

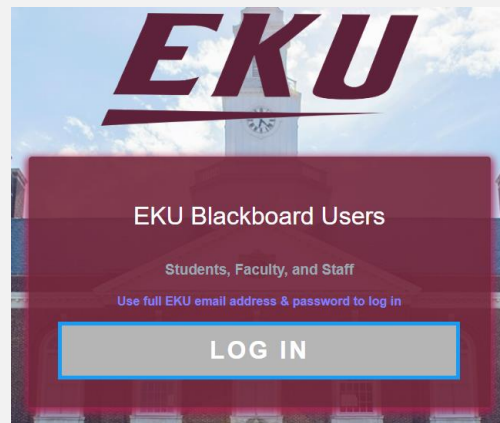
EKU ONLINE INSTRUCTIONAL DESIGN CENTER

UPLOADING A FILE

To upload course documents like assignment descriptions or a syllabus, one approach is to upload the file directly into your course. The steps are identical when working with a variety of document formats, though the following steps show the process with Word document:

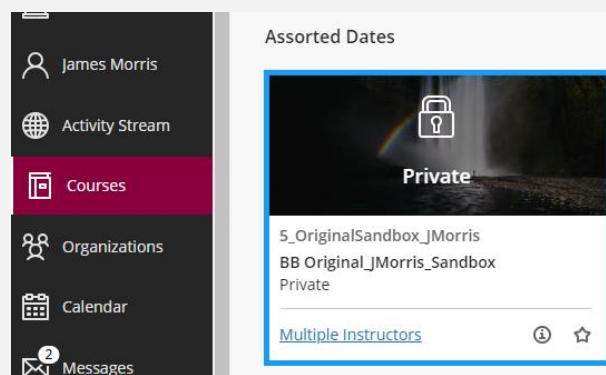
STEP 1

Log into Blackboard.



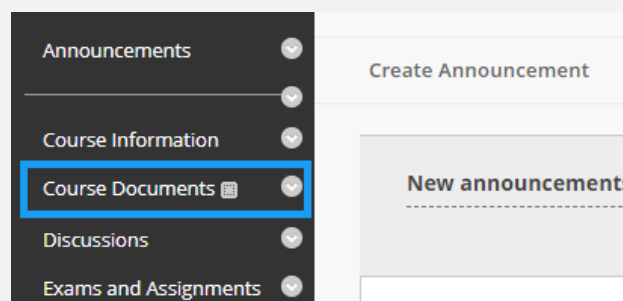
STEP 2

Select the appropriate course in which needs to be made available.



STEP 3

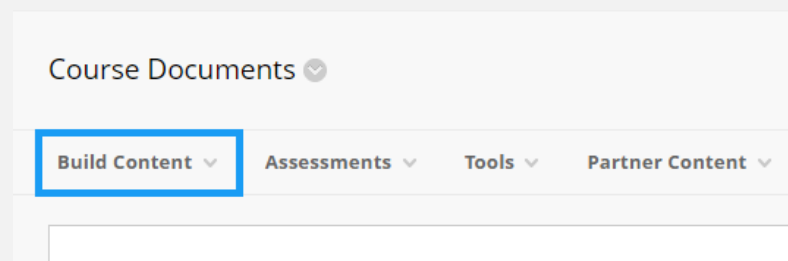
Select the section of the course where you would like the file located.



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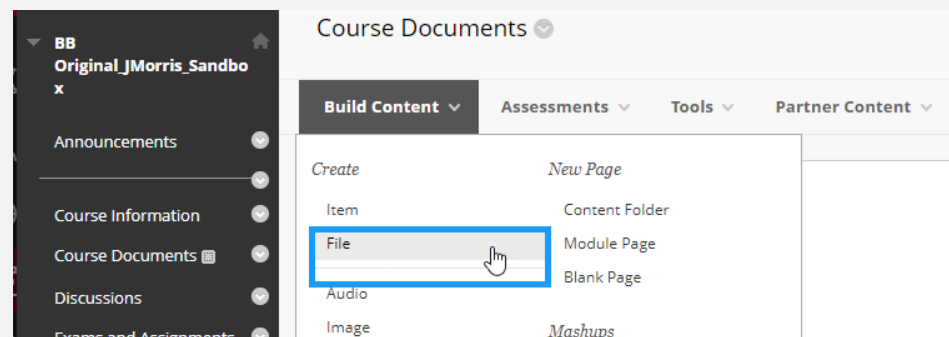
STEP 4

Hover your mouse over the *Build Content* menu.



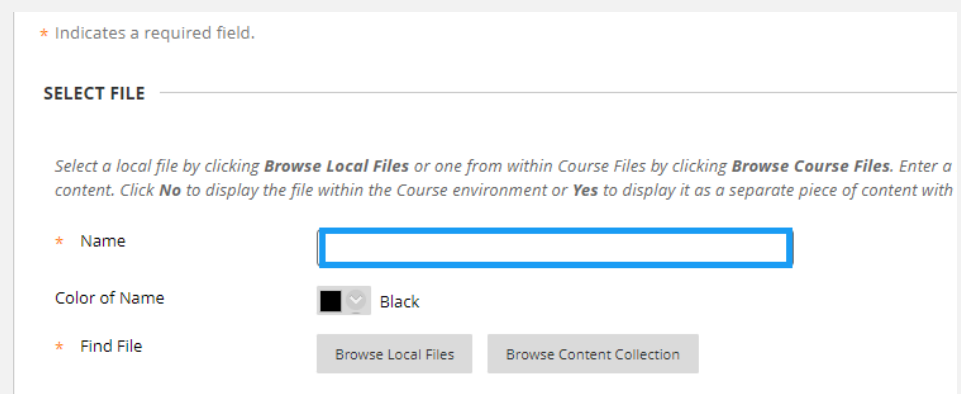
Step 5

Select *File* from the dropdown menu.



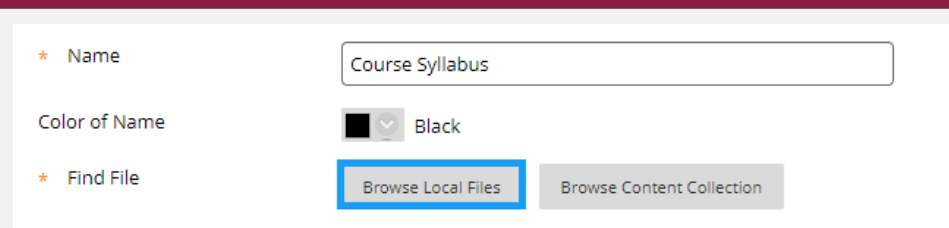
Step 6

Type a name for the file.



Step 7

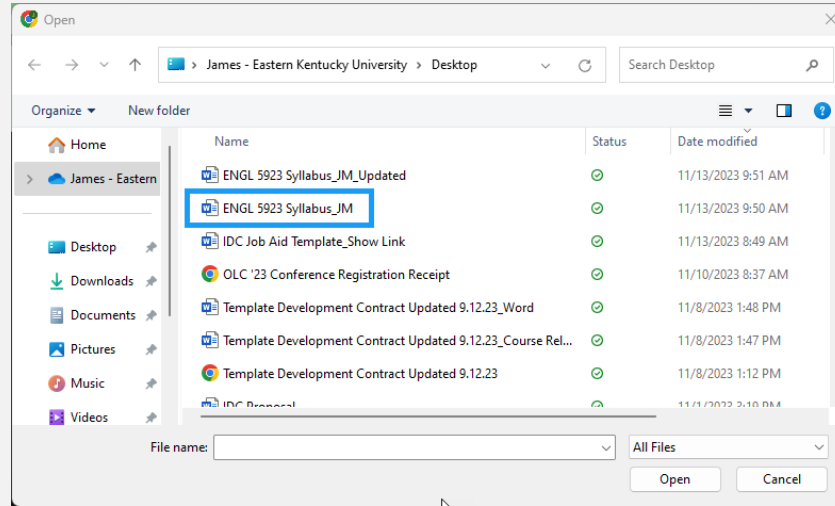
Click on the *Browse Local Files* button.



Step 8

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Select the file you wish to upload.



Step 9

Click on the *Submit* button.

SELECT FILE

Select a local file by clicking **Browse Local Files** or one from within Course Files by clicking **Browse Course Files**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

Name:

Color of Name:

Find File:

Selected File:

File Name: ENGL 5923 Syllabus_JM.docx
File Type: DOCK

Click *Submit* to proceed.

This file has now been uploaded and is visible to students:

Success: Course Syllabus created.

Course Documents

Build Content Assessments Tools Partner Content

Course Syllabus