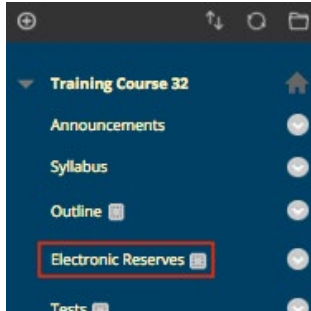


## Upload Files to a Blackboard Course

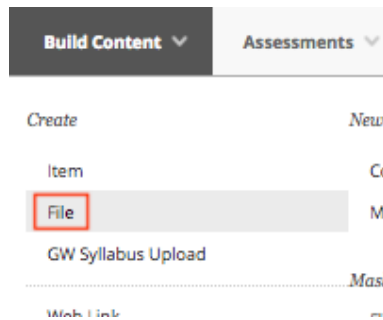
Upload files into a Blackboard course for students to download and view. The process outlined in this section is applicable when uploading files of any type.

1. Open your Blackboard course, and on the *Course Menu*, click on the **Content Area** in which you want to add files.



*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 My Content**. Click **No** to display the file within the Course environment or **Yes** to display it as a separate page.

\* Name

Color of Name  Black

\* Find File

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

*Note: Click on [Select a Different File](#) to change the file.*

4. Click **Submit** to finish.