

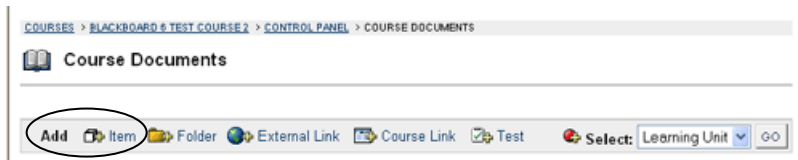
## Adding Content by Uploading Files to Blackboard 6.3

Perhaps the easiest method of adding content to your course is to upload files (e.g., Word, PowerPoint, Excel, PDF, etc.) directly into Blackboard. The following instructions detail how to upload a file into Blackboard. Remember that students will need to have the appropriate application in order to view the file.

New in  
Bb6

1. You can upload files in two ways.
  - 1) Go to the **Control Panel** and select a content area in which to add your file.
  - 2) Navigate to the content area you want to add your content to and choose the **“EDIT VIEW”** link in the upper right hand corner of the screen.  
You can upload files in Course Information, Course Documents, Assignments, and Books areas.

2. Once you have decided which content area you want to add your file to, click on the **Add Item** icon.



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Bb6

3. Enter a description of the file in the **Content Information Name** box.
4. Scroll down to the **Content** area. Click on the **Browse** button.  
Locate your file on your computer or disk.

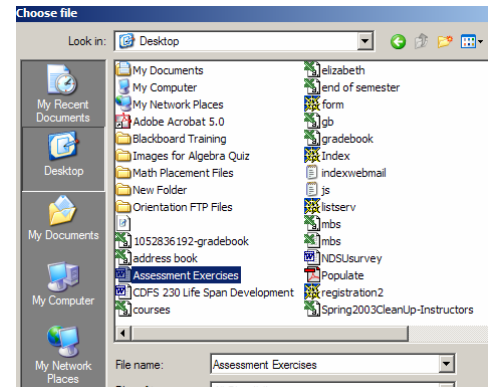
**2 Content**

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

File to Attach:  **Browse...**

Name of Link to File:

Special Action:



(Blackboard automatically inserts the path of the file into the **Attach Local File** box.)

5. In **Name of Link to File** type the name of your file – for example, Syllabus, or Assignment #1.
6. The **Special Action** will already be set to **Create a link to this file**. You don't need to change this action.

### 2 Content

Files may be attached to the above information. Click the **Browse** button to select the file to attach from your computer. Also, specify a name of the link to this file.

Attach Local File:  **Browse...**

Name of Link to File:

Special Action:

7. In the **Options** area you can choose whether to make the content available immediately or you can select **Choose date and time restrictions** to specify when the content will be available.
8. Scroll down and click the **Submit** button. You will get a content receipt to indicate your file is uploaded. Click on **OK**.

**3 Options**

**Make the content available**  Yes  No

**Add offline content**  Yes  No

**Track number of views**  Yes  No

**Add metadata**  Yes  No

**Choose date restrictions**

Display After

May 20 2005 11:45 AM

Display Until

May 20 2005 11:45 AM