

How do I upload a PDF to my Blackboard course?

Uploading files using the content collection allows you to upload several files at once to be stored in your Blackboard space before posting them into a content area for students to access. This can be a useful way to upload all your lecture notes or PDF documents quickly and effectively.

To upload PDFs or files in this way, select "Files" from the control panel in your Blackboard Course and select the name of the course unit you are working in. You will then see all the files stored in the content collection for this course.

From the grey task bar at the top of the content collection, click the "Upload" button and then "Uploads files"/"Upload Zip Package". Choose the files from your computer to upload and read the options available before clicking submit.

Your files will then be stored in the content collection and are ready to post into the appropriate content areas.

Organisation Management

- Control Panel
- Files
- I2000-COMMUNITY-EPS-RSCH-STDNT-1
- All Courses Content
- All Organisations Content
- Institution Content

Using the Control Panel, click 'Files' and select the Course Name.

Organisation Content: I2000-COMMUNITY-I

The Content Collection provides central file storage for all content. When you change an item in the Content Collection, all users access the content in your present course, in all courses you teach.

Upload Create Folder

Upload Files
Upload Zip Package

Download Package Copy Move Delete

FILE TYPE	NAME
Folder	Assessment

Select 'Upload' and then 'Upload Files' or 'Upload Zip Package'

Upload Files

Upload one or more files to this folder

* Indicates a required field.

FILE INFORMATION

Browse to select a file to upload.

* File

Attach Files Browse My Computer

Click 'Browse My Computer' for the files and click 'Submit'

To post documents from the content collection to a content area, you can do this by creating a new "Item" in the selected content area, allowing you to give some description to the item and attach more than one file or PDF.

Alternatively, create a new "File" in the selected content area to display a single document with no additional comments or description.

Find the content area you wish to place the documents. Select "Build Content" from the grey task bar and choose the "Item" or "File" option (depending on which is most suitable).

Give the item a name and click "Browse Content Collection" to find the document you want to attach and click submit. You will see your document has been attached. Make the post visible to user, review the other options and click submit. Your post with attached document(s) will appear at the bottom of the content area you are working in.

The image shows a three-part interface for adding content. On the left, a 'Content' menu has 'Build Content' circled in purple. Below it, a box says 'Click 'Build Content' and select 'Item' or 'File''. In the center, a 'SELECT FILE' dialog has a 'Browse Content Collection' button highlighted by an arrow from a box that says 'Enter a Name and click 'Browse Content Collection''. On the right, a 'Browse Content Collection' window shows a list of folders and files. A box at the bottom says 'Choose the document(s) and then click 'Submit' at the bottom of the pop up window.', with an arrow pointing to the file selection area.

TYPE	NAME
Folder	IMAGES
Folder	Maths
Folder	Receipts
File	11626_Bb9-1_activate_playground_v3.docx
File	11626_Bb9-1_activate_playground_v3.pdf

You can also upload a document straight from your computer without using the content collection, by choosing the "Browse Computer" option and selecting the PDFs or Files you wish to upload.