

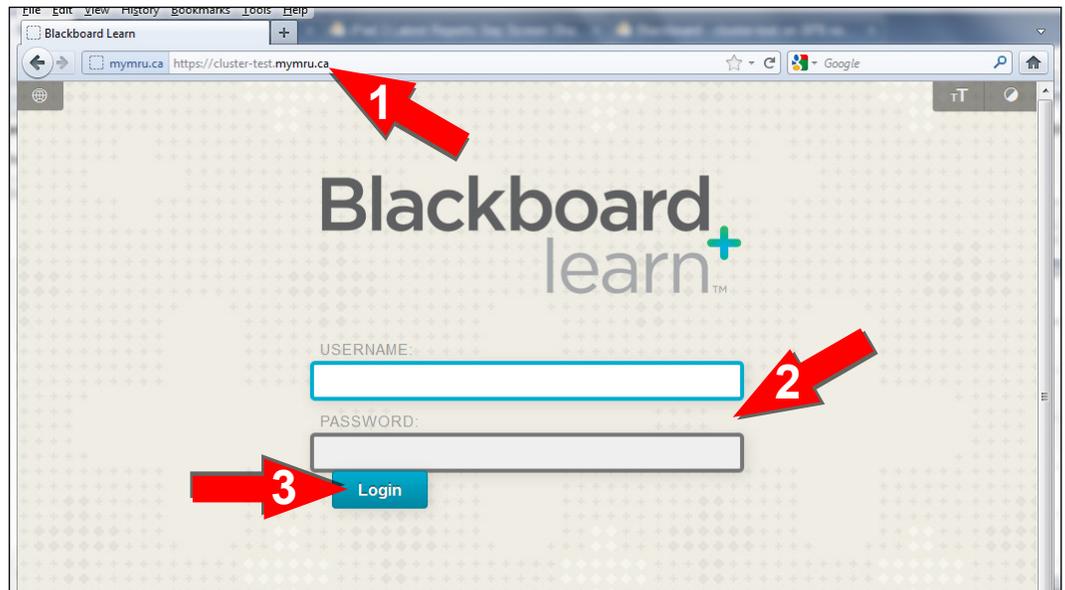
Posting documents in Blackboard

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

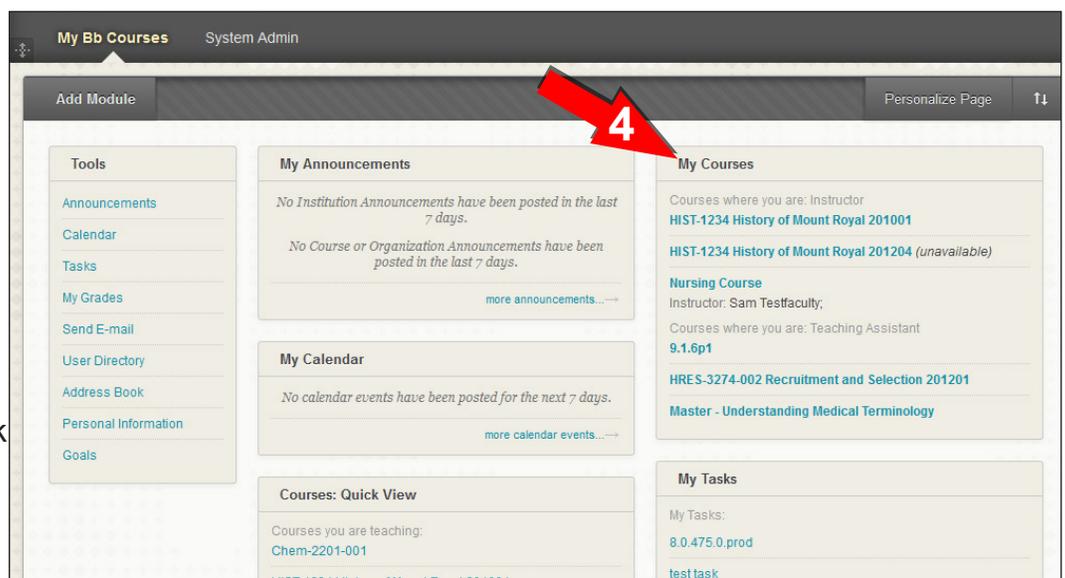
1. Open an Internet browser (such as Firefox  or Internet Explorer ) and type in <http://courseware.mymru.ca> into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the [Help Desk](#).

3. Click the **Login** button.



4. To enter a Blackboard course click the course link under **My Courses**.

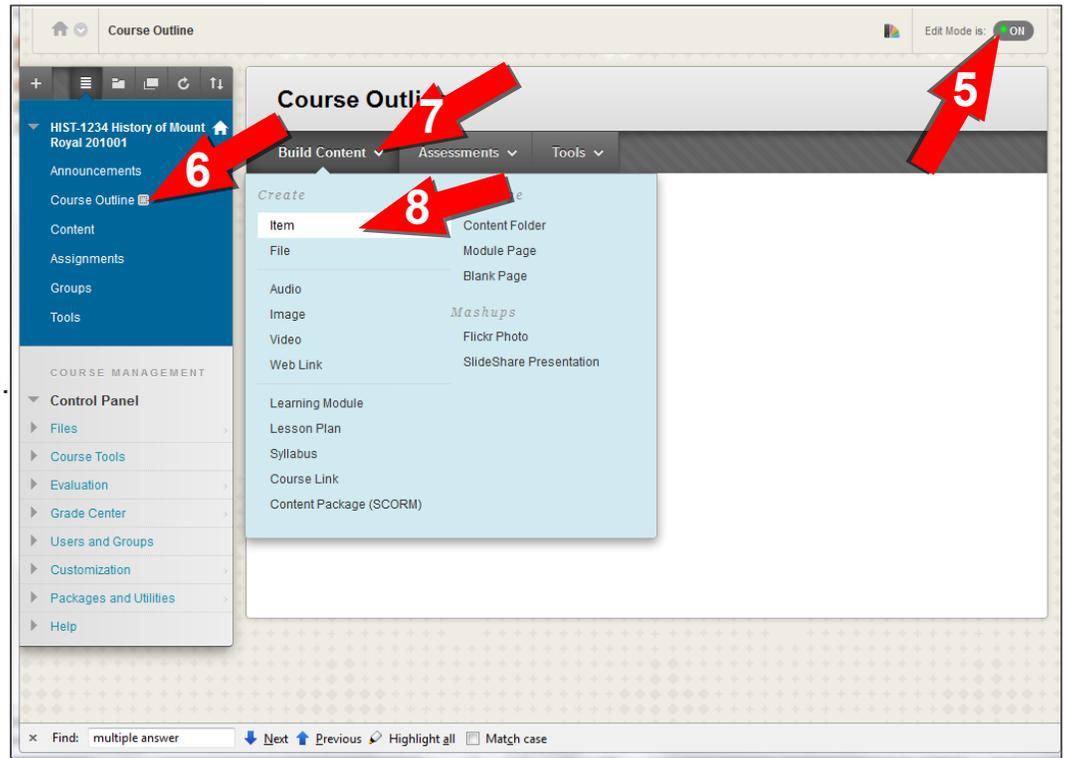


5. Be sure that the **Edit Mode** is switched to **ON**.

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

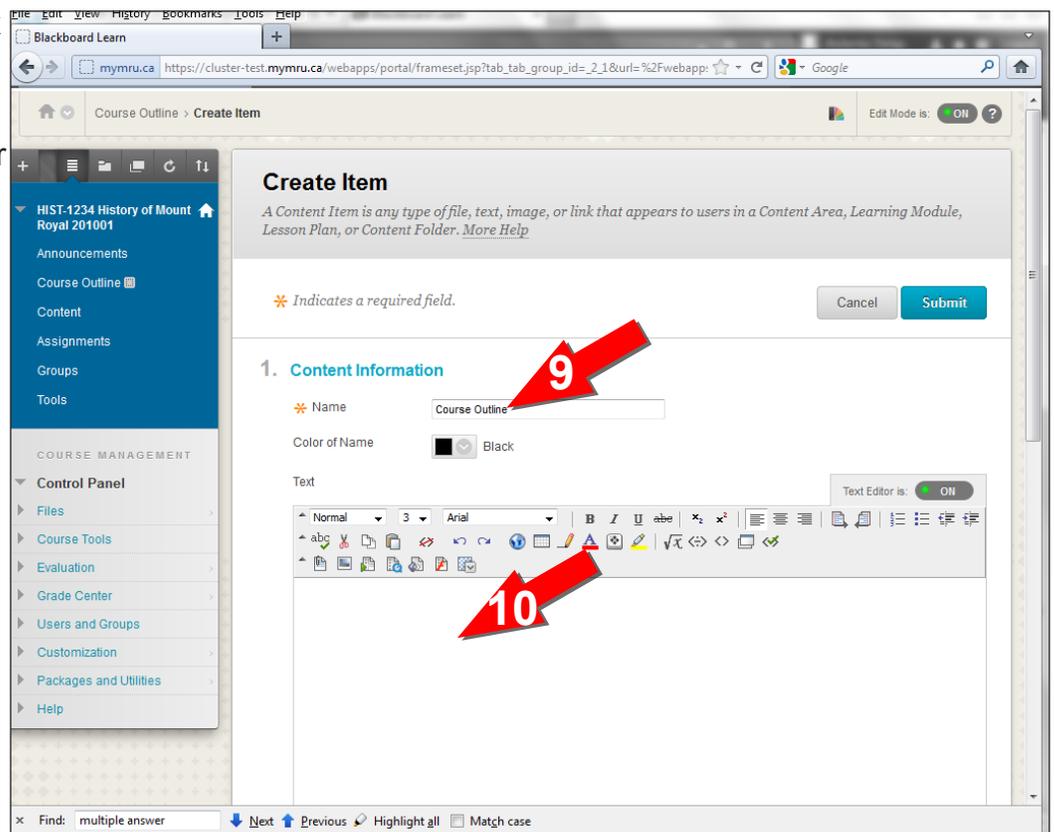
7. Click the down arrow next to **Build Content**.

8. Click **Item** under Create.



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

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



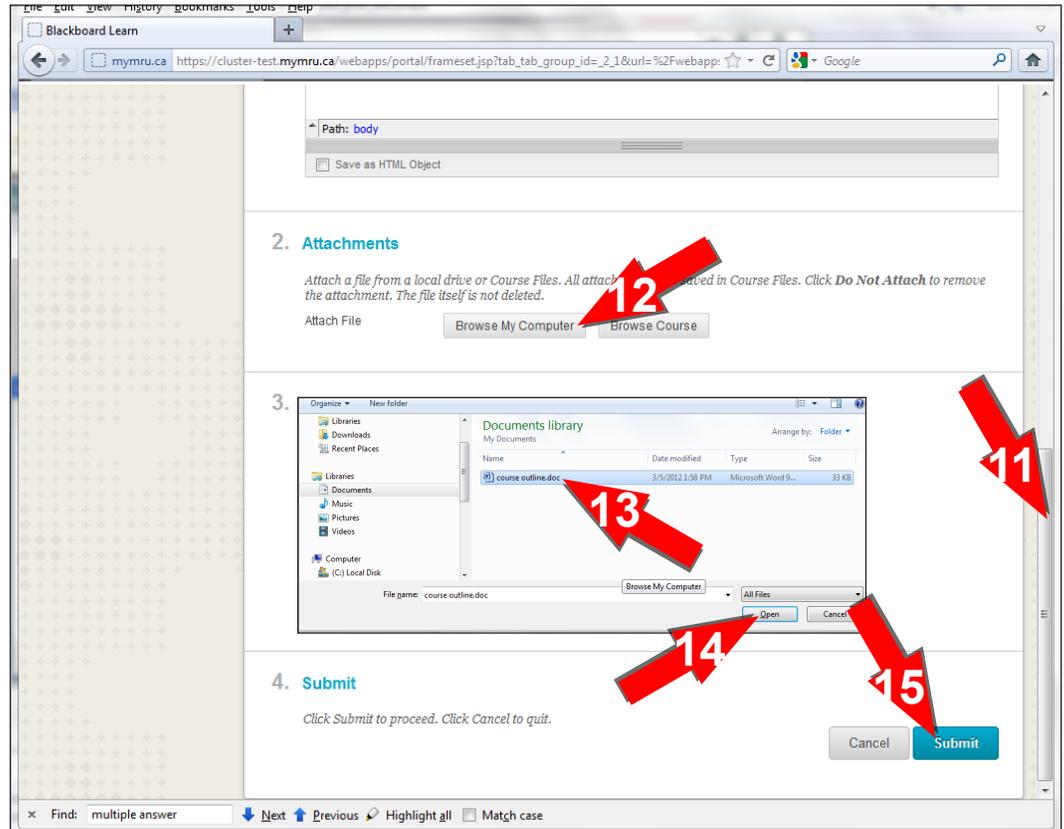
11. Scroll down.

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 student sees it, click on the **Edit Mode** switch to turn it off.

