## Upload a File in Blackboard

1. From your **Blackboard course**, navigate to the **Content area/folder** where you will be uploading the desired file

2. Once in the content area/folder, select **Build Content**

3. From the **Build Content** drop down menu, select **Create File**

4. From the **Create File page**, type name of file (this will be seen by the students) in the **Name** text box

5. Click on **Browse My Computer** in the **Find File** area and navigate to the location on your computer where your file is saved

6. Select **Open**

7. Under **File Options**, choose:

   a. **Open in New Window** – Yes

   b. **Add Alignment to Content** – No

8. Under **Standard Options**, choose

   a. **Permit Users to View this Content** – Yes

   b. **Track Number of Views** – No

   c. **Select Date and Time Restrictions** – you may leave blank

9. Click **Submit**