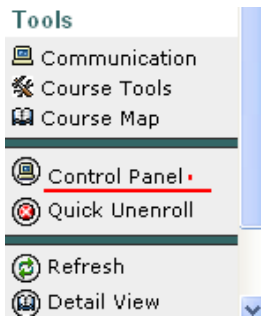


## Uploading Files to Blackboard

Login to Blackboard and open your course.

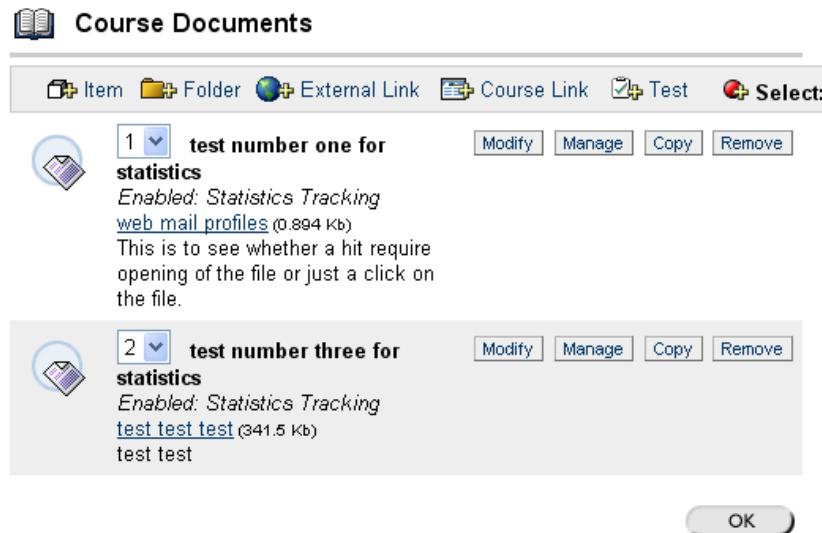
Once you are in your course, go to the Control Panel in the left side navigation bar and Click on it.



Once in the Control Panel, you will click on the area that you want to place the files in. In this example, we are going to place a file in the Course Documents area.




Click on the Course Document link. Once in the Course Document Window, click on the Item Icon.



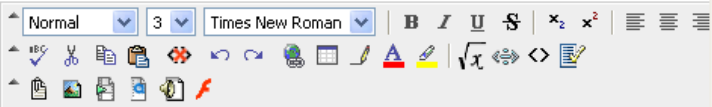
Now you will add a particular “item” or document.  
 Give your Content a Name: for Example: Syllabus  
 If you want to add any information, Type that in the Text area.

**1 Content Information**

\* **Name**

**Choose Color of Name** 

**Text**

Normal 3 Times New Roman B I U 

In the Section 2 area, browse to where you have saved your document and select it.  
 Type in a Name you want to call the Link that the students will click on.  
 Leave the Special Action area set at “Create a link to this file”.  
 You may also choose to make the content available or unavailable. If unavailable, you can choose the date you want the content to show up and students will not see it until then.

**2 Content**

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

**Attach local file**

**Name of Link to File**

**Special Action**

---

**3 Options**

**Make the content available**  Yes  No

**Track number of views**  Yes  No

**Choose date and time restrictions**  Display After  Display Until

Jan 04 2008 05 15 PM Jan 04 2008 05 15 PM

When finished, click on the submit button and your document will be uploaded to Blackboard and a link create.

**3 Options**

**Make the content available**  Yes  No

**Track number of views**  Yes  No

**Choose date and time restrictions**  Display After  Display Until

Jan 04 2008 05 15 PM Jan 04 2008 05 15 PM

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**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field