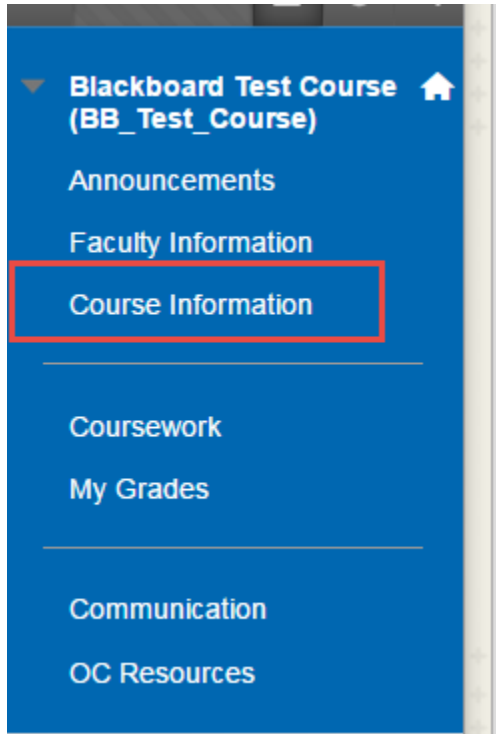


How to Add your CV to Blackboard

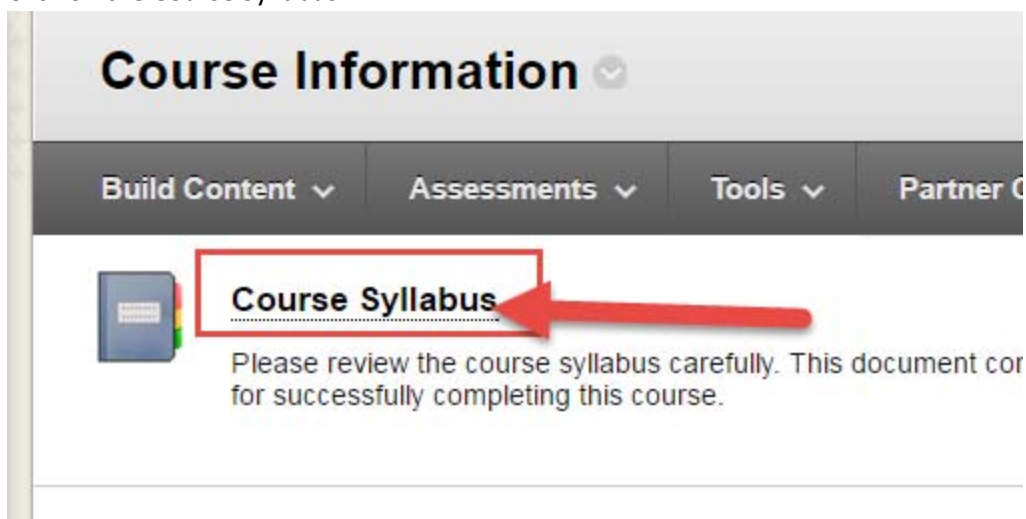
- (1) Log into Blackboard and go to your course. Make sure Edit mode (located in the upper-right corner of your course screen) is set to ON.



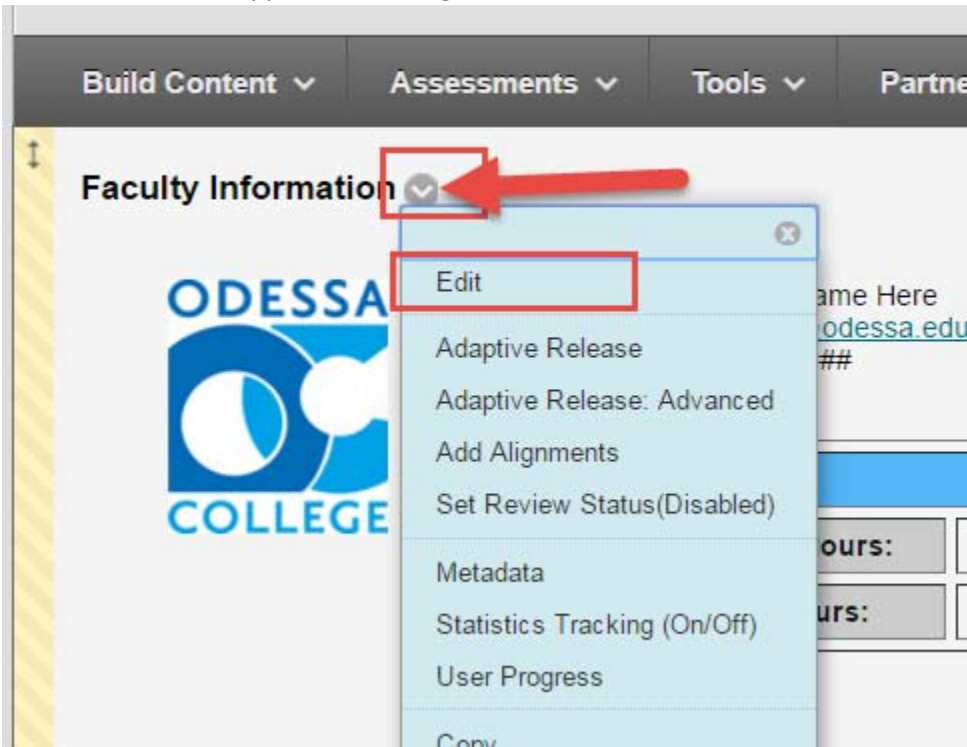
- (2) Click on Course Information from the main course menu.



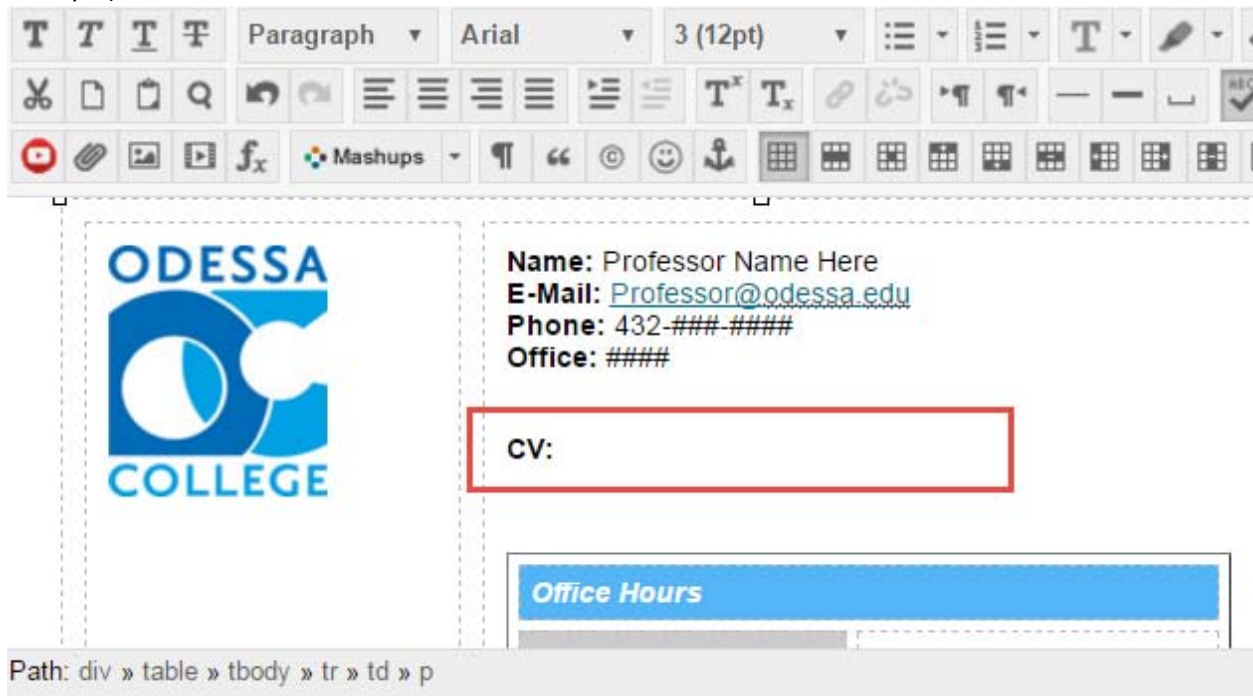
- (3) Click on the Course Syllabus link.



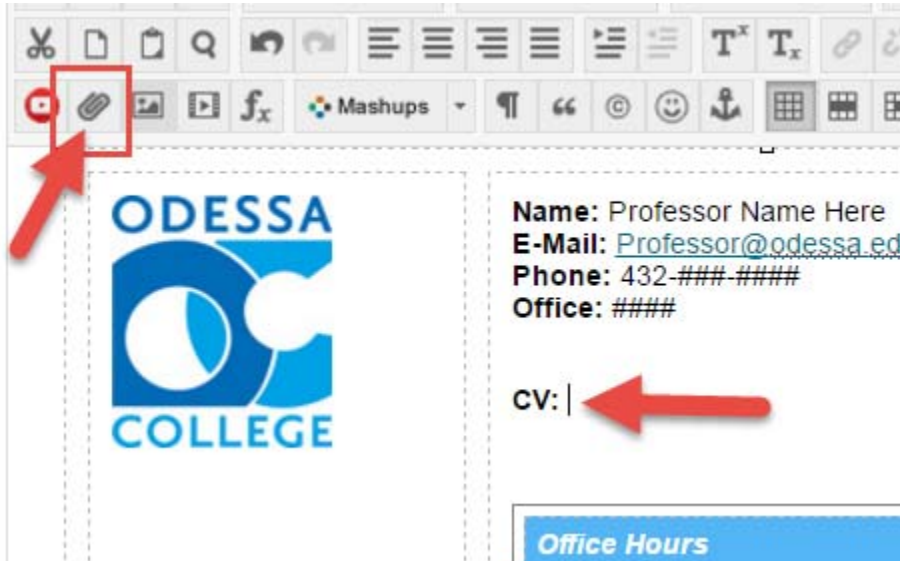
- (4) Mouse over the title of the “Faculty Information” item in the syllabus until the editing chevron (gray circle with white down arrow) appears on the right side of the title. Click on it and select EDIT from the menu options.



- (5) In the text editing area, click below your OFFICE number area and add a line called “CV” (use the image below as example)



- (6) Make sure that your active mouse cursor is blinking behind the words "CV:" (see image below for example). On the third toolbar, look for the icon that looks like a paperclip. This is for adding attachments. Click on it.



- (7) Click on the BROWSE CONTENT COLLECTION button.

SELECT CONTENT LINK

When attaching a file from your computer, you must first submit the content item so the file is assigned a per

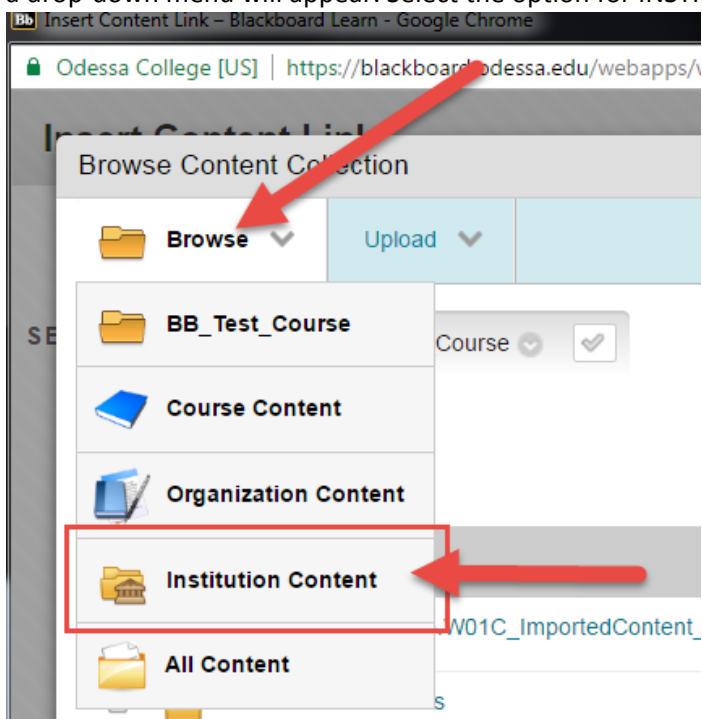
Attach File

Browse My Computer

Browse Content Collection

Source URL

- (8) In the upper-left corner of the new screen, move your mouse-cursor over the word BROWSE. When you do this, a drop-down menu will appear. Select the option for INSTITUTION CONTENT.



(9) Click on the very top folder called **[Faculty CV]**.

The screenshot shows the 'Browse Content Collection' interface. At the top, there are 'Browse' and 'Upload' buttons. Below them is a 'Location' dropdown menu set to 'institution'. A table lists folders: '[Faculty CV]', 'ALLOC', and 'Arts & Sciences'. The '[Faculty CV]' folder is highlighted with a red box, and a red arrow points to it from the right.

Type	Name	Versions
Folder	[Faculty CV]	
Folder	ALLOC	
Folder	Arts & Sciences	

(10) CVs are organized alphabetically by last name. Locate the folder with the first letter of your last name and click on it.

The screenshot shows the 'Browse Content Collection' interface. The 'Location' dropdown menu is set to '[Faculty CV]'. A table lists folders: 'A', 'B', 'C', and 'D'. The 'D' folder is highlighted with a red box, and a red arrow points to it from the right.

Type	Name	Versions	Last Modified
Folder	A		Oct 26, 2016 5:18:05 PM
Folder	B		Oct 26, 2016 5:18:05 PM
Folder	C		Oct 26, 2016 5:18:05 PM
Folder	D		Oct 26, 2016 5:18:05 PM

(11) Locate your CV from the list of available CV files. Place a check mark on the left side of the file name.



***NOTE: If you do not find a CV in the content collection, you will need to send one to either Rita Mata or Angelica Marquez so that it can be added for you. Updated CVs can also be sent to them.**

(12) Click SUBMIT in the bottom right corner.



(13) Your CV should now show to be attached (demonstrated by the "Name of Link to File" field). Leave the option for "Open in new window" set to YES. Click on the SUBMIT button in the bottom right corner.

A screenshot of the 'Attached files' section in a software interface. It shows a table with two columns: 'File Name' and 'Content Link Options'. The first row is for 'Doe_Jane.pdf'. The 'Content Link Options' for this file are: 'Name of Link to File' (text box containing 'Doe_Jane.pdf'), 'Alt Text' (text box), and 'Open in new window' (radio buttons for 'Yes' and 'No', with 'Yes' selected). A red arrow points to the 'Name of Link to File' text box. To the right of the table, the text 'Do not attach' is visible. Below the table, there are three buttons: 'Choose my computer', 'Choose content collection', and 'Choose URL'.

Click **Submit** to proceed. Click **Cancel** to go back.



(14) Your CV link will now show as part of your Faculty Information item in your syllabus. Click on SUBMIT in the upper-right corner of your screen to confirm the change.

* Indicates a required field.

Cancel Submit

CONTENT INFORMATION

* Name

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the text area contains the following content:

- ODESSA COLLEGE** logo on the left.
- Text: **Name:** Professor Name Here
- Text: **E-Mail:** Professor@odessa.edu
- Text: **Phone:** 432-###-####
- Text: **Office:** ####
- Text: **CV:** [Doe_Jane.pdf](#) (This link is highlighted with a red rectangular box).
- Text: **Office Hours** (This text is inside a blue rectangular box).