

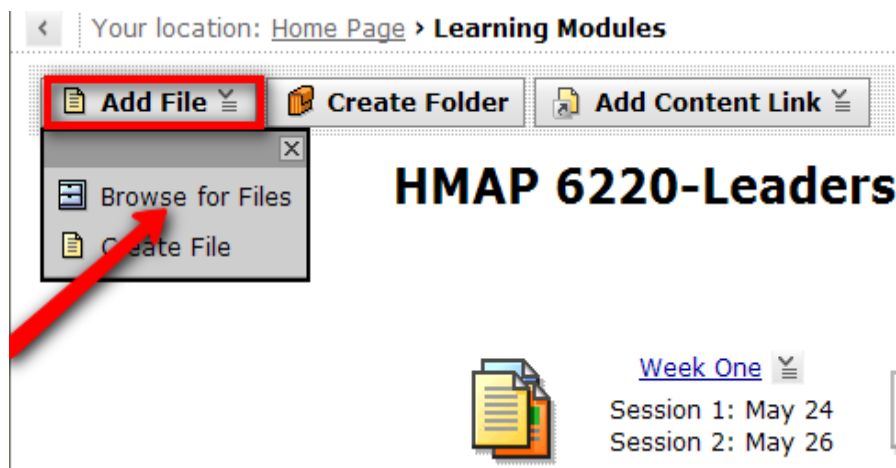
How to Upload/Add/Edit Files?

There are three different ways file(s) can be added/uploaded to Blackboard

A) From Home Page/Any Content Page

- 1) Select **Build Tab**
- 2) Open the **folder/ page** where you want the file to be uploaded.

Click **Add File** tab from the top left



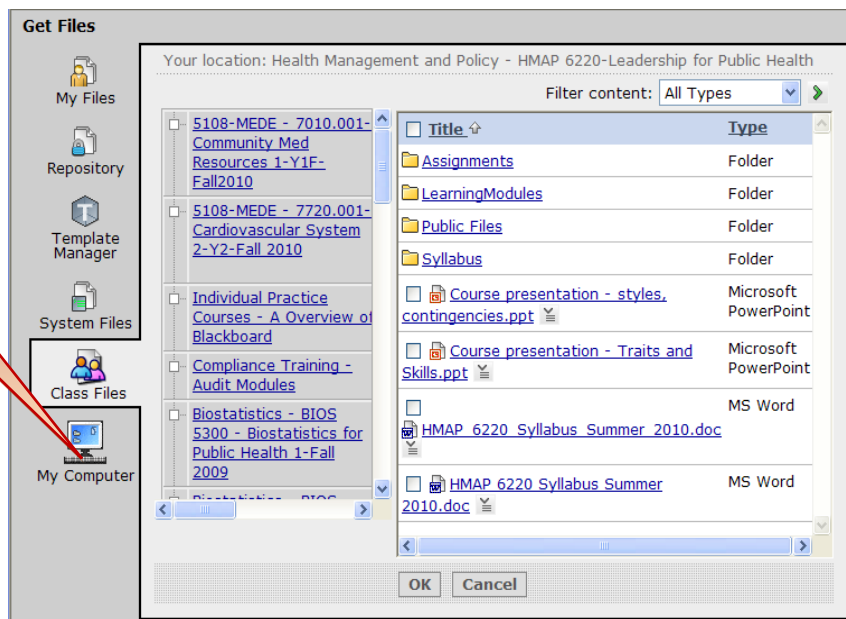
- 3) Click **Browse for files.**

- 4) You will be directed to a **new window** to browse for your file. You can select from **My Files**, **Repository**, **Template Manager**, **Class Files**, or **My Computer**. Generally, the **Class File** is selected, if not please select the **Class File** and then Click **My Computer**

Click on **My Computer**

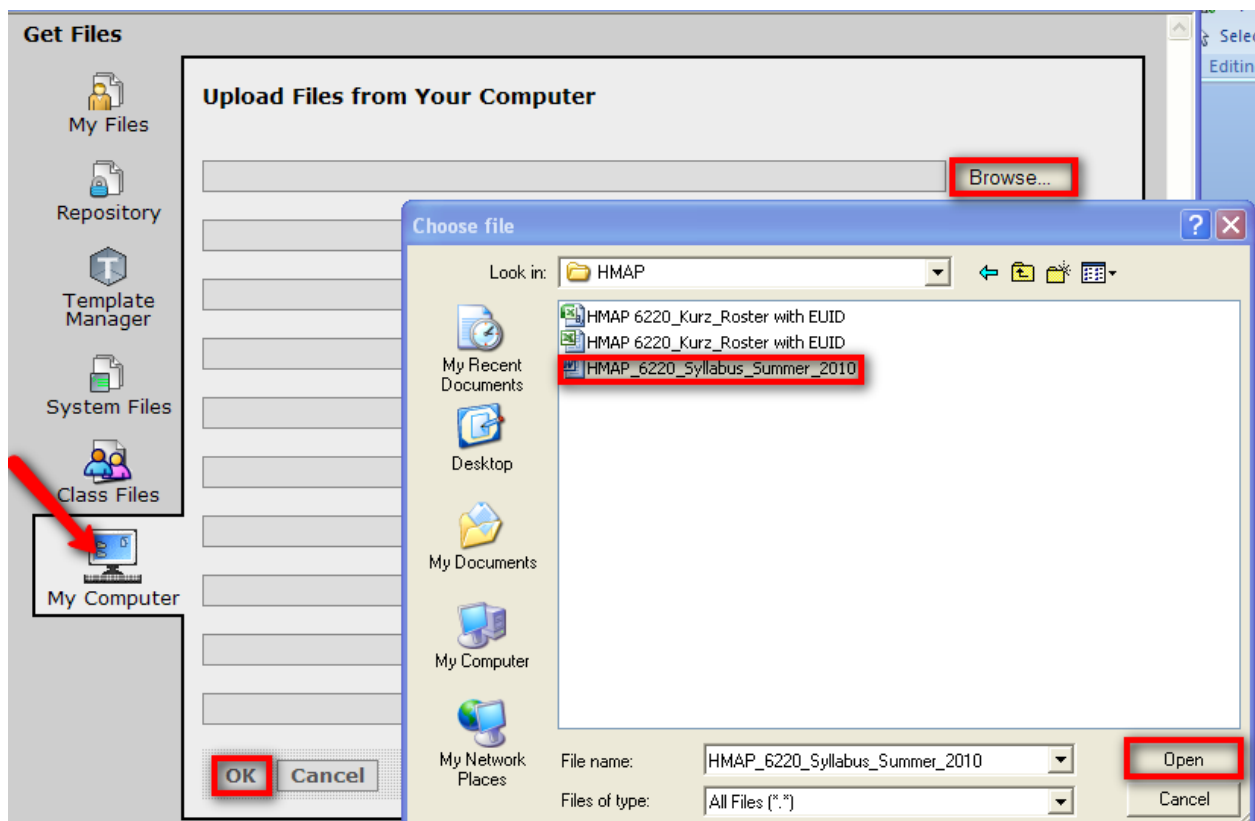
Click here

A **new window** will open, allowing you to navigate your folders in your computer to find the file(s) you want to upload.



How to Upload/Add/Edit Files?

- 5) Follow the steps below
 - a) Click **Browse**.
 - b) Select the **File** that you want to **upload**
 - c) Click **Open**
 - d) Finally click **OK** to finish the process



After you have clicked OK file(s) will be added to the page and be stored in your **Class Files**, or in the **folder you selected in File Manager**.

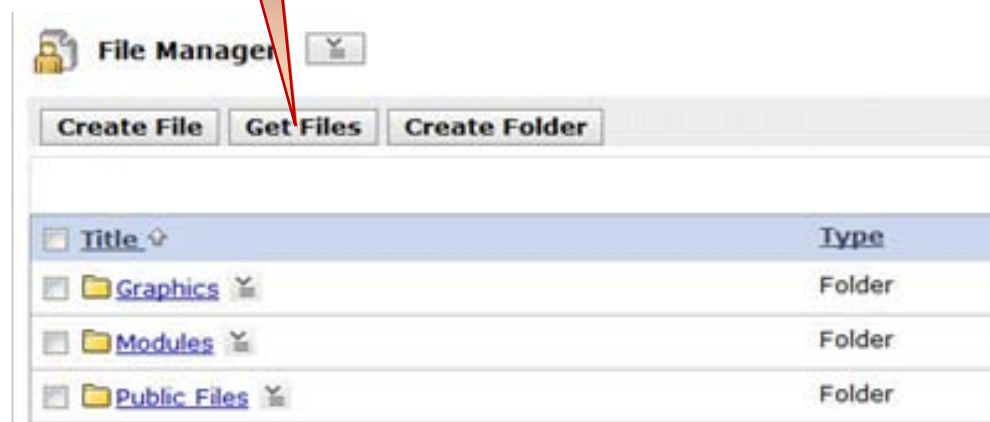
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B) Using the File Manager

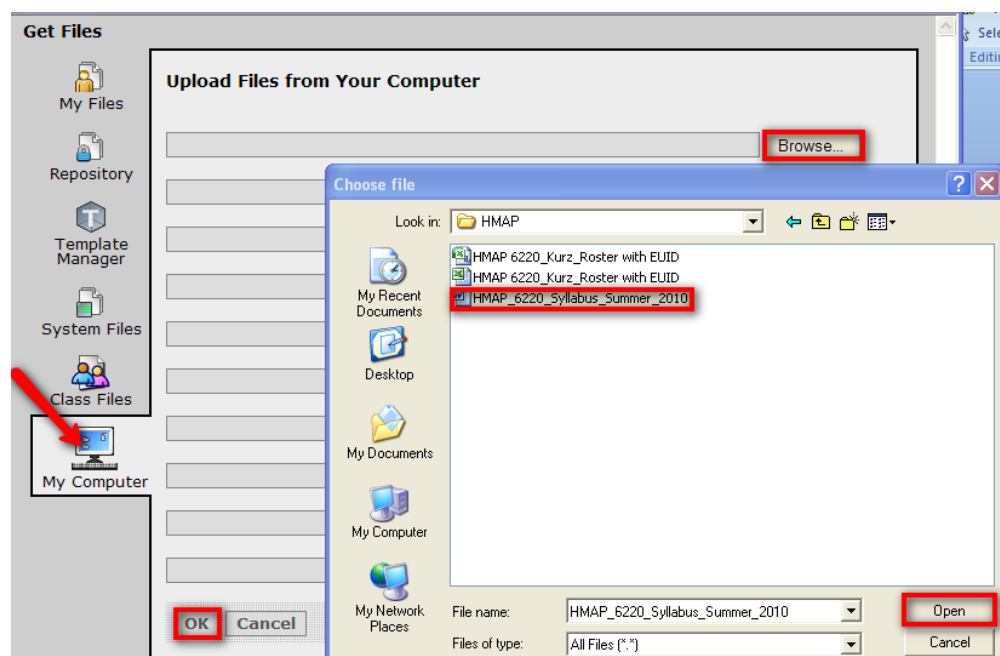
1) From the **Build Tab**, click **File Manager** on the left side of the screen under the **Designer Tools** menu.



2) Click **Get Files**



3) Follow the instructions from A) 4-5.

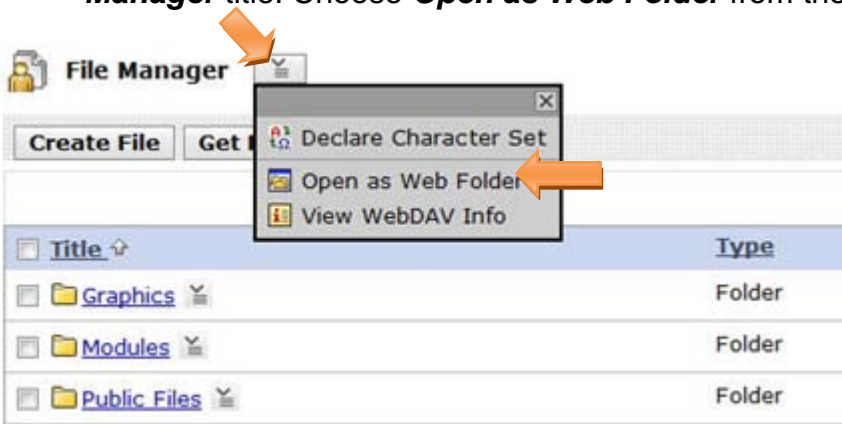


How to Upload/Add/Edit Files?

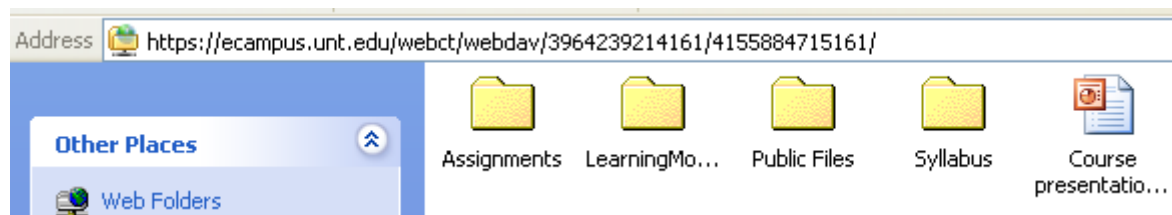
C) Using a Web Folder : Uploading files and Editing any office file(s) in Brower

NOTE: You must be using Internet Explorer when using a **Web folder**.

- 1) From the **File Manager** window select the **drop down menu** next to the **File Manager** title. Choose **Open as Web Folder** from the list of options.



- 2) A new window will pop up to reenter your **EUID and Password**. After authentication your course files/folder window will appear in a web folder as shown in the image below:



- 3) Explore your **My Computer** and **drag and drop or copy and paste** entire folders, multiple files, etc. into the **blackboard course files/folder** window.

TIPs:

- 1) You can select more than one file to upload at one time by selecting the files while pressing the **CTRL** key on your keyboard.
- 2) You can directly **edit/update any Microsoft Office file(s)**. Open file(s) to edit/update content and when done **Save** the changes.