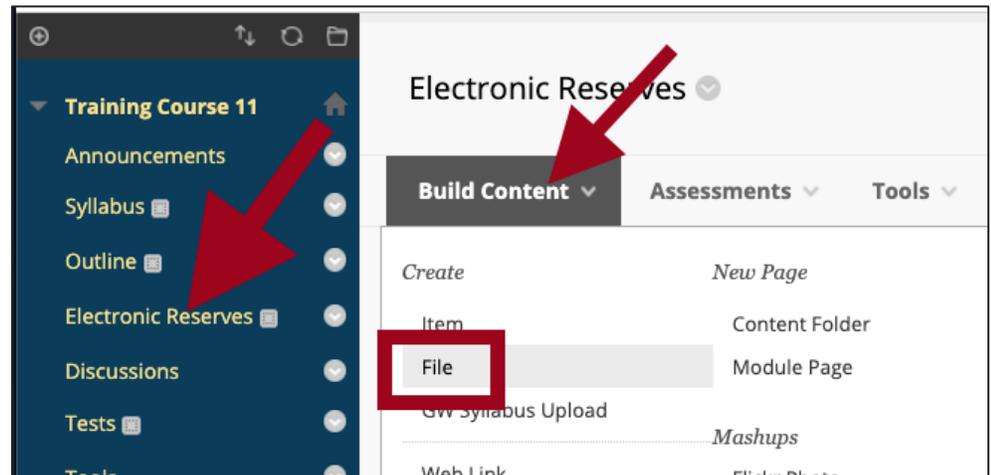


Blackboard: Add Files to a Course

Adding files to Blackboard is a great way to distribute documents to students. You can upload any kind of file, but students may need to download some types, such as Microsoft Word, to view them. Files can be added to a Blackboard course in a variety of ways. The steps below outline how to add a single file.

1. Open your Blackboard course.
2. Go to the **Content Area** where you'd like to add your syllabus, such as *Electronic Reserves*.
3. Select **Build Content** and then choose **File**.



4. Type a **Name** for the file and click **Browse Local Files** to choose a file saved on your computer.

The screenshot shows the 'SELECT FILE' dialog box. It has a title bar 'SELECT FILE' and a search icon. Below the title bar, there are three fields: 'Name' with the value 'Reading 1', 'Color of Name' with a dropdown menu set to 'Black', and 'Find File' with two buttons: 'Browse Local Files' and 'Browse Content Collection'. A red arrow points to the 'Browse Local Files' button. At the bottom right, there are 'Cancel' and 'Submit' buttons.

5. Click **Submit** to finish. Students can click on the link to the file to view it.