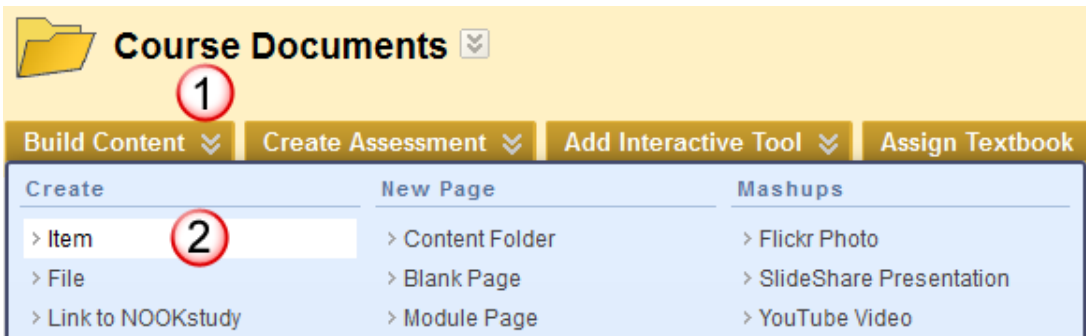


# Add/Edit a Content Item

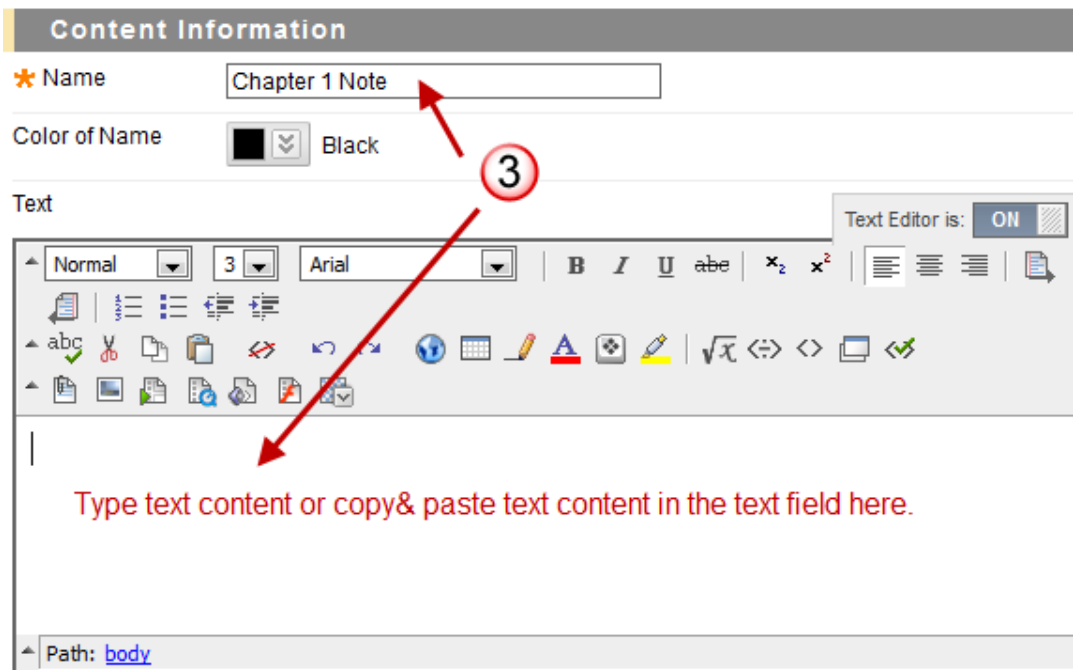
In Blackboard, content can be added in several formats in any content area. One of the options is an **Item** accessible under the **Build Content**. An item is a page used for informational materials, including text typed into the text editor, embedded files, and attached files.

## To Add a Content Item

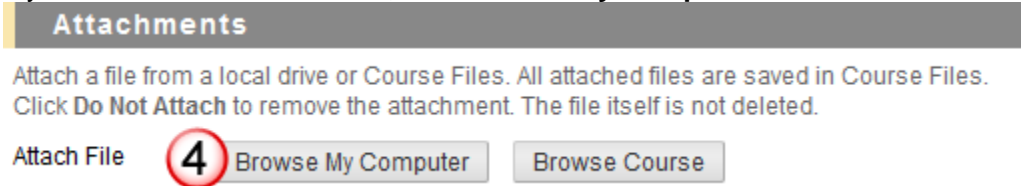
1. Select a content area, move mouse over the Build Content button and bring up the dropdown content list
2. Select and Click **Item**



3. In Create Item page, provide content information by typing the item name and text in the text field.



4. If you need to attach document, click **Browse My Computer** button.



5. Locate the file you want to attach and click Open (Windows) to upload the document.  
**Note: The recommended document type should be in PDF document format.**
6. Set Display Date and Time as needed. Leave the default settings if there is no specific display restriction.
7. Click **Submit** button.

#### **To Edit an Existing Content Item**

1. Click the double-arrow chevron sign next to the item to bring up the drop-down list, and click **Edit**.
2. In Edit Item Page, you can update/edit text, change settings, remove an attachment or add an attachment.
3. To remove an existing attachment, click "**Mark for removal**" at the right end of the item line.
4. Click **Submit** button.