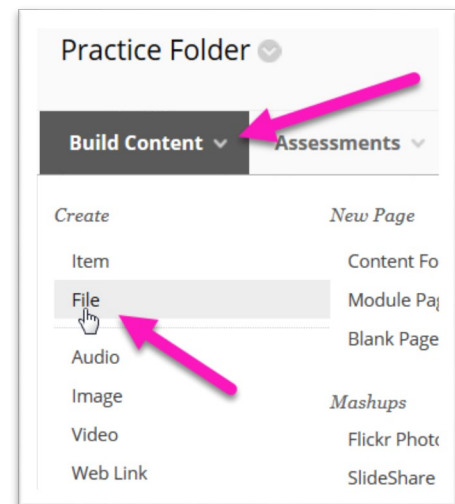


So far we have focused on adding materials to our Content Area as Blackboard Pages, which allow for easy viewing on the web. It is often necessary, however, to present content to students that is not in Blackboard format. Examples include formatted documents that need to be printed, PowerPoint presentations, Excel Spreadsheets, and pdf files. Other types of files can be uploaded as well. Keep in mind that if you upload a file, your students will need a compatible software application on their computer in order to view and work with the file you uploaded.

## To UPLOAD A FILE

1. Making sure Edit Mode is ON, **navigate to the Content Area or Folder** in which you would like to upload the file.
2. On the Action Bar, point to **Build Content** and click **File**.
3. Enter the following information for the File (See screenshot on the next page):



**Name (1):** This will be the link the students will click on to open or download the file.

**Browse My Computer (2):** Click this button to navigate to and select the file for upload.

**Selected File (3):** This area will populate with the name of the file you selected as well as the file type.

**Open in New Window (4):** For certain file types (such as a pdf), you might want to set this option to “Yes” rather than have the file open within the Blackboard content window. For other file types (such as PowerPoint or Microsoft Word documents) it can be left to “No” because the student will need to download the file and launch the appropriate software application to open it there. PowerPoint and Word files cannot be opened within the Blackboard content window itself.

**Permit Users to View this Content (5):** This MUST be set to “Yes” for the file to be visible to students (even if date restriction settings are used).

**Track Number of Views (6):** Set to “Yes” to be able to run reports to verify which students have accessed the file.

**Select Date and Time Restrictions (7):** If you are controlling access to course materials at the folder level, you can skip this area. All content within a folder will become visible to the student when the folder opens. Only change this setting for the individual file if the release dates *differ from those of the other content items within a folder*.

4. When finished, click the **Submit** button (8). You will then see the file listed where it was added.

**Create File**

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field.

**SELECT FILE**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

\* Name  1

Color of Name  Black

\* Find File  2

Selected File

File Name	<b>Module 1 Review Presentation.pptx</b>
File Type	<b>PPTX</b>

3

**FILE OPTIONS**

Open in New Window  Yes  No 4

Add alignment to content  Yes  No

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No 5

Track Number of Views  Yes  No 6

Select Date and Time Restrictions

Display After     7

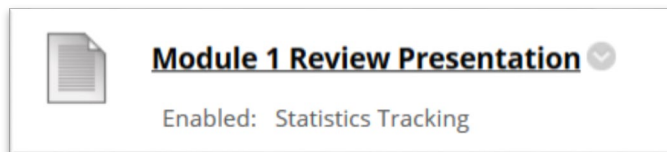
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

8



## [ONLINE@SUNYBROOME](http://www.sunybroome.edu/online)

Please visit the Online@SUNYBroome website ([www.sunybroome.edu/online](http://www.sunybroome.edu/online)) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

