

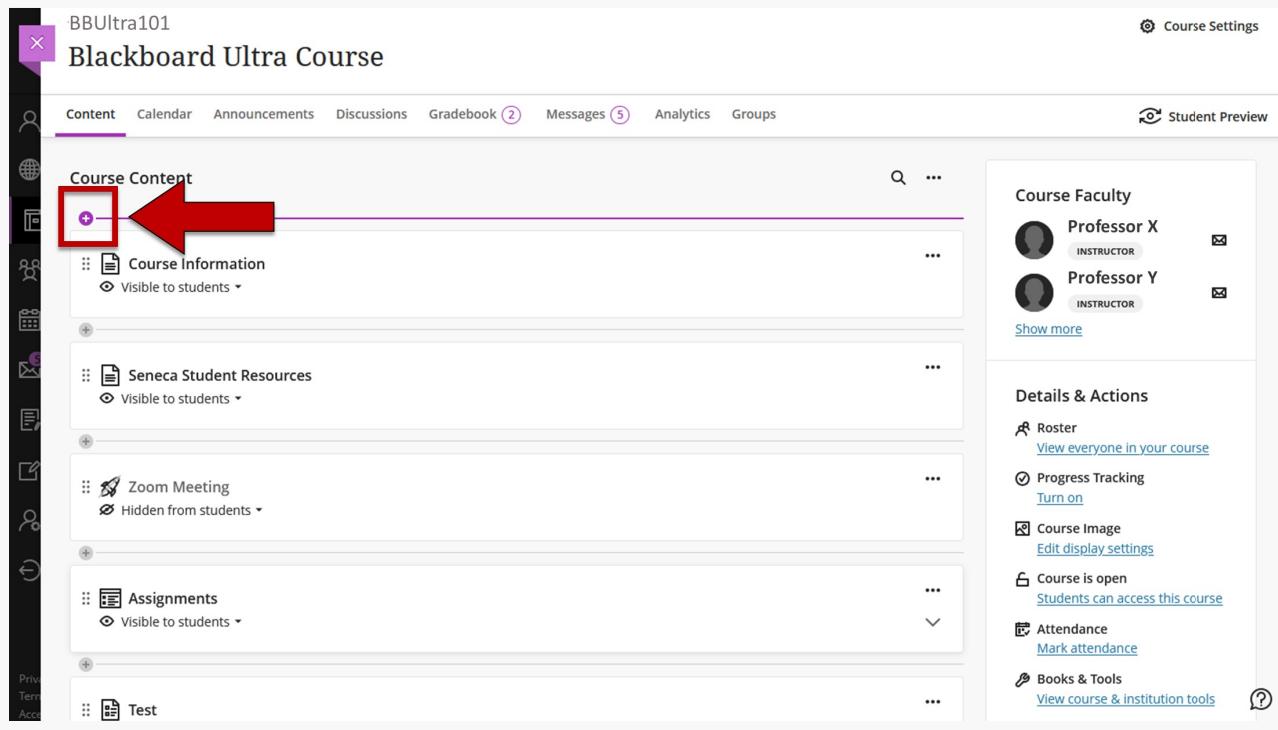
# Creating a Document

Published 10/31/2022 by Anh Lam

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.



BBUltra101  
Blackboard Ultra Course

Content Calendar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups Course Settings Student Preview

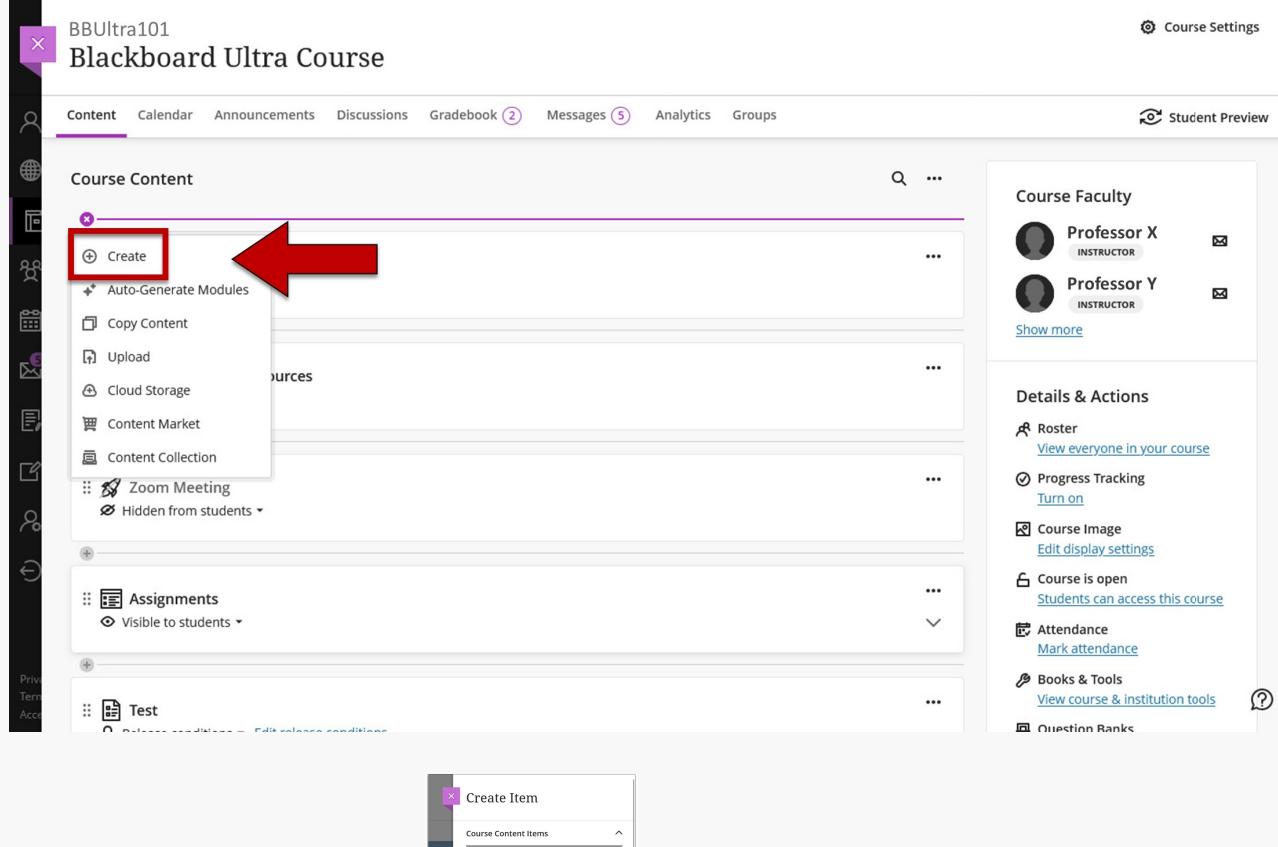
Course Content

- Course Information (Visible to students)
- Seneca Student Resources (Visible to students)
- Zoom Meeting (Hidden from students)
- Assignments (Visible to students)
- Test

Course Faculty: Professor X (Instructor), Professor Y (Instructor). Show more.

Details & Actions: Roster (View everyone in your course), Progress Tracking (Turn on), Course Image (Edit display settings), Course is open (Students can access this course), Attendance (Mark attendance), Books & Tools (View course & institution tools).

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



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Content Calendar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups Course Settings Student Preview

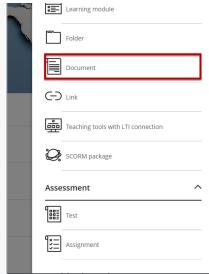
Course Content

- Auto-Generate Modules
- Copy Content
- Upload
- Cloud Storage
- Content Market
- Content Collection
- Zoom Meeting (Hidden from students)
- Assignments (Visible to students)
- Test

Course Faculty: Professor X (Instructor), Professor Y (Instructor). Show more.

Details & Actions: Roster (View everyone in your course), Progress Tracking (Turn on), Course Image (Edit display settings), Course is open (Students can access this course), Attendance (Mark attendance), Books & Tools (View course & institution tools), Question Banks.

Create Item



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

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

New Document 10/25/24

Name your document

Engaging and specific titles help students know what to expect.

You can edit the title at any time.

HTML

Knowledge check

File upload

Cloud upload

Content Collection

Convert a file

Hidden from students

Cancel Save

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

New Document 10/25/24

Hidden from students

Cancel Save

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

New Document 10/25/24

Hidden from students

Cancel

Content

HTML

Knowledge check

File upload

Cloud upload

Content Collection

Convert a file

- 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**.

New Document 10/25/24

Document Settings

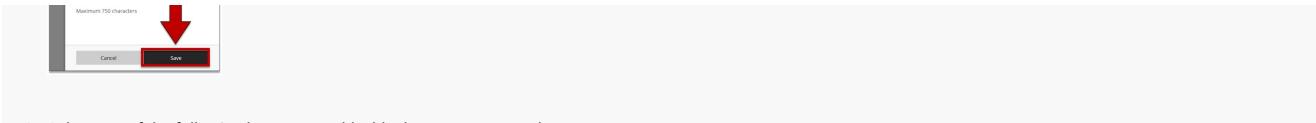
Details & Information

Allow class conversations

Description

Additional Tools

Save



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

A screenshot of the Blackboard Ultra Course 'New Document 10/25/24' interface. On the left is a sidebar with icons for course navigation. The main area shows the document title and a toolbar with 'Cancel' and 'Save' buttons. A red arrow points to a dropdown menu titled 'Select a type of content to add a block'. This menu contains seven options: 'Content' (selected), 'HTML', 'Knowledge check', 'File upload', 'Cloud upload', 'Content Collection', and 'Convert a file'. The 'Content' option is highlighted with a red box.

- **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.

A screenshot of the Blackboard Ultra Course 'New Document 10/25/24' interface. It shows the same layout as the previous screenshot, but with a red arrow pointing to the 'plus icon (+)' on the toolbar. The 'plus icon (+)' is highlighted with a red box.

## 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

