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.

SELECT FILE			
Select a local file by clickin Enter a Name for the file	g Browse My Computer or one	from within Course Files by clicking Browse Course .	
* Name	Syllabus		
Color of Name	Black		
* Find File	Browse My Computer	Browse Course	
Selected File	File Name	Syllabus.docx	
	File Type	DOCX	
	Select a Differen	fferent File	
Cancel Submit			

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



Copyright, 2018. Jefferson State Community College. All Rights Reserved.