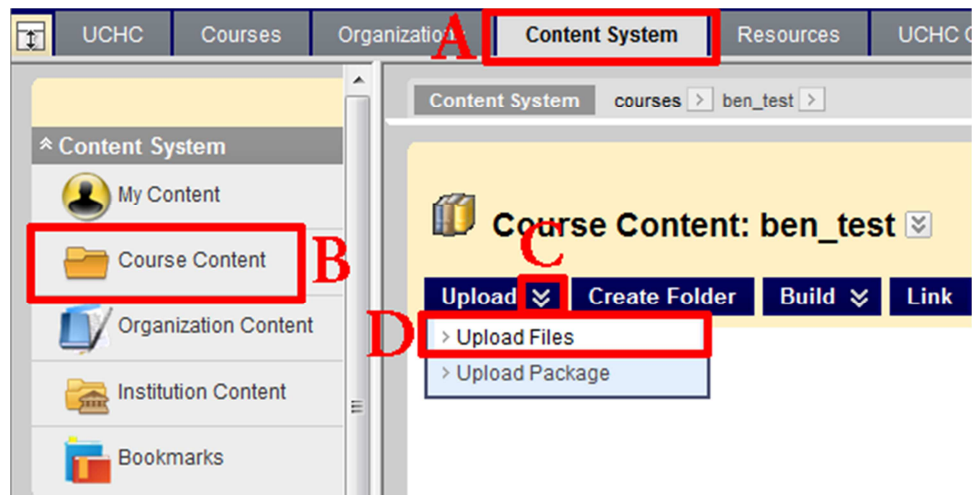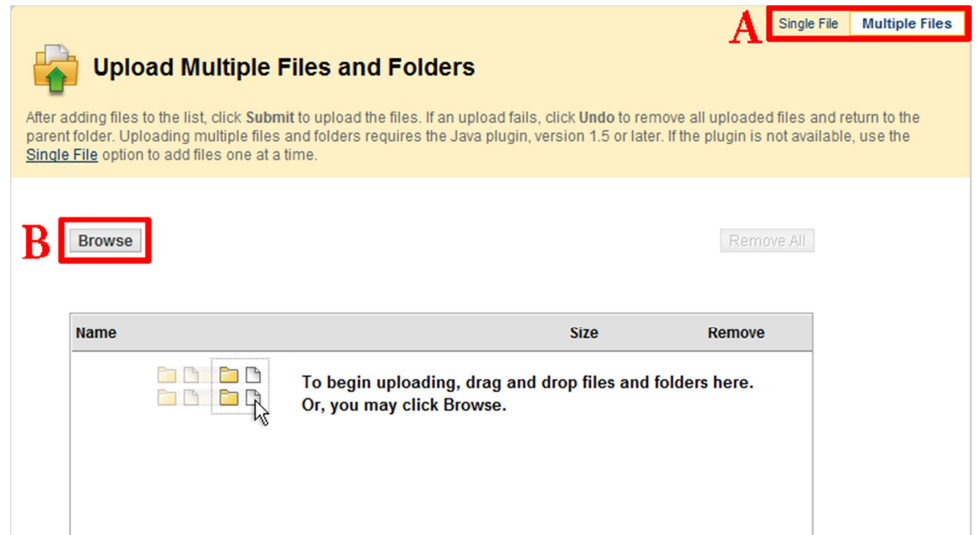# Blackboard: Adding A File To The Content System

1. Logon to Blackboard

2. Click the Content System tab

3. Select the appropriate section of the Content System

4. Click the Upload button
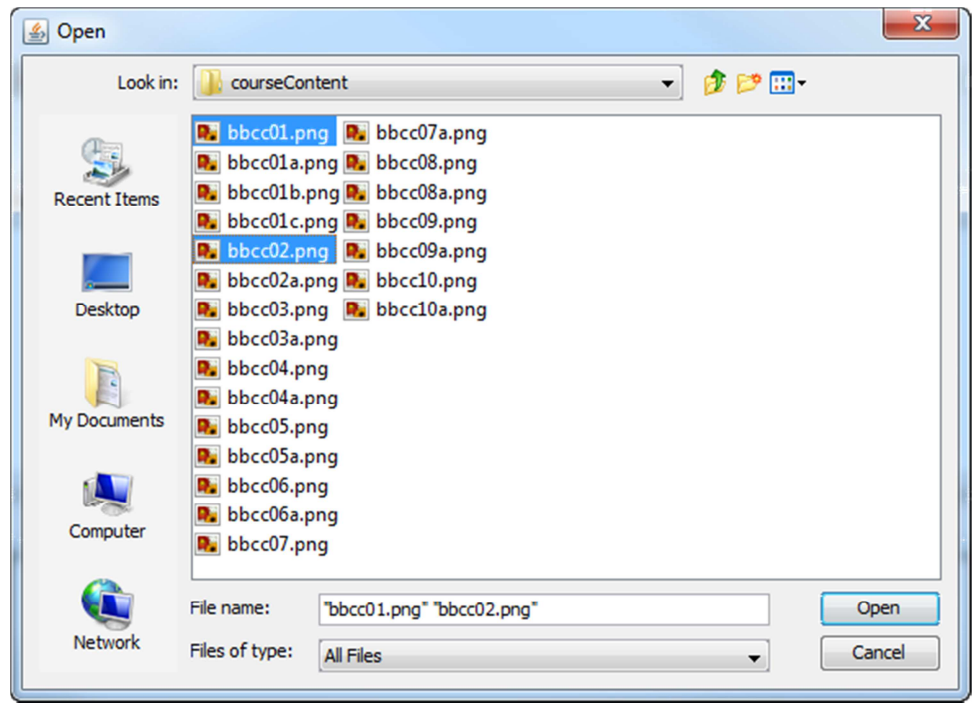
5. Click Upload Files

6. Select Single File or Multiple Files
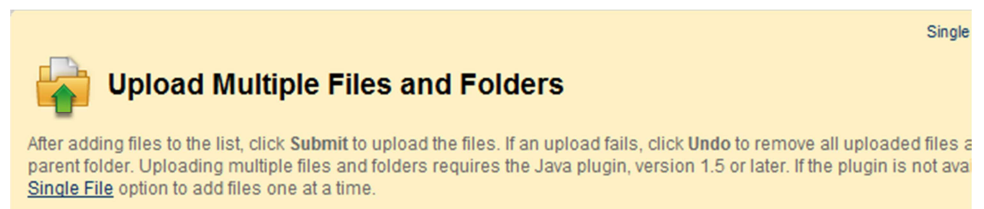
7. Click the Browse button

8. Select the files you want to Upload

9. Click Open

10. Your files should now appear in the upload list

Note: If you want to add more files you can click the Browse button again. If you want to remove a single file you may click the blue X in the "Remove" column. If you'd like to remove all files you may click the "Remove All" button.

Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files a parent folder. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not ava Single File option to add files one at a time.

| Browse | | Remove All |

Name	Size	Remove
bbcc01.png	134.0 KB	✗
bbcc02.png	138.0 KB	✗

11. Select any options you desire

12. Click Submit

272.0 KB Total

Cancel Submit

Select Options

☐ Lock File
An item can be unlocked only by the person who locked it. Locking an item prevents other users from editing it and precludes overwriting and versioning.

☐ Share Comments
If Comments are Shared, users with Read permission may view and add Comments.

☐ Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.

☐ Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

13. Your files should now appear in the content system

Note: If you'd like to delete a file from the content system you can select the file and click the "Delete" button