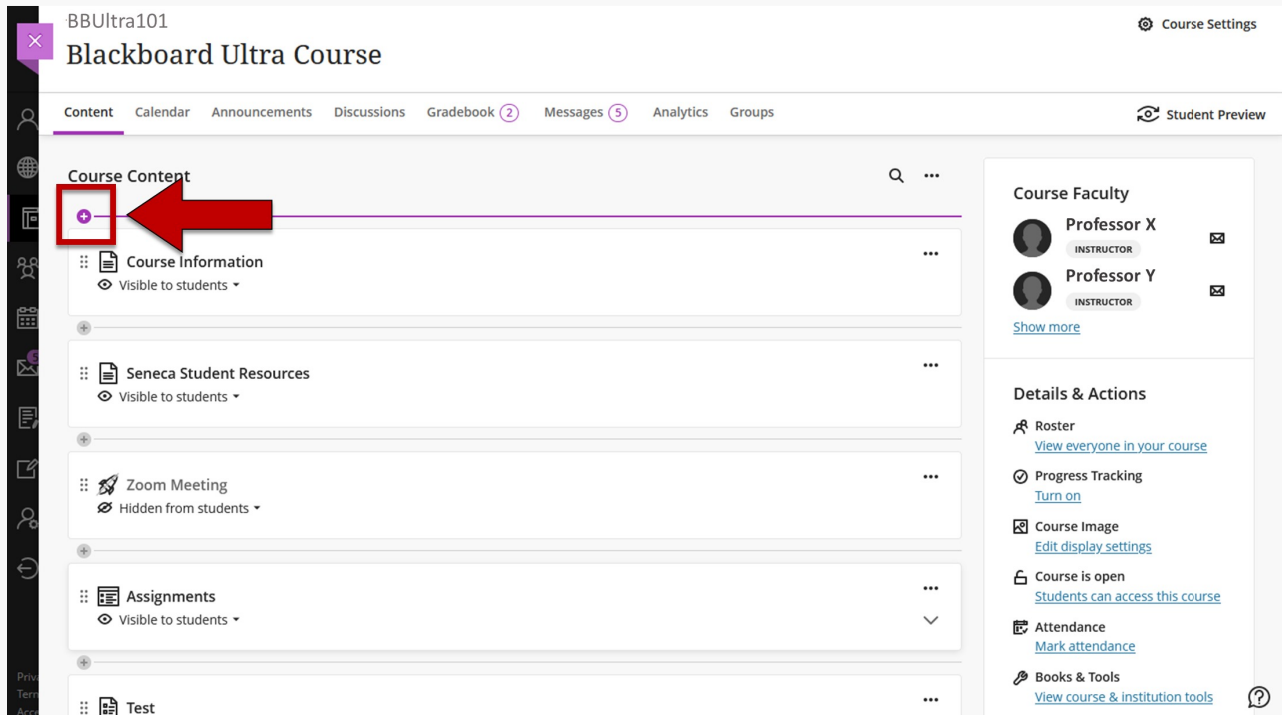
Creating a Document

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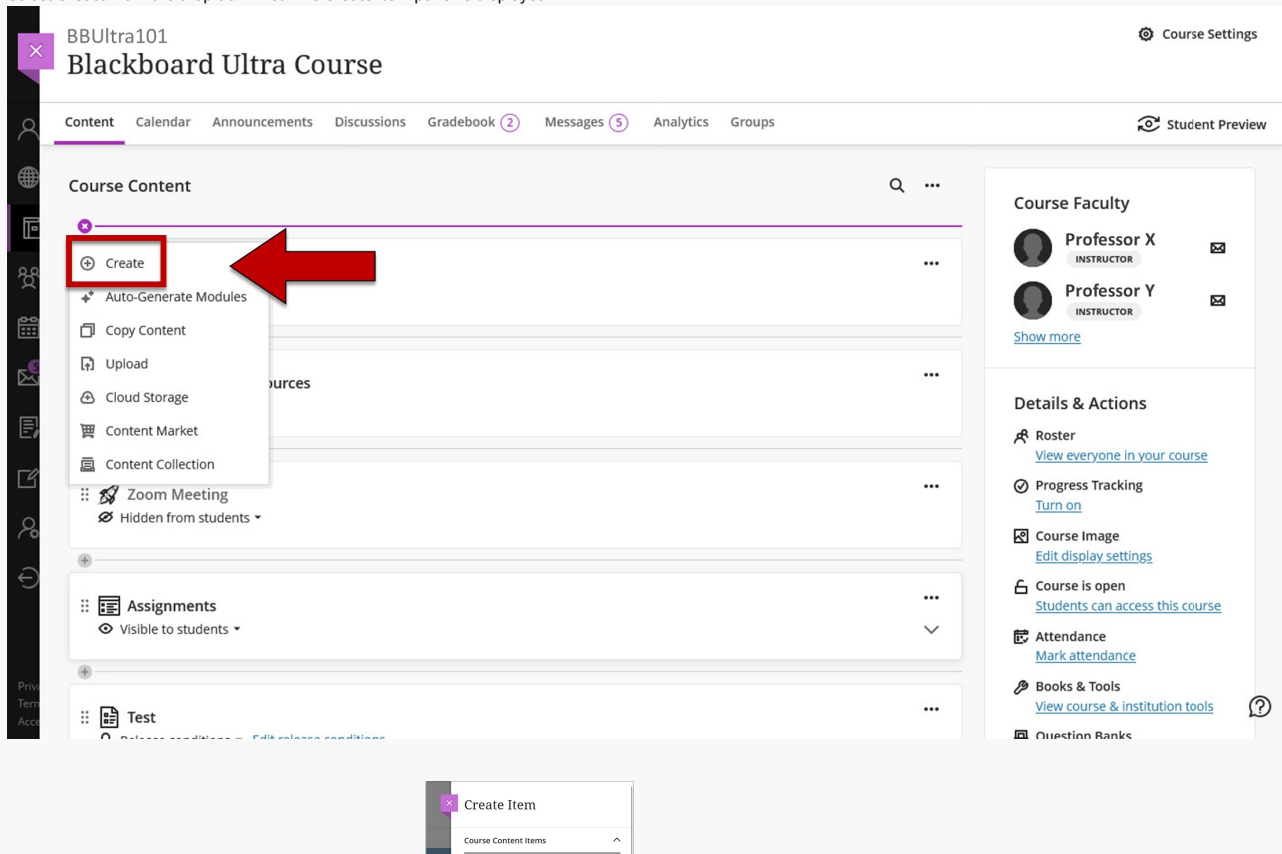
A document can be used to present a variety of learning materials such as text, multimedia, and attachments.

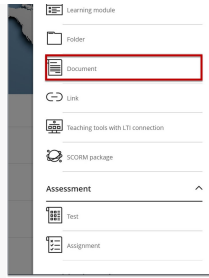
Creating a Document in Course Content

1. Select the **plus icon (+)** from the course content page.



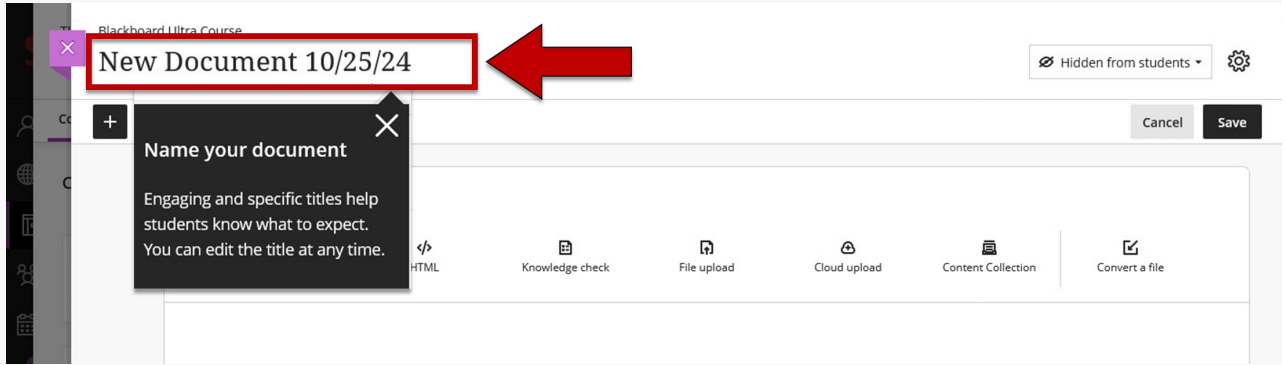
2. Select **Create** from the drop-down list. The Create Item panel is displayed.



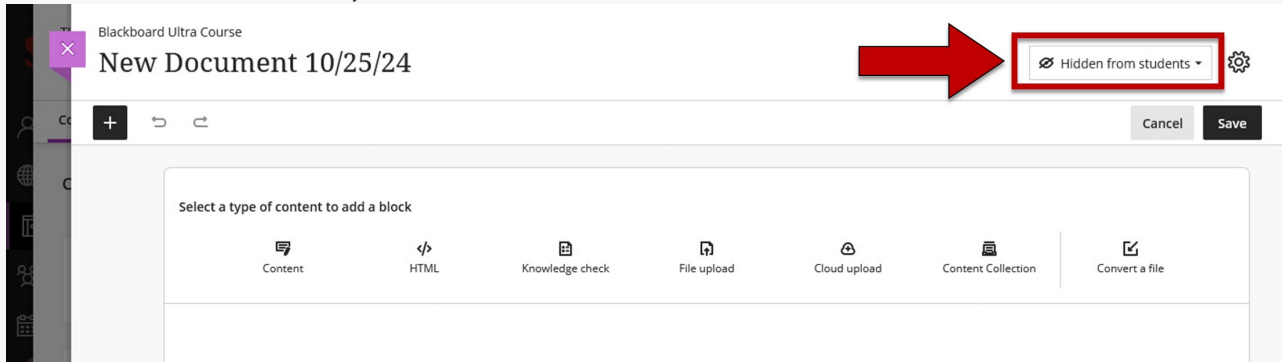


3. Select **Document**. The New Document page is displayed.

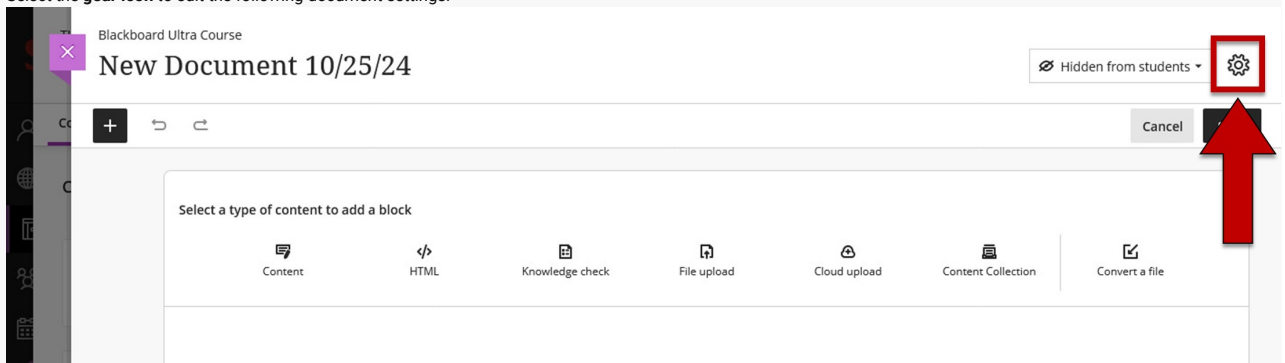
4. Select the title to edit the name of the document.



5. Select **Hidden from students** to edit the visibility of the document.

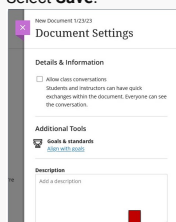


6. Select the **gear icon** to edit the following document settings:



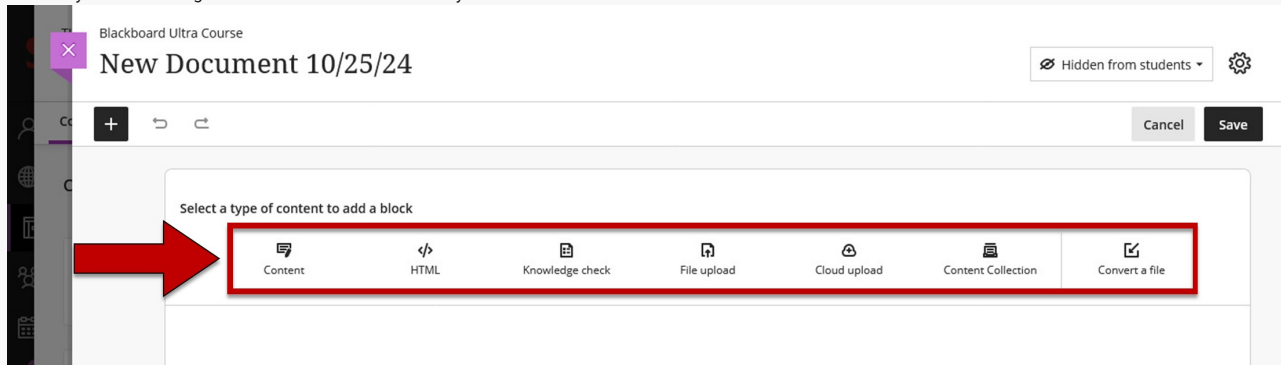
- Select **Allow class conversations** to allow students and instructors leave comments within the document.
- Select the **Description text box** to create a description for the document.
- Select tool(s) available within **Additional Tools** to attach tools to the document.

7. Select **Save**.



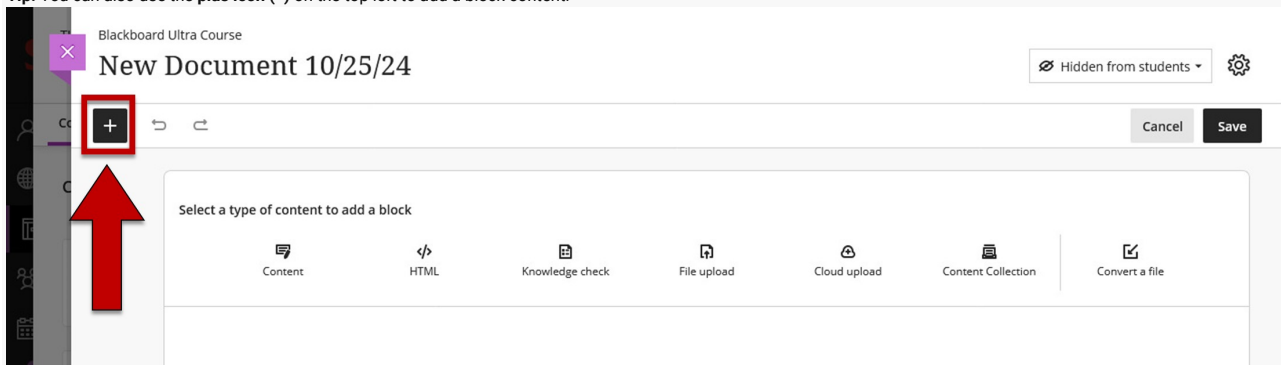


8. Select any of the following buttons to add a block content to your document:



- **Add content:** Insert content in the form of text, images, or tables into the text box provided.
- **Add HTML:** Insert content in the form of HTML into the text editor.
- **Add Knowledge check:** Insert knowledge checks within your content. These can be either multiple choice, or multiple answer questions. Students receive immediate feedback for correct and incorrect responses. You also have access to metrics about how students are engaging with the questions.
- **Upload from your computer:** Insert content by uploading the file directly from your computer.
- **Upload from cloud storage:** Items uploaded from cloud storage (OneDrive, Google Drive, etc.) are not live links. Updates made to the cloud storage document are not reflected in the course version.
- **Upload from content collection:** Browse your content collection for a file you've previously uploaded.
- **Convert a file from your computer:** The system will convert your file into the Blackboard Document format. Supported file types include PDF, PowerPoint (ppt, pptx, pps), and Word (doc, docx, odt).
 - **Note:** Converted content should be reviewed for accuracy.

Tip: You can also use the **plus icon (+)** on the top left to add a block content.

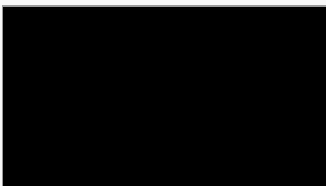


Additional Resources

- [Create Content Items or Documents - Blackboard Help](#)

Video

This short video covers documents and takes a quick look at how to create, edit and add content to documents.



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tags : blackboard-ultra, creating-documents, documents, setting-up-your-course, ultra

