

Student Guide: How to Attach Files

Below the Content Editor you will find another section, **Attachments**. Your instructor may ask you to attach a file created outside of the online classroom such as a Word document or an Excel spreadsheet. To bring this file into Blackboard you need to upload it from its present location to the online classroom. To do this, you attach a file.

Click on **Browse my Computer** to locate a file from your own computer or flash drive. The **File Upload** window will open. Locate your file and click on its name. Click on the **Open** button to begin the upload process which will bring in your file to Blackboard.

