

# Posting documents in Blackboard

This tutorial will demonstrate how to post documents to Blackboard. Note: The document must be prepared and saved before it can be posted.

1. Open an Internet browser (such as Firefox **V** or Internet Explorer **)**and type in <u>http://courseware.mymru.ca</u> into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the <u>Help Desk</u>.

3. Click the Login button.





My Bb Courses System Admin		
Add Module		Personalize Page 1
Tools	My Announcements	My Courses
Announcements Calendar Tasks My Grades Send E-mail	No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days. more announcements	Courses where you are: Instructor HIST-1234 History of Mount Royal 201001 HIST-1234 History of Mount Royal 201204 (unavailable) Nursing Course Instructor: Sam Testfaculty; Courses where you are: Teaching Assistant 9.1.6p1 HRES-3274-002 Recruitment and Selection 201201 Master - Understanding Medical Terminology
Address Book Personal Information	No calendar No calendar events have been posted for the next 7 days. more calendar events+	
Goals	Courses: Quick View Courses you are teaching: Chem-2201-001	My Tasks My Tasks: 8.0.475.0.prod
	HIST-1234 History of Mount Royal 201001	test task

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## 5. Be sure that the **Edit Mode** is switched to **ON**.

6. Click into the content area in which you would like to add a document.

7. Click the down arrow next to **Build Content**.

8. Click Item under Create.



9. Click into the **Name** box and type in the title.

10. Type a **Description** for the document (optional).



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11. Scroll down.

12. Click Browse My Computer.

**13** Choose the document you would like to upload.

14. Click Open.

15. Click Submit.



16. If you would like to see the document the way a students sees it, click on the **Edit Mode** switch to turn it off.



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