

## HOW TO ADD A FILE TO BLACKBOARD CLASSES

Log into Blackboard – make sure you're on the home page for the class

- Be sure to click on the **“BUILD”** tab in the upper left corner (decide here whether you want to ADD A FILE (such as “Chapter 1” or “Chapter 2”) or CREATE A FOLDER (such as “Unit 1”, “Links”, or “Practice Tests”)
  - To create a folder:
    - Click on **“CREATE A FOLDER”**
    - Name the folder (“Unit 1”)
    - Add a description if you like (or not)
    - Choose to show the folder or hide it from the student's view (you could wait and show it later in the semester or after you've gotten it like you want it)
    - Click **SAVE** – your folder will appear on the home page.
  - To add a file (either to the home page or inside the folder you created)
    - Click **“ADD FILE”** – a dropdown menu will appear – you can *browse for file or create file*
      - Click **“BROWSE FOR FILE”** - The “Get Files” window will appear.
      - If the file you are looking for is on your computer, click “My Computer” and then click “Browse”.
      - Navigate to the file on your computer and double click the file or click “Open”. A link to the chosen file will appear in the bar beside the browse button. You can add more than one file at a time by clicking another browse button and choosing another file.
      - Scroll to the bottom and click “OK”
      - Wait
      - When the file(s) are finished loading, the “Get Files” window will disappear and the file(s) will be included in your class.
    - If you want to create a file, click **“CREATE FILE”**
      - Type in a title for the file
      - Click **“ENABLE HTML CREATOR”**
      - The JAVA icon will appear briefly
      - Type into the text box – just like in Word. WYSIWYG – stands for “What You See Is What You Get” – Source view gives you the HTML script – you don't need to see that.
      - Choose to show or hide the file from the student's view – you may want to hide it until later (or not).
      - Click save