

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course

Blackboard Learn™ 9.1 enables you to upload files from your computer to a course shell. Uploaded files are stored in a central location, which allows you to organize and store information for your course.

Learning Objectives

In this lesson, you will learn how to do the following:

1. Upload a **Single File** (Steps 7 – 12).
2. Upload **Multiple Files** (Steps 14 – 20).
3. Upload a single **Package File** and unpack the contents (Steps 22 – 28).
4. Identify options on the toolbar.

Helpful Tips

- ✓ You can load files to a maximum of 500 MB for a course.
- ✓ You can load files to a maximum of 1024 MB for a course package (zip file that contains many files and folders to be uploaded to the course shell).
- ✓ You can load any file type; however, to open the file, students must have access to the software used to create the file.
- ✓ If you load files with unique software that students may not be able to access, you can use Adobe™ Acrobat™ to convert files to pdf format.
- ✓ You can direct students to download a free reader to open documents converted to pdf format. Be aware that pdf format is read-only access, so students cannot change the document. To download the free Adobe reader, visit:
<http://get.adobe.com/reader/>.

Did you know?

Once files are uploaded into the course shell, they are still unavailable to students until they are linked in a content area.

Blackboard Learn™9.1

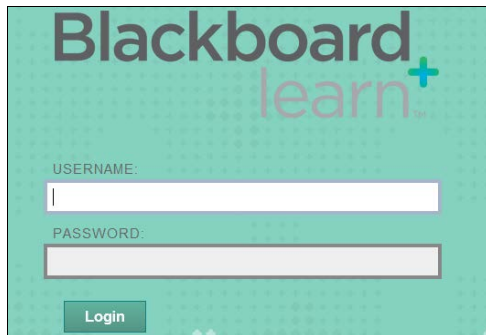
Instructional Guide for Uploading Files to a Course Shell

Uploading a File

To upload a file, follow the steps below.

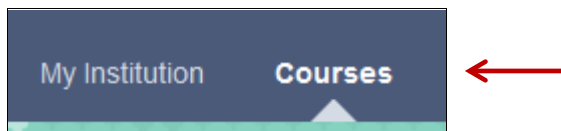
Step 1

Login to Blackboard Learn™ 9.1.



Step 2

From the right side of the header bar, navigate to the course in which you would like to upload a file.

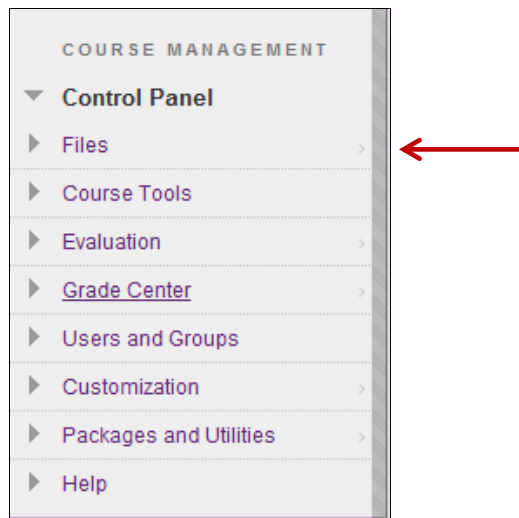


Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

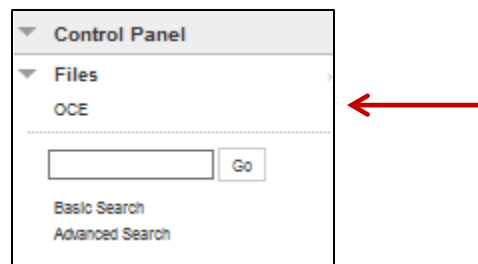
Step 3

From the Control Panel, select **Files**.



Step 4

From the expanded Files menu, select the course that you want to enter.



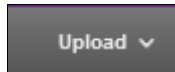
The courses that you are currently teaching will appear in your list. You do not have access to your course files for other courses from this area.

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

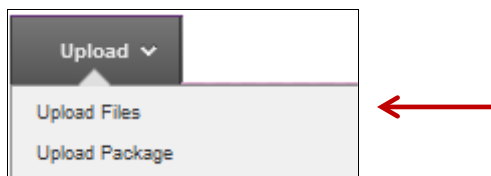
Step 5

From the tool bar, click **Upload**.



Step 6

Click **Upload Files**.



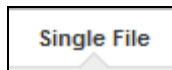
Step 7



Uploading a Single File

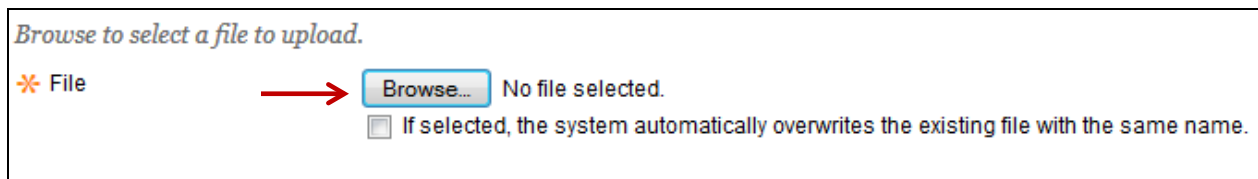
Go to **Step 14** to upload multiple files.
Go to **Step 22** to upload a single package file.

From the upper right side of the screen, choose **Single File**.



Step 8

To load a file from your computer, click **Browse**.

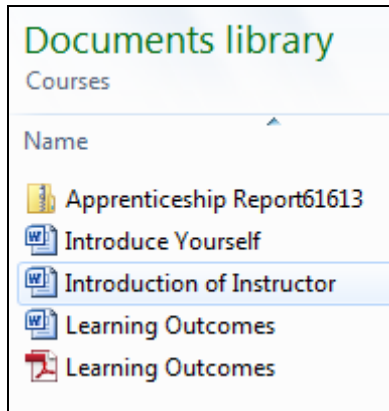


Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

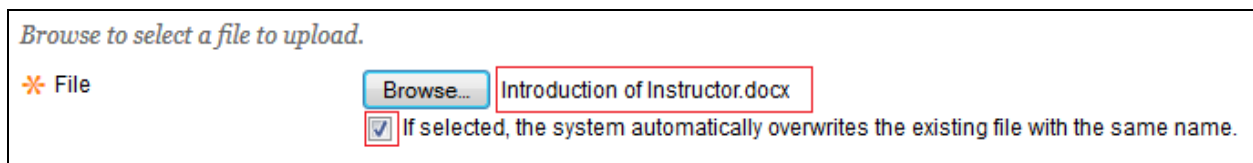
Step 9

From your computer, select a file to upload, and double-click the file name.



Step 10

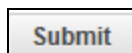
Verify that your file is attached for the upload.



If you are replacing a file that already exists in your course shell with a file of the same name, check the box to overwrite the file you are replacing with the new file.

Step 11

Click **Submit**.

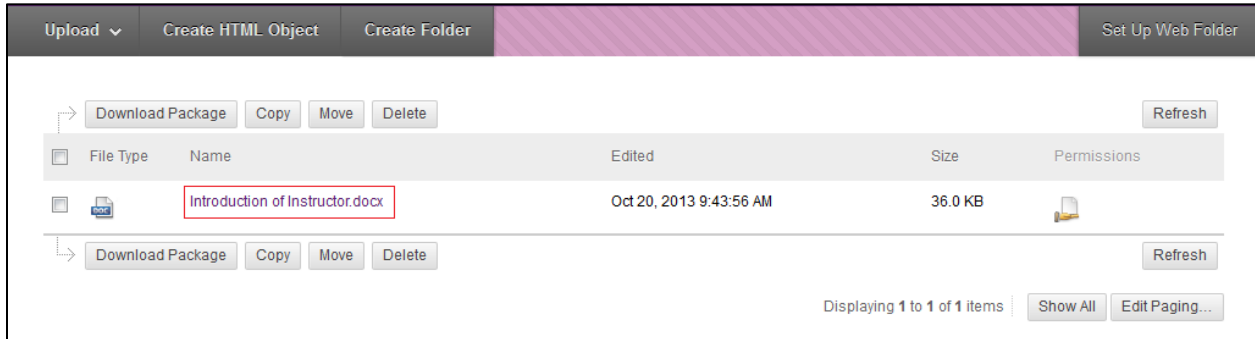


Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

Step 12

View your file loaded into the course shell.



The screenshot shows the Blackboard Learn file management interface. At the top, there are navigation buttons: 'Upload', 'Create HTML Object', 'Create Folder', and 'Set Up Web Folder'. Below these, there are action buttons for the selected file: 'Download Package', 'Copy', 'Move', and 'Delete'. A table lists the file details:

File Type	Name	Edited	Size	Permissions
	Introduction of Instructor.docx	Oct 20, 2013 9:43:56 AM	36.0 KB	

At the bottom, there are pagination controls: 'Displaying 1 to 1 of 1 items', 'Show All', and 'Edit Paging...'. There are also 'Refresh' buttons on the right side of the table.




If a file upload is successful, you will receive a message in a green band across the top of the screen: **Success: Item added.** or if a file is overwritten:

Success: Item overwritten.

Step 13

To continue loading single files, repeat steps 7 – 12.

Step 14



Uploading Multiple Files

Go to **Step 7** to upload multiple files.
Go to **Step 22** to upload a single package file.

From the right side of the screen, choose **Multiple Files**.

Multiple Files

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

Step 15

Upload multiple files from your computer by dragging and dropping or clicking **Browse**.

The screenshot shows the file upload interface in Blackboard Learn. At the top left is a "Browse" button with a red arrow pointing to it. At the top right is a "Remove All" button. Below these is a table with three columns: "Name", "Size", and "Remove". The table is currently empty. Below the table is a drag-and-drop area with a red arrow pointing to the text "Or, you may click Browse.". Below the drag-and-drop area is a warning icon and text: "Multiple files is Java™ based, so your computer will need the latest version of Java™. The user may also have to allow access to". At the bottom right are "Cancel" and "Submit" buttons.

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

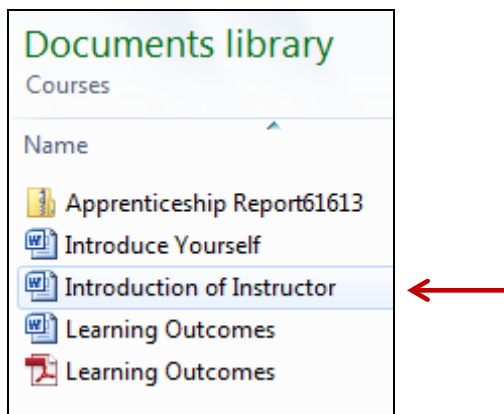
Step 16

Click **Submit**.

Submit

Step 17

From your computer, select files to upload, and double-click the file name.



Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

Step 18

Verify that your file is attached for the upload. Add or remove files as needed.

Click **Browse** to add more files.

Click **Remove All** to delete all files in the list.

Name	Size	Remove
Introduce Yourself.docx	75.1 KB	<input type="button" value="X"/>
Learning Outcomes.docx	149.0 KB	<input type="button" value="X"/>
Learning Outcomes.pdf	75.6 KB	<input type="button" value="X"/>

Click to remove a single file.

299.6 KB Total

Step 19

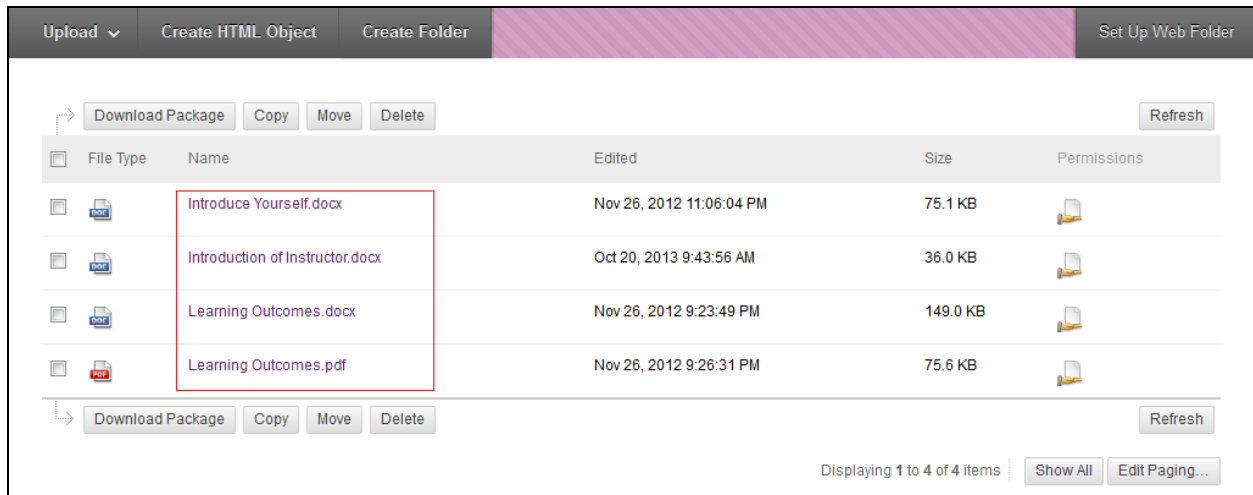
Click **Submit**.

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

Step 20

View files loaded into the course shell.



The screenshot shows the Blackboard course shell interface for file management. At the top, there are navigation buttons: 'Upload', 'Create HTML Object', 'Create Folder', and 'Set Up Web Folder'. Below this is a toolbar with 'Download Package', 'Copy', 'Move', 'Delete', and 'Refresh' buttons. The main area is a table listing files:

File Type	Name	Edited	Size	Permissions
	Introduce Yourself.docx	Nov 26, 2012 11:06:04 PM	75.1 KB	
	Introduction of Instructor.docx	Oct 20, 2013 9:43:56 AM	36.0 KB	
	Learning Outcomes.docx	Nov 26, 2012 9:23:49 PM	149.0 KB	
	Learning Outcomes.pdf	Nov 26, 2012 9:26:31 PM	75.6 KB	

At the bottom of the table, there are 'Download Package', 'Copy', 'Move', 'Delete', and 'Refresh' buttons. A status bar at the bottom right indicates 'Displaying 1 to 4 of 4 items' with 'Show All' and 'Edit Paging...' options.



From the upper right of the screen, you can view a list or thumbnails of the files loaded into your course shell.

If a file upload is successful, you will receive a message in a green ribbon across the

top of the screen:

Success: Items added.

Step 21

To continue loading multiple files, repeat steps 14 – 20.

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

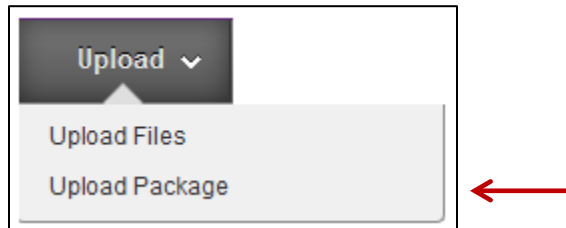
Step 22



Uploading a Single Package File

Go to Step 7 to upload a single file.
Go to Step 14 to upload multiple files.

From the upload menu, click **Upload Package**.



Step 23

To upload a package file from your computer, click **Browse**.

Browse to select a file to upload.

* File 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.*



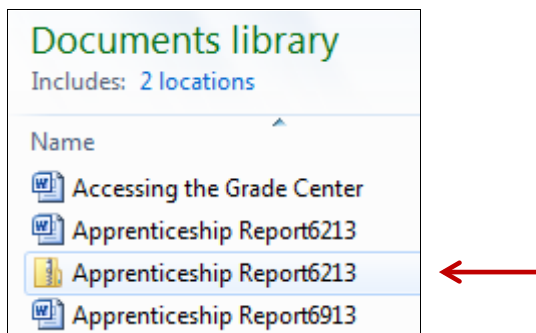
If you are replacing a file that already exists in your course shell with a file of the same name, check the box to overwrite the file you are replacing with the new file.

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

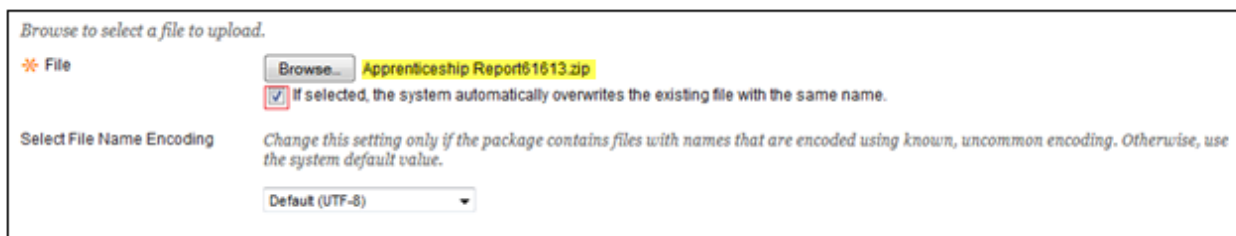
Step 24

From your computer, select a compressed or zipped file to upload, and double-click the file name.



Step 25

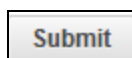
Verify that your file attached for the upload.



If you are replacing a file that already exists in your course shell with a file of the same name, check the box to overwrite the file you are replacing with the new file.

Step 26

Click **Submit**.



















Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

Step 27

View files loaded and automatically unpacked in the course shell.

File Type	Name	Edited	Size	Permissions
	Apprenticeship Report51713.docx	Oct 20, 2013 12:23:01 PM	21.9 KB	
	Apprenticeship Report61613.docx	Oct 20, 2013 12:23:01 PM	23.4 KB	
	Apprenticeship Report6213.docx	Oct 20, 2013 12:23:01 PM	23.0 KB	
	Apprenticeship Report6913.docx	Oct 20, 2013 12:23:01 PM	23.4 KB	
	Introduce Yourself.docx	Nov 26, 2012 11:06:04 PM	75.1 KB	
	Introduction of Instructor.docx	Oct 20, 2013 9:43:56 AM	36.0 KB	
	Learning Outcomes.docx	Nov 26, 2012 9:23:49 PM	149.0 KB	
	Learning Outcomes.pdf	Nov 26, 2012 9:26:31 PM	75.6 KB	

Download Package Copy Move Delete Refresh



From the upper right of the screen, you can view a list or thumbnails of the files loaded into your course shell.

If the file upload is successful, you will receive a message in a green ribbon across the

top of the screen: **Success: Items added.** or if a file is overwritten:

Success: Item overwritten.


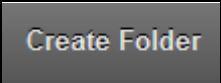

Step 28

To continue loading multiple files, repeat steps 22 – 28.

Blackboard Learn™9.1

Instructional Guide for Uploading Files to a Course Shell

Uploading Files Toolbar

Action	Description
	Click the button to receive a screen to enter text. The text that you create can be used in one or more locations in a course. Once created, the object appears as an HTML file within the course files.
	Click the button to create a folder within the course files area.
	Click the button to share files over the Internet. You can access your course repository as if it were a network drive or a folder on your personal computer.



Watch a step-by-step instructional demonstration of this lesson at: <http://www.uca.edu/idc>.