



Instructional Technology Support - VITRC 248.204.3750 [vitrc@ltu.edu](mailto:vitrc@ltu.edu)

## Blackboard Faculty FAQs

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**Question:** How do I replace a file in Blackboard's Content System?

**Answer:**

1. Log in to Blackboard.
2. Click the **Content System** tab.
3. Select from **Folder View** column (My Content/ Department Content) to access the folders containing the files to be replaced.
4. Select **Modify** next to file being replaced.
5. Select **Overwrite File** (Upload a file to replace the current file).
6. Click the **Browse** button to locate the file. Search for the revised file, select it, and click **Open**. NOTE: The revised file name does not need to be the same as the original. However, the original file name will continue to be shown.
7. Click **Submit**.

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### For Further Support Please Contact

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