

## Uploading Documents to the Blackboard Learning System

Blackboard has multiple mechanisms for delivering electronic copies of “paper” documents such as articles, charts, and forms. We highly recommend the .PDF format for this type of document. If you are using Microsoft Office 2007, [a free PDF export add-in is available from Microsoft](#). Most versions of WordPerfect and Mac OS/X can both create .PDF documents right out of the box.

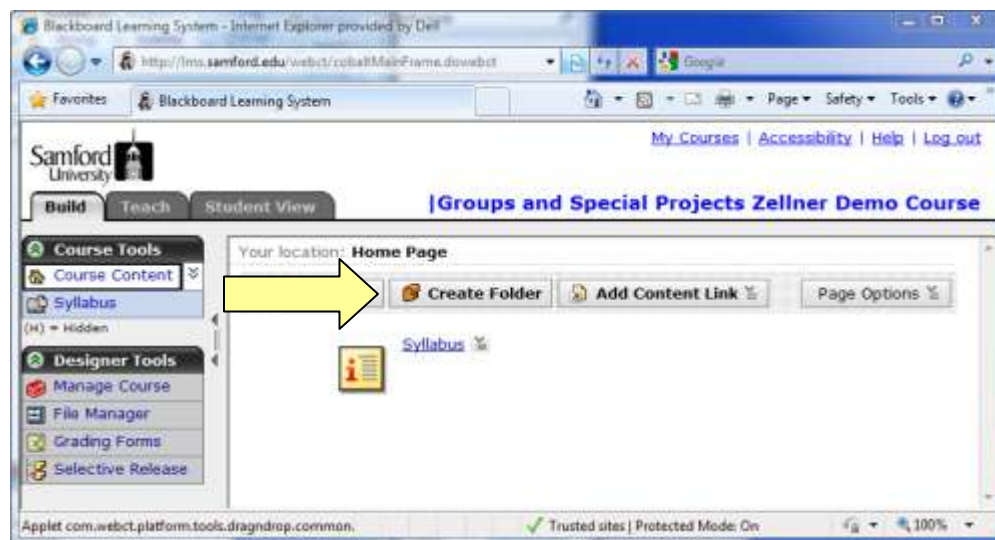
The simplest way to add this content to your course is to add it to the **Course Content** Home Page. Items may be categorized or arranged chronologically in folders just as you might organize them on your own computer. Advanced users may choose to place such content in **Learning Modules**, which will be detailed in a separate document.

### OVERVIEW

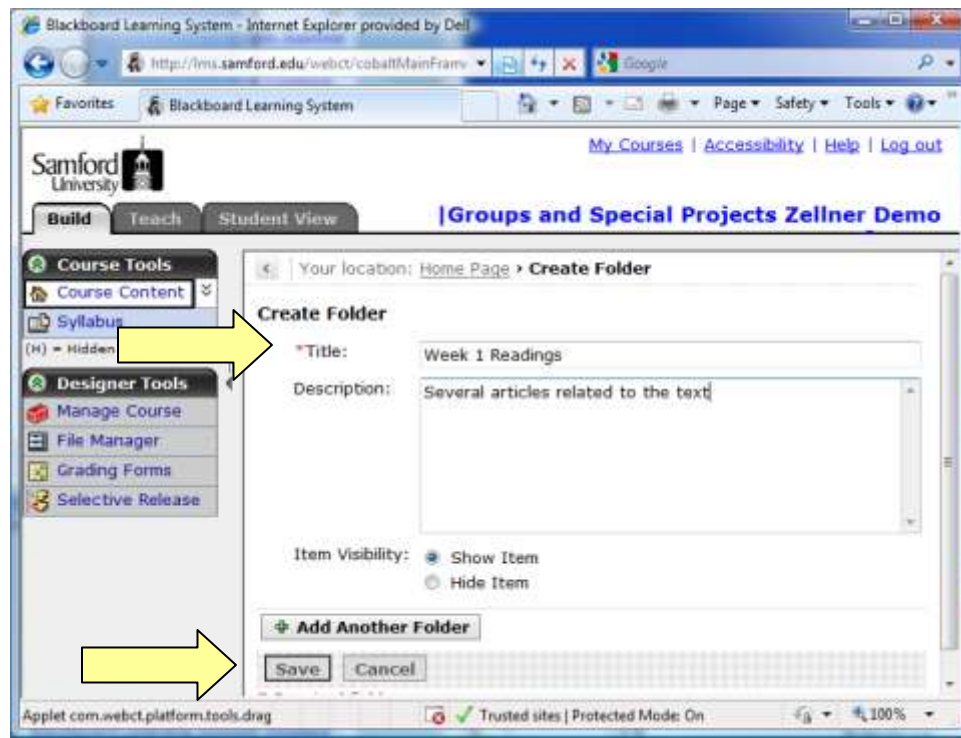
1. Create folders on the **Course Content** Home Page to organize content.
2. Upload files to the **Course Content** Home Page.
3. Test functionality using **Student View**.

### DETAILED STEPS

1. Create folders on the **Course Content** Home Page to organize content.
  - a. From the **Build** tab, click **Create Folder**.

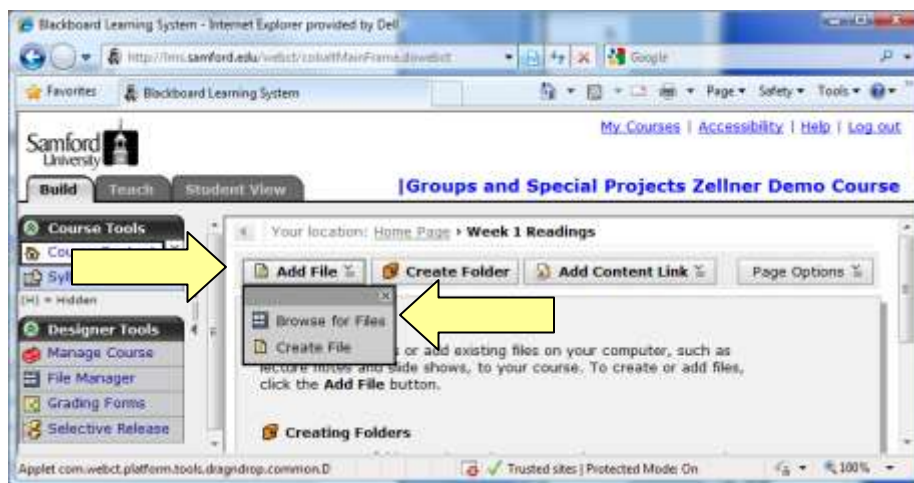


- b. Enter a name for the folder. A description is optional. Click **Add Another Folder** if desired, then click **Save** when finished adding folders.

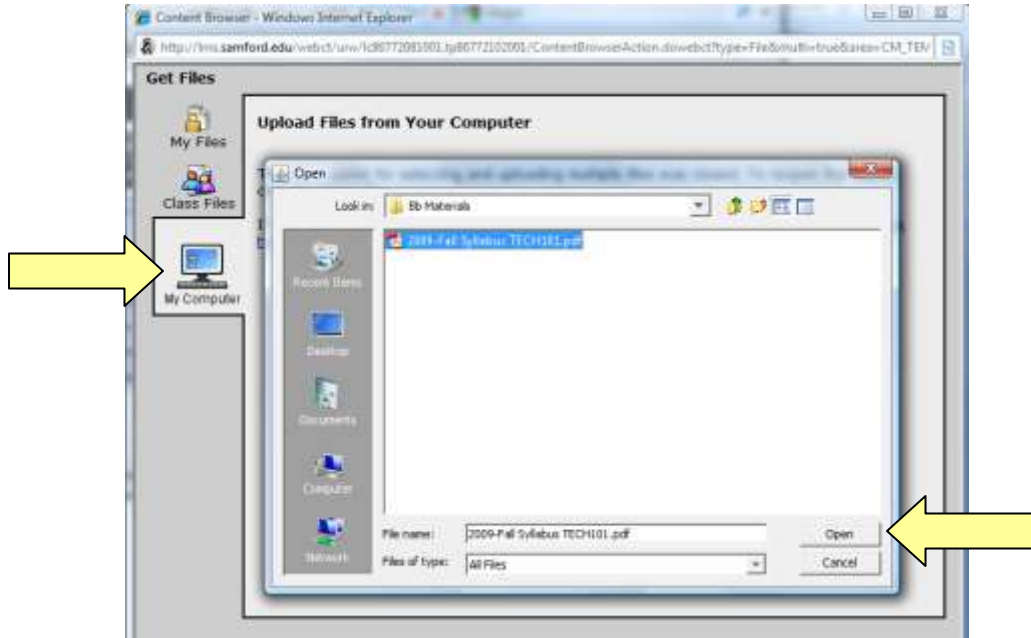


2. Upload files to the **Course Content** Home Page.

- a. Enter the folder to which you wish to add content by clicking it.  
b. Click **Add File** then **Browse for Files**:



- c. When the **Content Browser** window opens, click **My Computer**, then navigate to the folder on your computer where the material is located. Select the file(s), then click **Open**:



3. Test functionality using **Student View**.

- a. Click the **Student View** tab, then click the folders and/or files you created to test their functionality.
- b. If the documents do not display correctly, please review your browser settings in the document *Preparing your Computer to Run Blackboard CE8*.

### Need more help?

- For additional assistance configuring your browser or Java, please contact the Technology Services Help Desk at 726-2662.
- For additional assistance using Blackboard, please contact Joe Zellner:

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