

Uploading Documents

How to ...

When putting documents on Blackboard please use the instructions below which show how to post an **Item**, as opposed to how to post a **File**. The File option has been known to cause making students unable to see the documents.

File Type...

It is best practice to always put documents and PowerPoint files on Blackboard as PDF files instead of .doc or .ppt files. PDFs are not easily changed, they are compatible with more computer systems/devices, and it is not necessary for the user to download them.

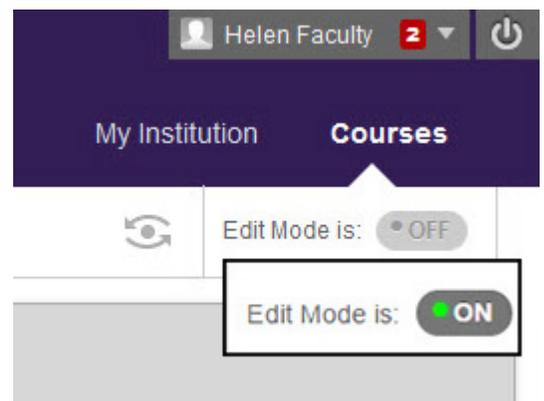
1. Navigate to blackboard then enter your username and password.
You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



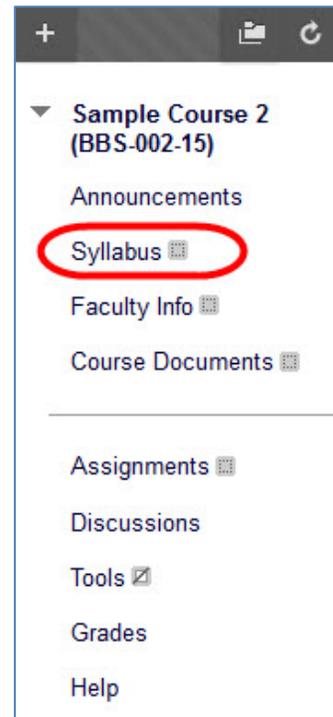
2. Enter your course



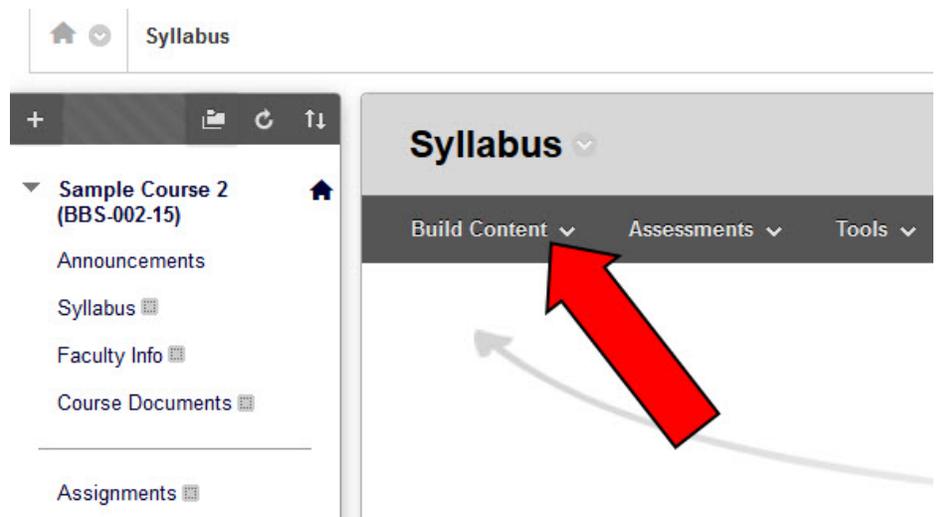
3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen.
If the Edit mode shows as Off, click **OFF** once to turn it on.



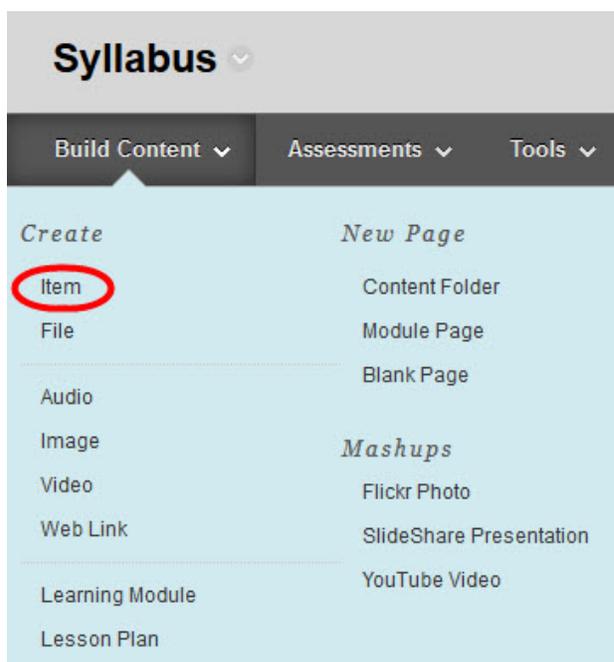
4. Click the course menu item where you want your document to be displayed. For example, Syllabus or Course Documents.



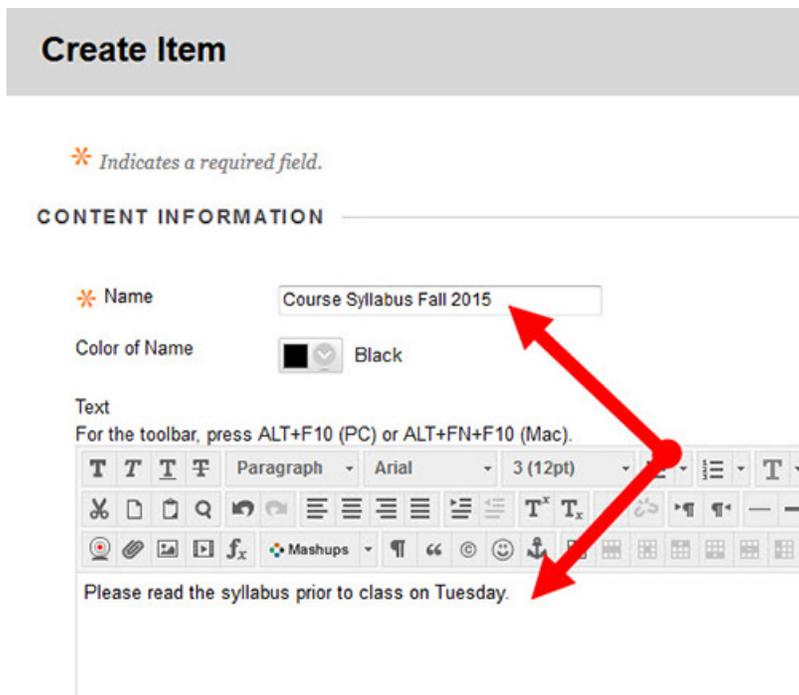
5. Move your mouse over **Build Content**



6. Click **Item**



7. Enter a title for your document and any relevant descriptions or instructions.



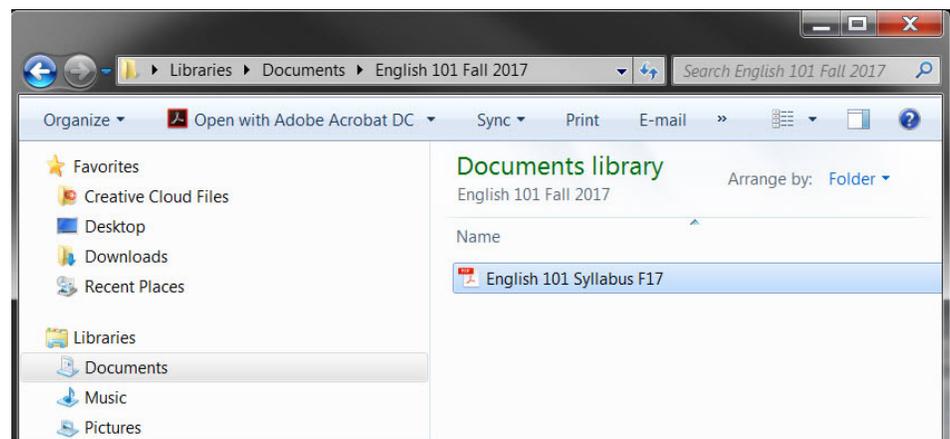
8. Under Attachments, you can now drag the file to the **Attach Files** section or click **Browse My Computer**

ATTACHMENTS

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*



9. To drag the file, first open the File Explorer on your computer. (Windows - *Computer*, Mac - *Finder*). Locate the file and select it with your mouse. Click and hold the left mouse button on the file, and drag the file over to the Attach Files area until the background shows pink. When you see the pink background let go of the mouse button.



If you have trouble with this method, or prefer to browse for the file, see step 10.

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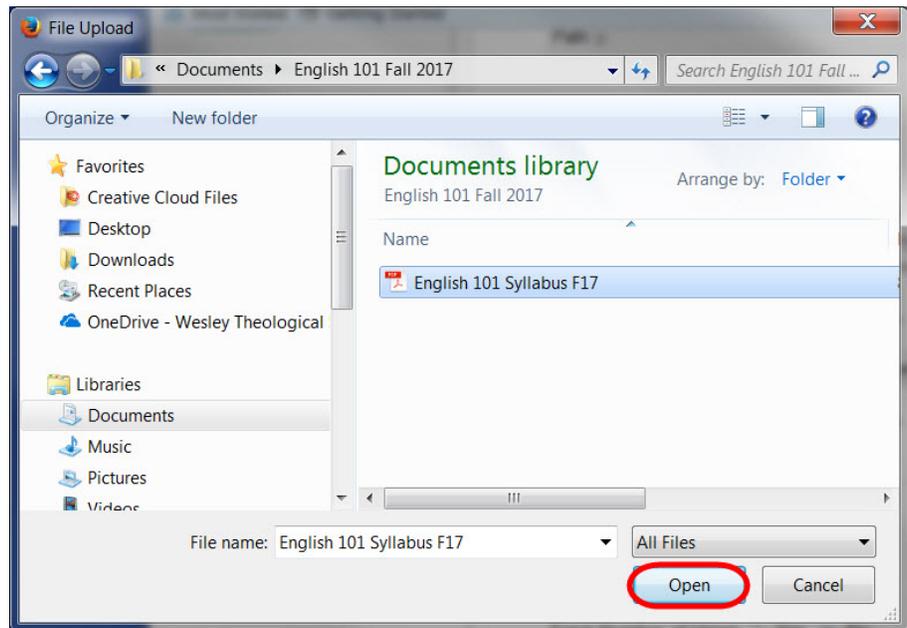
10. Under Attachments, click **Browse My Computer**.

ATTACHMENTS

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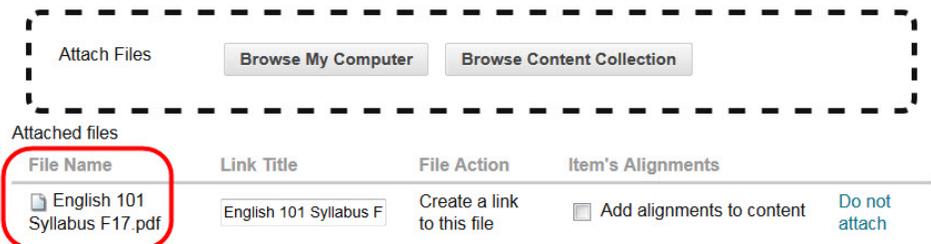


11. Locate your document on your computer, and click **Open**.



12. You will see that you have successfully attached the file as it will appear under Attached files.

You may repeat these steps and add multiple documents here.



You can opt to not attach the document you just added by clicking **Do Not Attach**.

Attach Files

Attached files

| File Name | Link Title | File Action | Item's Alignments |
|------------------------------|------------------------|----------------------------|---|
| English 101 Syllabus F17.pdf | English 101 Syllabus F | Create a link to this file | <input type="checkbox"/> Add alignments to content <input type="button" value="Do not attach"/> |

13. Under Standard Options you can change when and if the students can see the document. If you want to set a date for the document to be available, you can check the box next to Display After and enter a date and time.

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After 07/25/2013 11:59 PM

Display Until

14. When you are ready, click **Submit**.



If you have any questions or problems, please contact Blackboard Support at edtech@wesleyseminary.edu