







Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Uploading Content to the Blackboard Content System	
<p>Question: How do I add content to Blackboard's Content System?</p>	<p>Question: How do I quickly upload multiple files into the Content System?</p>
<p>Answer: NOTE: Prior to adding content, plan how you will organize your content into folders (e.g. Class Lectures, Student Projects, Student Assignments, Personal Documents, Department Documents, etc.)</p> <ol style="list-style-type: none">1. Log in to Blackboard.2. Click the Content System tab.3. Select from Folder View column (My Content/ Department Content) to access the area (course/organization) you wish to add content into.4. Select Folder on Action bar. Enter a name for new folder. Click Submit (new folder appears in alphabetical order).  <ol style="list-style-type: none">5. Click on newly created folder link. Click Item on the Action bar. (This will enable you to add a file or "item" within the newly created folder).6. Click the Browse button to locate the file. Search for the file, select it, and click Open.7. Click Submit.8. File is uploaded to new folder in Content System. Click the link to view.	<p>Answer: The Web Folder option enables you to "drag and drop multiple files and folders from your computer into the Content System."</p> <ol style="list-style-type: none">1. Open the Folder where the new files/folders will be uploaded.2. Click Web Folder  Web Folder  <p>A new Web Folder window will appear.</p> <ol style="list-style-type: none">3. Drag and drop all files or folders from computer into the Web Folder window.4. Return to the Collection Content area and click the Refresh  Refresh button (located below folder links) to view the newly added items.

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

--	--

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu