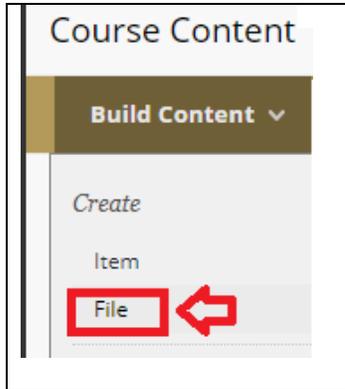
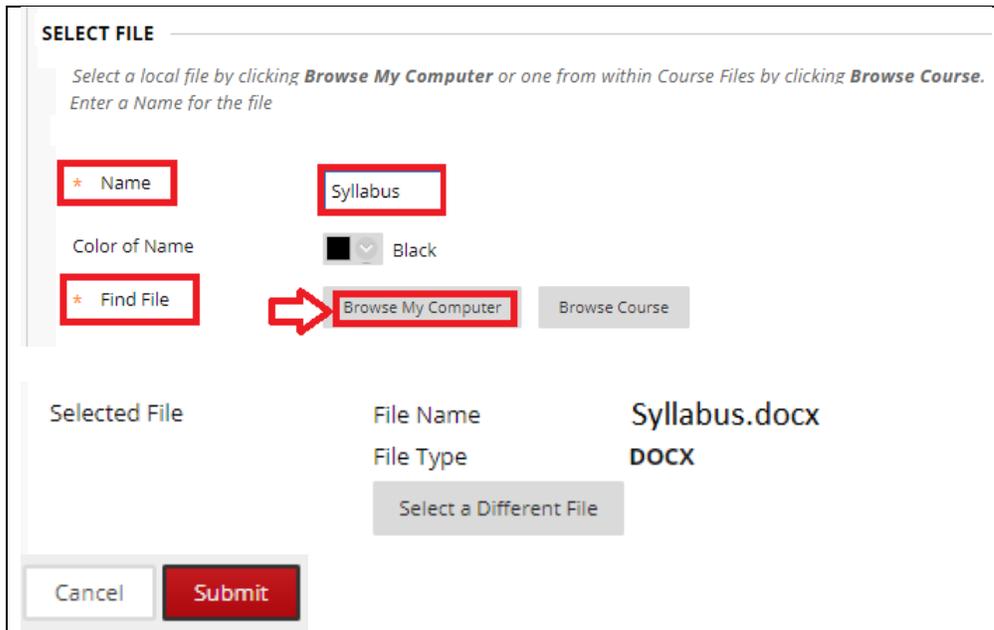


Blackboard Learn – How to upload content files

- 1) Go to Content Area in Blackboard where you want to upload a file.
- 2) Under the Build Content Tab select File. (Make sure Edit Mode is ON.)



- 3) Type in a name you want to Display. Select “Find File” by browsing your computer. Once located select OK. Once uploaded, the file name and file type will be displayed as the “selected file.” You can select different file to re-upload file. Select “Submit” to complete.



- 3) The students will view the file upload/document as follows:

