

Blackboard: Add Files to a Course

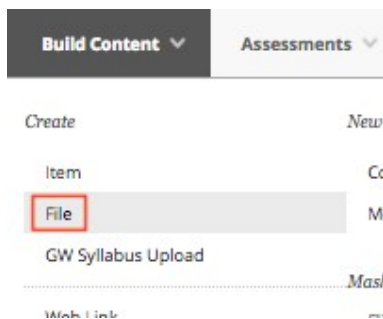
Adding files to Blackboard is a great way to distribute documents to students. You can upload any kind of file, but students may need to download some types, such as Microsoft Word, to view them. Files can be added to a Blackboard course in a variety of ways. The steps below outline how to add a single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

1. In a Blackboard course, go to the *Course Menu* and click on the **Content Area** in which you want to add files such as *Electronic Reserves*.



Note: You can add files to any [Content Area](#) (e.g., *Outline, Assignments, Week 1, etc.*).

2. Select **Build Content** and then choose **File**.



3. Type a **Name** for the file and click **Browse My Computer** to choose a file saved on your computer.

SELECT FILE _____

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection**. Click **No** to display the file within the Course environment or **Yes** to display it as a separate page.

Name

Color of Name

Find File

Selected File
File Name **file.docx**
File Type **DOCX**

Note: Click *Select a Different File* to upload a different file.

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