

Center for Teaching, Learning, and Technology

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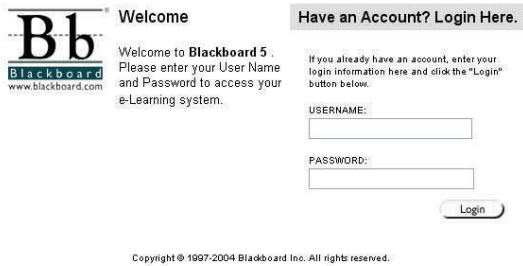
x6066

# Uploading Files to Blackboard

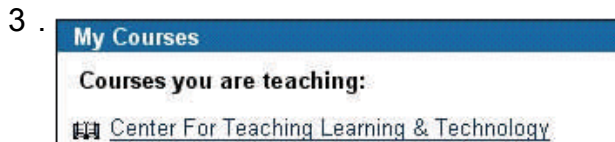


# UPLOADING EXISTING FILES

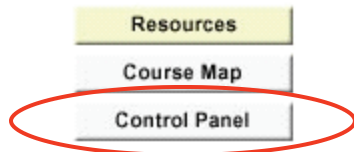
1. Log into Blackboard.



2. Select the desired course from the **My Courses** list at the right-hand side.



In the bottom left-hand corner, click on the small box labeled "Control Panel". The control panel menu will appear.



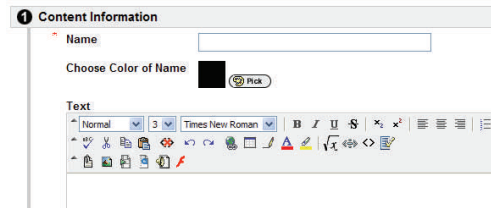
4. Under **Content Areas** select the section that you want the files to appear in. "Course Documents" is usually a good place for these.



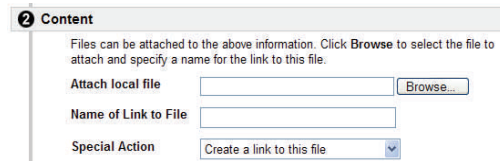
5. Select **ADD ITEM** from the list at the top of the window



6. Under **1 Content Information**, type in a name for this document in the box provided. Optionally, you can also use the large text box to type in a detailed description of the content.

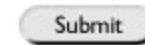


7. Under **2 Content**, select the **BROWSE** button. In the dialogue box, find the file you wish to upload into your course and select **OPEN**.

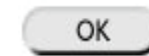


It is not necessary to change the "Name of Link to File" or the "Special Action" boxes.

8. Scroll to the bottom of the page, and click the **SUBMIT** button in the bottom right-hand corner of the window.



9. You will be taken to the **Content Receipt** window. This tells you that the document you wished to add was, in fact, uploaded. Click the **OK** button.



10. You will be taken back to the Content Area you selected, and the link to the file you uploaded will be displayed with a number next to it. If necessary, change the numbers to rearrange multiple files into a new order.



11. Repeat as Necessary.