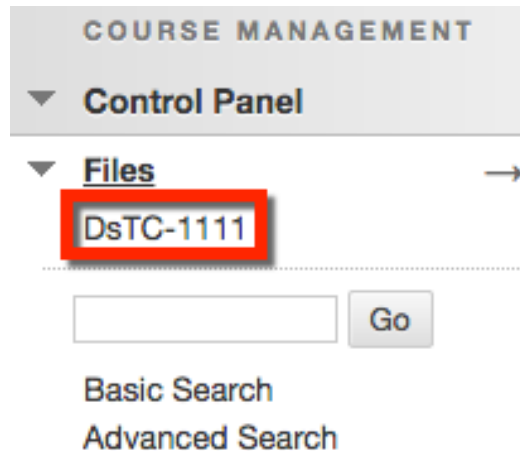


Uploading Files to File Manager

Enter the Blackboard course you wish to upload files to. Select the Course ID under **Files** in the **Control Panel**.



COURSE MANAGEMENT

▼ Control Panel

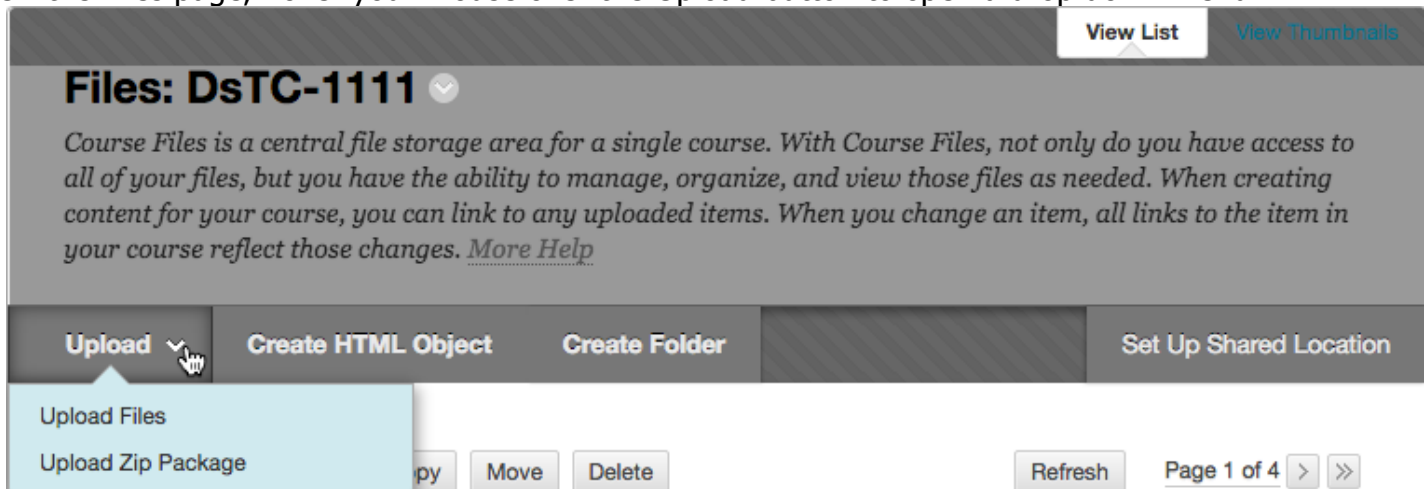
▼ Files →

DsTC-1111

Go

Basic Search
Advanced Search

On the Files page, hover your mouse over the Upload button to open a drop down menu.



View List View Thumbnails

Files: DsTC-1111 ▼

Course Files is a central file storage area for a single course. With Course Files, not only do you have access to all of your files, but you have the ability to manage, organize, and view those files as needed. When creating content for your course, you can link to any uploaded items. When you change an item, all links to the item in your course reflect those changes. [More Help](#)

Upload ▼ Create HTML Object Create Folder Set Up Shared Location

Upload Files
Upload Zip Package

Copy Move Delete Refresh Page 1 of 4 > >>

Upload Files: You have the option to upload a single file or multiple files.

Single File:



Single File Multiple Files

Upload Single File

Upload a single file to this folder.

* Indicates a required field.

Cancel Submit

FILE INFORMATION

Browse to select a file to upload.

* File No file chosen

☐ If selected, the system automatically overwrites the existing file with the same name.

Multiple Files: Requires Java plugin. The Chrome browser does not support NPAPI plug-ins and therefore will not run all Java content. Switch to a different browser (Firefox, Internet Explorer, or Safari on Mac) to run the Java plug-in.


Single File **Multiple Files**

Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and return to the parent folder. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the Single File option to add files one at a time.

Browse

Remove All

Name	Size	Remove
<div><div></div><div>To begin uploading, drag and drop files and folders here. Or, you may click Browse.</div></div> <div><input type="checkbox"/> Skip hidden files and folders</div>		


Cancel

Submit

Upload Zip Package: Upload .zip files here.

Upload Zip Package

Upload a ZIP file and unpackage the contents in this folder. To upload a ZIP file without unpacking the contents, use the Upload Files option.


 Indicates a required field.

Cancel

Submit

FILE INFORMATION

Browse to select a file to upload.

 File

Browse...

No file selected.

☐ If selected, the system automatically overwrites the existing file with the same name.

Select File Name Encoding

Change this setting only if the package contains files with names that are encoded using known, uncommon encoding. Otherwise, use the system default value.

Default (UTF-8)

Once the file(s) has been uploaded to Blackboard, you will receive a success message. The newly added file will appear in the File Manager below.

Success: Item added.

[View List](#) [View Thumbnails](#)

Files: DsTC-1111

Course Files is a central file storage area for a single course. With Course Files, not only do you have access to all of your files, but you have the ability to manage, organize, and view those files as needed. When creating content for your course, you can link to any uploaded items. When you change an item, all links to the item in your course reflect those changes.

[More Help](#)

[Upload](#) [Create HTML Object](#) [Create Folder](#) [Set Up Shared Location](#)


Download Package

Copy

Move

Delete

Refresh

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>	 PDF	Syllabus.pdf	Jan 26, 2016 10:25:13 AM	60.2 KB	