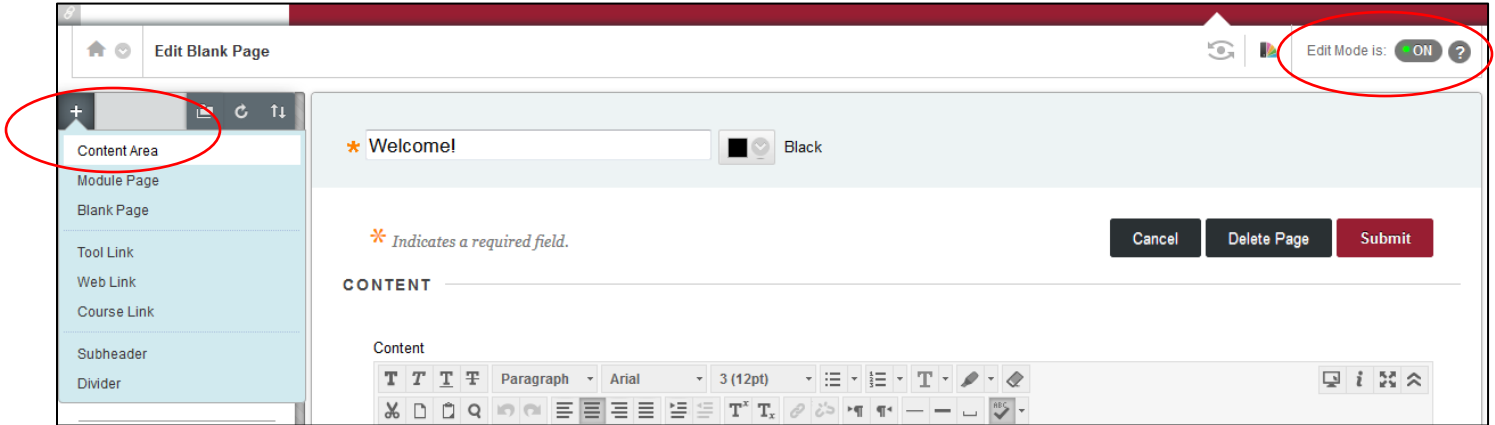
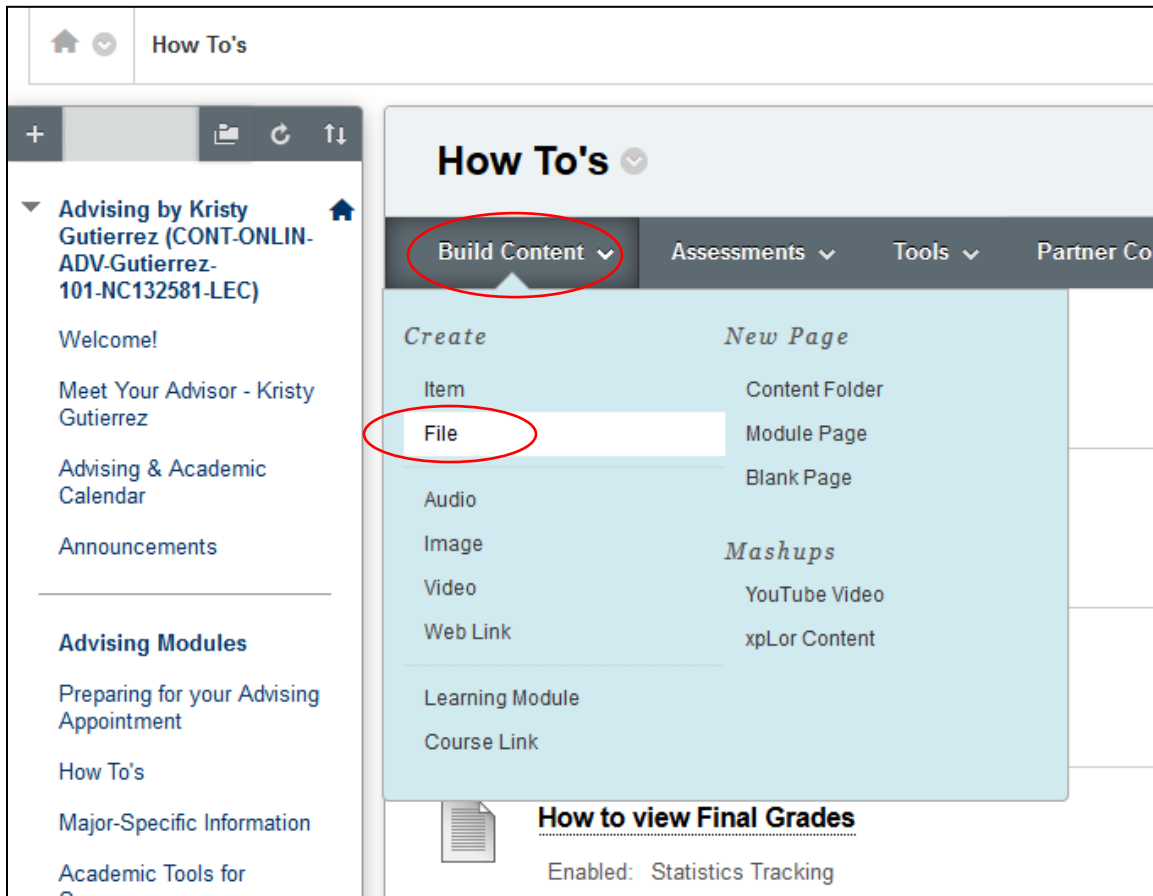


Creating a 'How-To's' module in Blackboard:

First, with edit mode on, create a 'content area' module using the plus symbol up top.



Then title it 'How-To's'. In the page itself, go to 'Build Content' and upload a file.



Give the file a name (e.g., How to search for UCORE courses). Upload the PDF from your computer.

In the settings, make sure that the file will not open in another window, so it will open within Blackboard. This makes it easier when students are using the Bb app on their phone. Always upload PDF's, not Word documents (so students cannot edit and it opens easier on other devices as well).

How To's > Create File

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

*** Indicates a required field.**

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

*** Name**

Color of Name Black

*** Find File**

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

STANDARD OPTIONS

Permit Users to View this Content Yes No

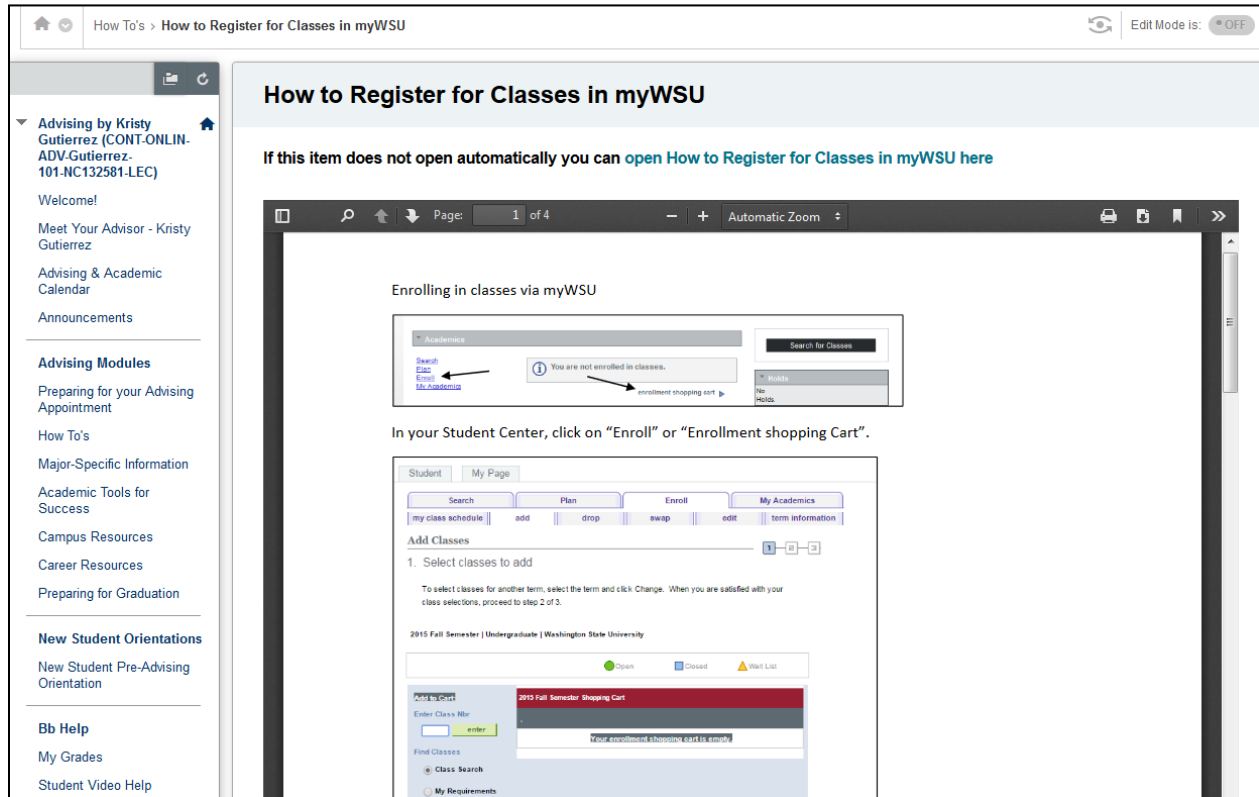
So, when they click on the link...

How To's

How To's

- [How to Register for Classes in myWSU](#)
- [How to Search for a UCORE Course](#)
- [How to find your Final Exam schedule](#)
- [How to view Final Grades](#)

The document opens as a PDF viewer in Blackboard.



As more things come up that you want students to know how to find, it can easily be added as another file. I have kept this 'How-To's' section specifically for those things I can create screen shot instructions for.