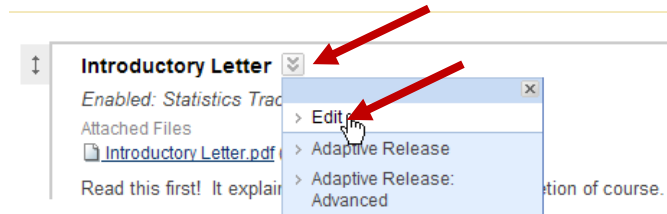


Adding Introductory Letter

A Sample Letter can be found in the **Blackboard Help for Instructors** documents under **Sample Document**.

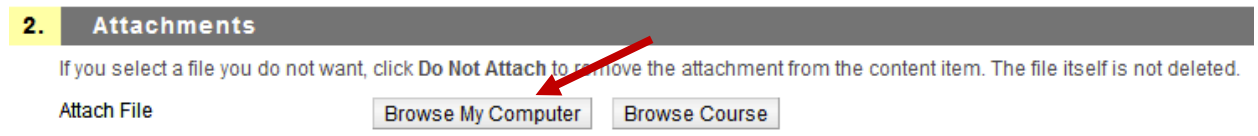
1. Create an **Introductory Letter** introducing you, detailing your course, and expectations. Also, briefly overview online organization. This should be in PDF Format.
2. Click the down arrow beside **Introductory Letter**, and click on **Edit**.



3. Remove the following highlighted text.



4. To browse for your file, click on **Browse My Computer** OR **Browse Course** button.



5. Click on file from the **Choose File** dialog box.
6. Click on **Open**.
7. Click on **Submit**.

