

Uploading Documents

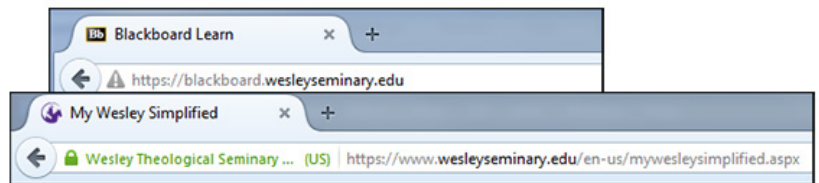
How to ...

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.

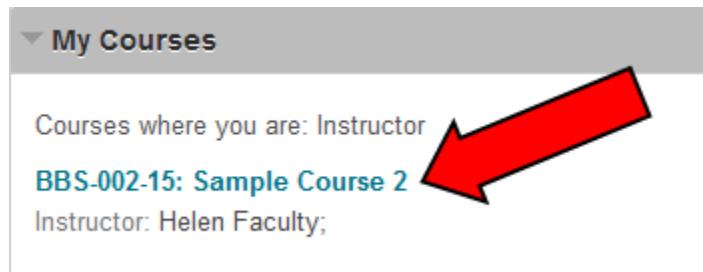
File Type...

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.

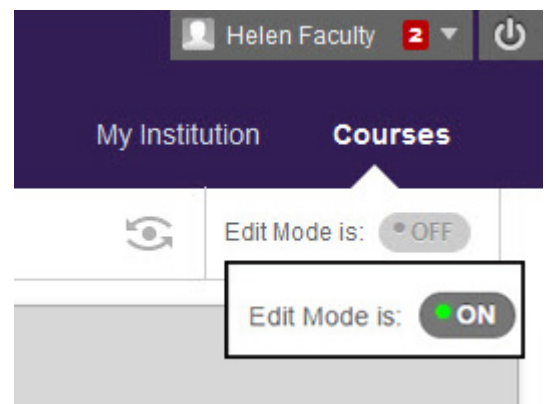
1. Navigate to blackboard then enter your username and password.
You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



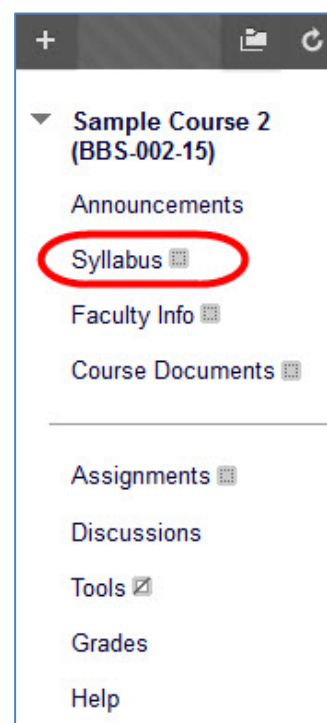
2. Enter your course



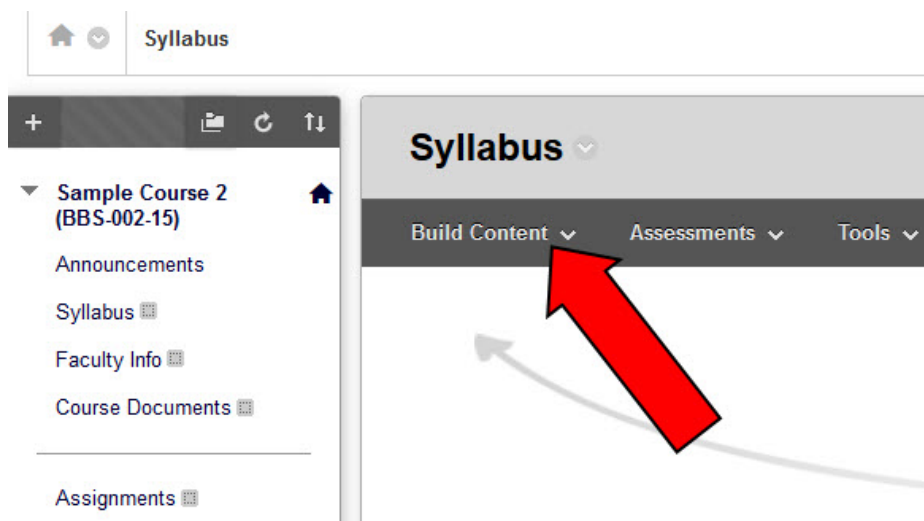
3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen.
If the Edit mode shows as Off, click **OFF** once to turn it on.



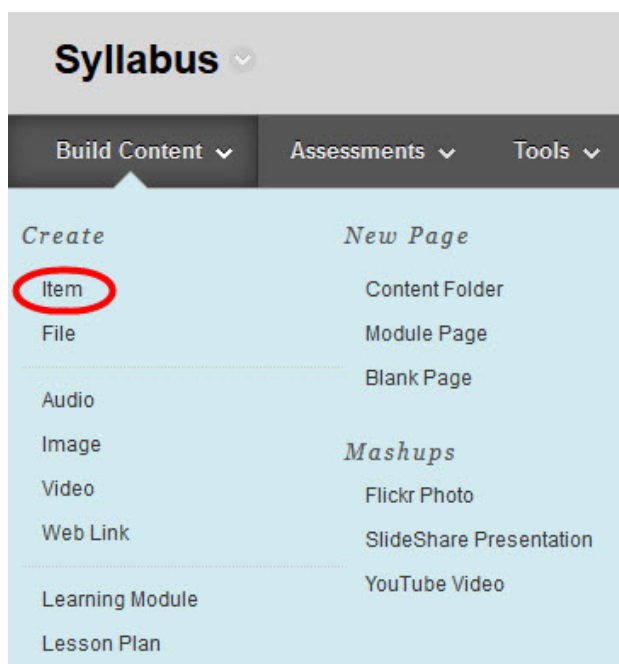
4. Click the course menu item where you want your document to be displayed. For example, Syllabus or Course Documents.



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



6. Click **Item**



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

Create Item

** Indicates a required field.*

CONTENT INFORMATION

* Name

Color of Name Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Please read the syllabus prior to class on Tuesday.

A red arrow points from the 'Name' field to the 'Text' area, indicating the flow of information from the title to the content.

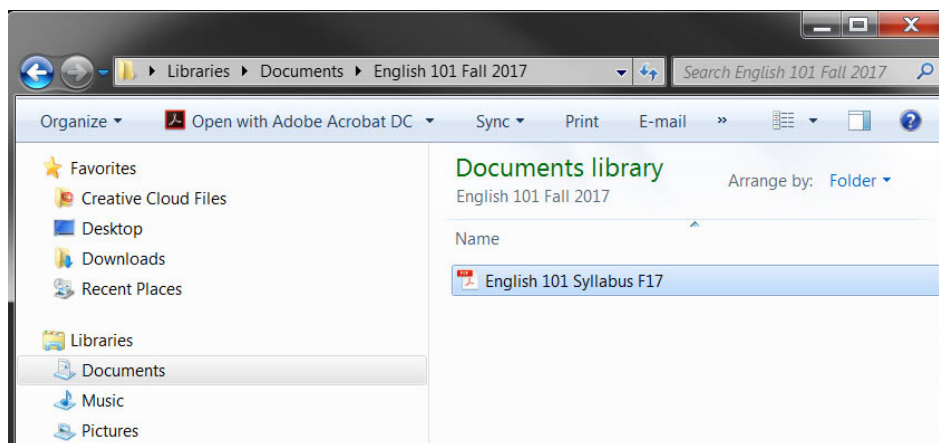
8. Under Attachments, you can now drag the file to the **Attach Files** section or click **Browse My Computer**

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.*

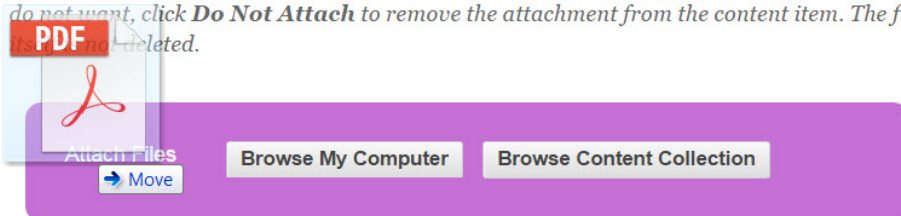


9. To drag the file, first open the File Explorer on your computer. (Windows - *Computer*, Mac - *Finder*). Locate the file and select it with your mouse. Click and hold the left mouse button on the file, and drag the file over to the Attach Files area until the background shows pink. When you see the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



ATTACHMENTS

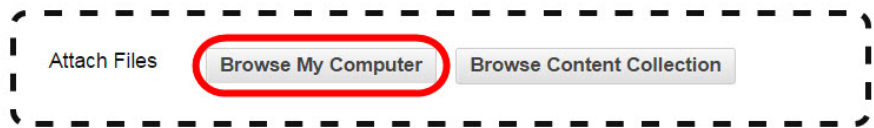
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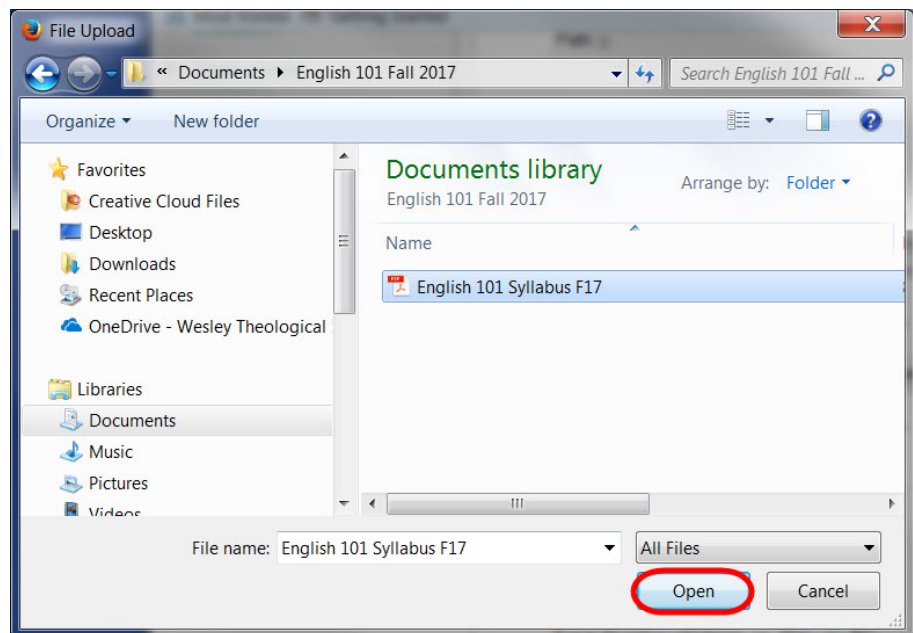
10. Under Attachments, click **Browse My Computer**.

ATTACHMENTS

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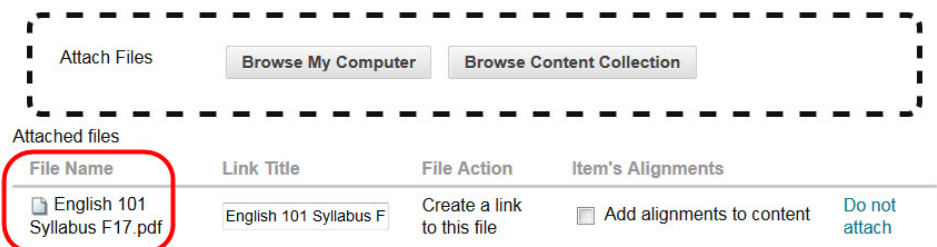


11. Locate your document on your computer, and click **Open**.



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

Browse My Computer

Browse Content Collection

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 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

<input checked="" type="checkbox"/> Display After	07/25/2013		11:59 PM	
<input type="checkbox"/> Display Until				

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

Cancel

Submit



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