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.

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.

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.