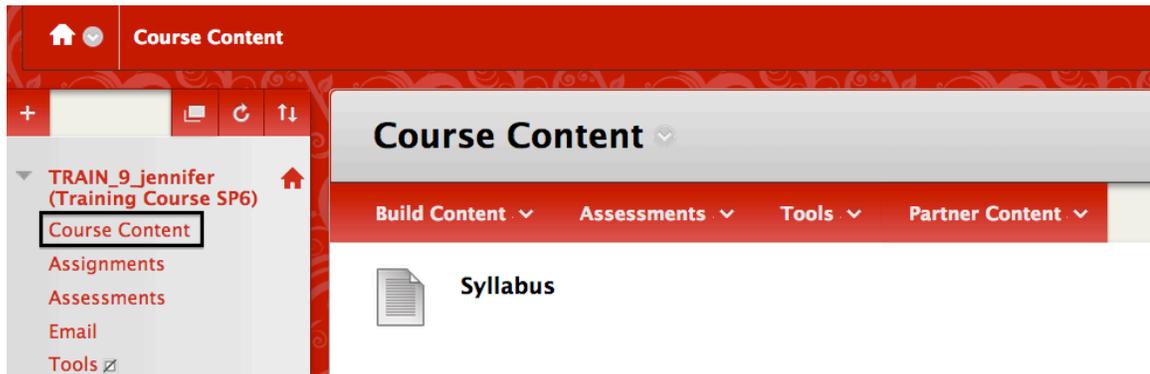


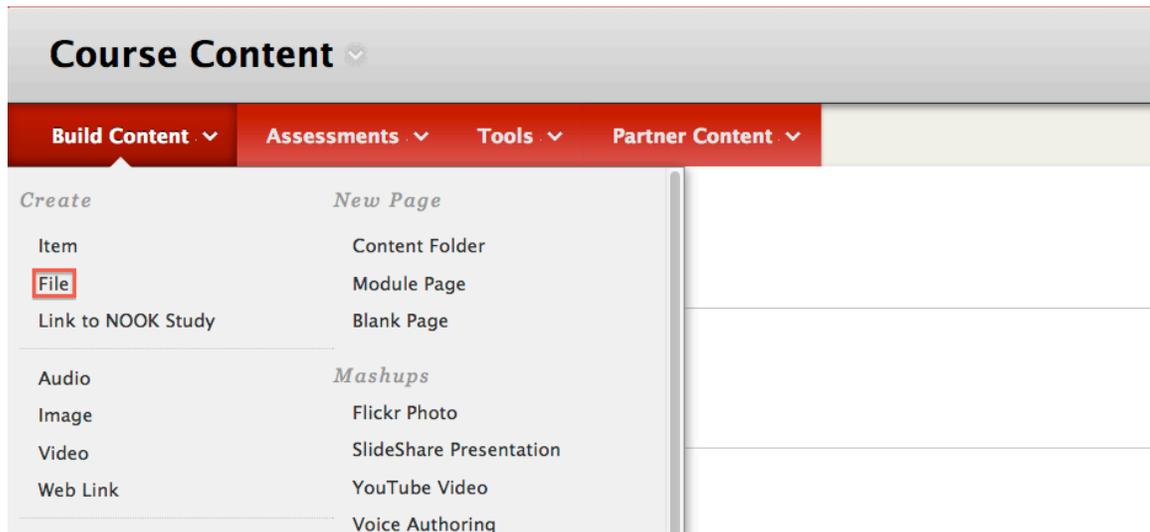
Blackboard Learn Tutorials

Uploading a Course File

1. From within your Blackboard Learn course, with **Edit Mode** set to ON, click a content area link on the left side menu area. It is generally named as **Content** or **Course Content**.



2. In the content area, point to **Build Content** tab, then click **File**.



3. On next page, name the file, then click Browse My Computer to locate the file you want to upload under **Select File**.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Files, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in a browser.

* Indicates a required field.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file as it will appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with a separate browser window.

* Name

Color of Name Black

* Find File

4. Determine how the file will be displayed to users under **File Options**, and when it is available under **Standard Options**.

2. File Options

Open in New Window Yes No

Add alignment to content Yes No

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Click **Submit** button.