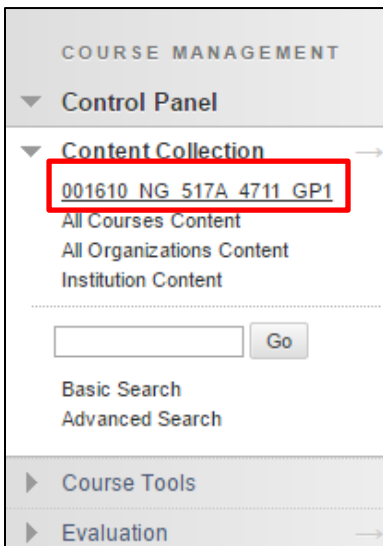


# Blackboard Learn

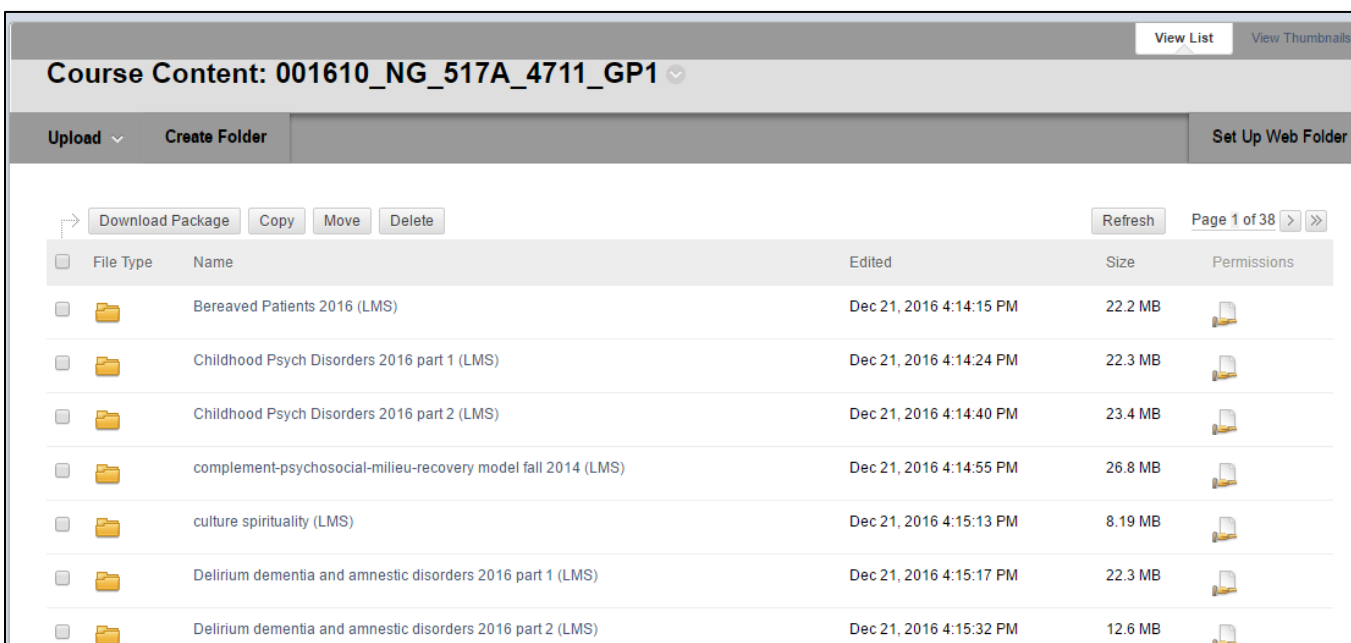
## Uploading and Linking to Files and External Websites

### Uploading Files to the Course Content Collection

With Edit Mode ON, locate the **Course Management** panel at the bottom of your course menu. Click on the **Content Collection** menu to expand it, and then click on the long numerical link containing your course number.

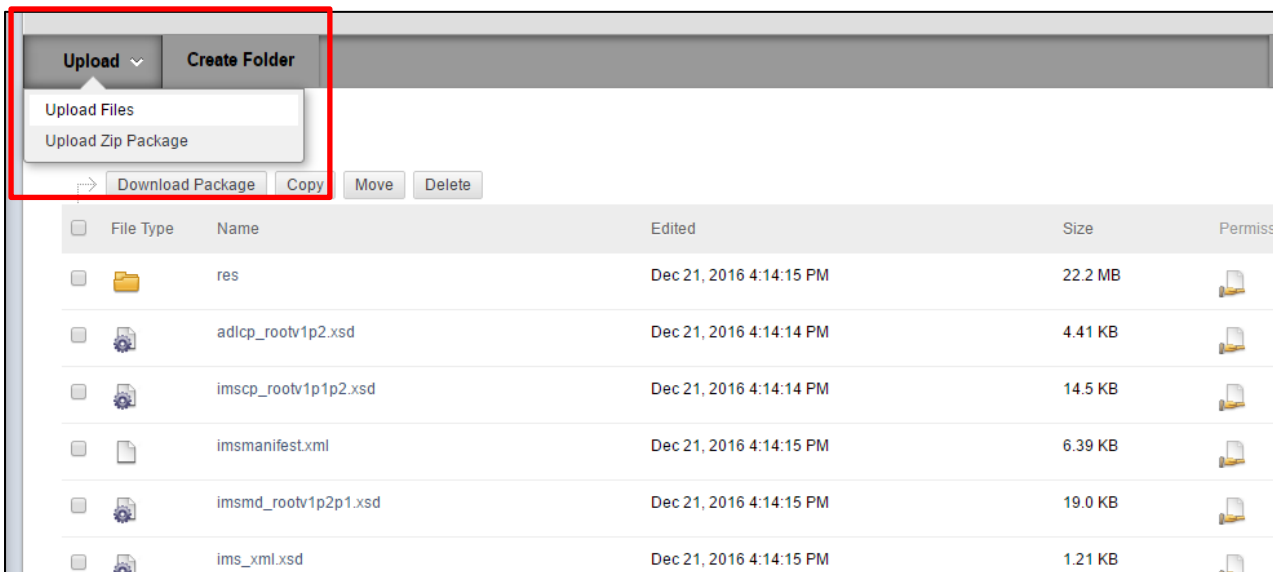


The **Course Content** area appears, with all existing folders and files visible:




Click the **Create Folder** button to create a new folder, or click on an existing folder name to enter and view that folder's contents, and upload additional files.


Click the **Upload** button, and choose **Upload Files** to upload a file into your folder.

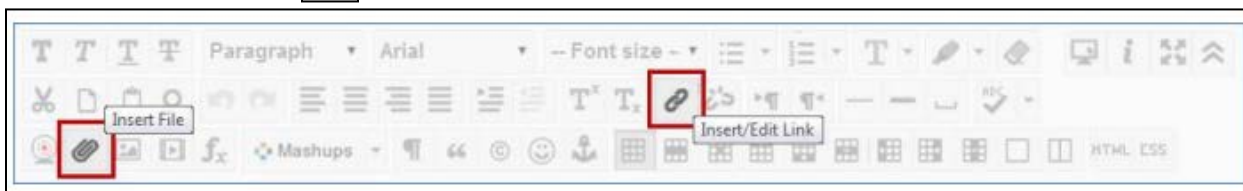


Once the file is uploaded into the Course Content Collection, you can link to it from within your course so that students can view it.

## Linking Files Within Your Course

**Note:** The **Insert File** icon  should **only** be used to create links to files that reside within the Course Content Collection.

The **Insert/Edit Link** icon  should **only** be used to create links to external websites.

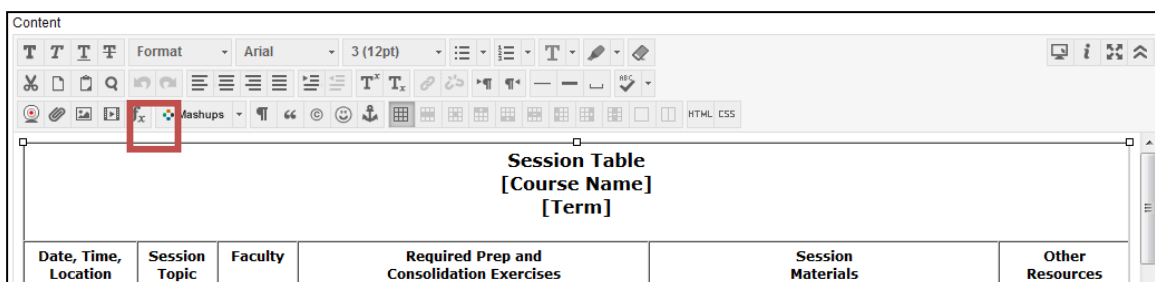


[Linking to Files](#)

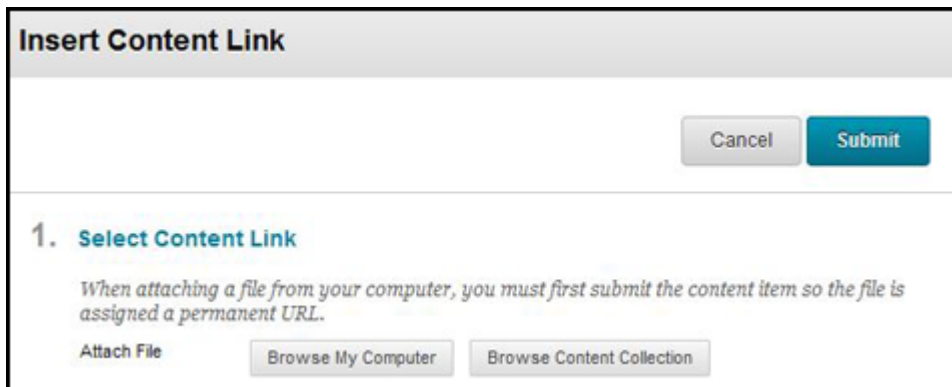
[Linking to Websites](#)

## Linking to Files within a Session Table

1. With edit mode ON, select the table cell in which you wish to attach the file.
2. Within the word processing editor, select the **Insert File** icon (paperclip).



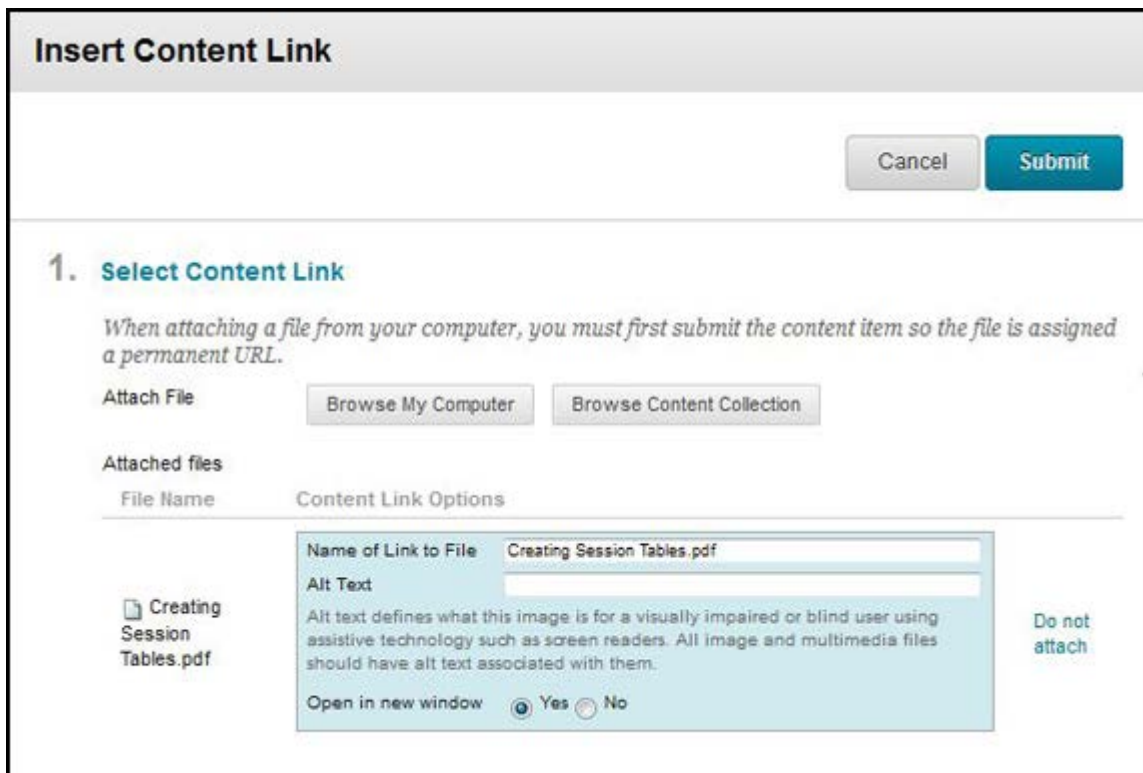
3. This will open a new window where you can select the file you wish to link.



Click **Browse Content Collection** to select a file from the course's Content Collection.

Once the file is selected, you will be brought back to the original window. A blue rectangular box with the name of the file will appear.

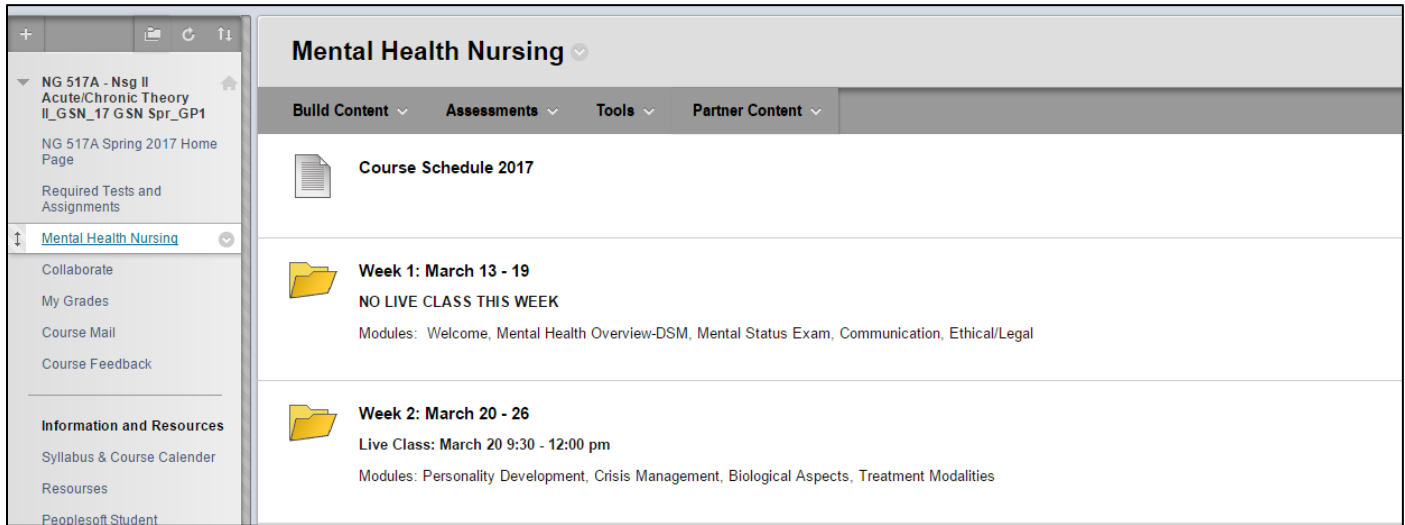
**Note:** You can change the name of the LINK to your file without changing the filename itself.



4. Click **Submit** to create the link, and then click **Submit** again to save the changes on the page. Switch to Edit Mode OFF to view and test your links.

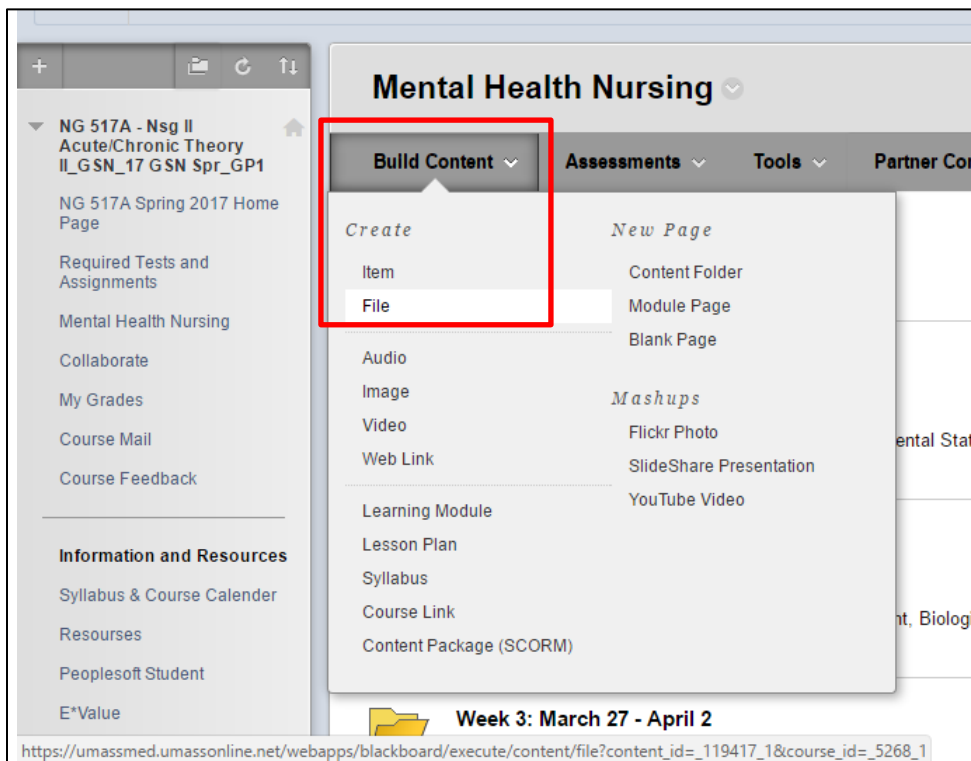
## Linking Files in a Content Area

Not all courses use a Session Table. If your course is one such course, choose the **Content Area** where you would like to add a link to an existing file in your Course Content Collection.



The screenshot shows the Blackboard course interface for 'Mental Health Nursing'. The left sidebar contains navigation options like 'Collaborate', 'My Grades', and 'Course Mail'. The main content area displays a 'Course Schedule 2017' with two weeks listed: 'Week 1: March 13 - 19' (NO LIVE CLASS THIS WEEK) and 'Week 2: March 20 - 26' (Live Class: March 20 9:30 - 12:00 pm). At the top of the content area, there is a 'Build Content' button, which is the focus of the subsequent instructions.

With Edit Mode ON, click **Build Content**, and then choose **File** to add a file to the content area:



This screenshot shows the 'Build Content' dropdown menu open in the Blackboard course interface. The 'File' option is highlighted with a red box, indicating the correct selection for adding a file to the content area. Other options in the menu include 'New Page', 'Content Folder', 'Module Page', 'Blank Page', 'Audio', 'Image', 'Video', 'Web Link', 'Learning Module', 'Lesson Plan', 'Syllabus', 'Course Link', 'Content Package (SCORM)', 'Flickr Photo', 'SlideShare Presentation', and 'YouTube Video'. The background shows the same course content area as the previous screenshot, but with the 'Build Content' button highlighted.

The **Select File** page appears. Add a Name for your file's link, and click **Browse Content Collection** to locate the file. Your course's Content Collection will appear in a new window.

Navigate to the folder where your file resides, and select the file you wish to add to the content area by clicking the radio button next to the filename. Click **Submit**.

Type	Name	Versions	Last Modified	Size
	community health links non-nondisclosure form.doc	Off	Dec 21, 2016 4:17:10 PM	28.5 KB
	community health links privacy acknowledgement.doc	Off	Dec 21, 2016 4:17:10 PM	156 KB
	community health links privacy policy.doc	Off	Dec 21, 2016 4:17:10 PM	91.5 KB
	Community health links privacy statement.doc	Off	Dec 21, 2016 4:17:10 PM	169 KB
	Student Presentations Assignment.docx	Off	Dec 21, 2016 4:17:10 PM	10.6 KB

You'll be brought back to the **Select File** page. Click **Submit** again to save your changes:

**SELECT FILE**

Name:

Color of Name:

Find File:

**FILE OPTIONS**

Open in New Window:  Yes  No

Add alignment to content:  Yes  No

**STANDARD OPTIONS**

Permit Users to View this Content:  Yes  No

Track Number of Views:  Yes  No

Select Date and Time Restrictions:  Display After     Display Until

Your file will now be visible to students in your chosen Content Area.

## Linking to External Websites within the Lecture/Session Table

1. With **Edit** mode ON, select the cell where you wish to add a link.
2. Type in the Link or website name into the cell.

**1. Content**


Content

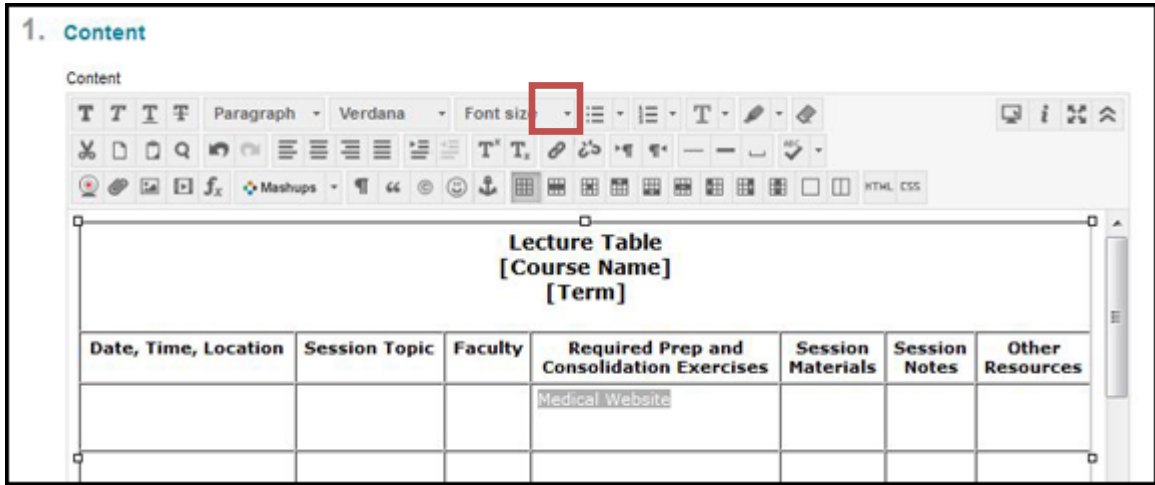
Paragraph Verdana Font size

**Lecture Table**  
**[Course Name]**  
**[Term]**

Date, Time, Location	Session Topic	Faculty	Required Prep and Consolidation Exercises	Session Materials	Session Notes	Other Resources
			Medical Website			

3. Highlight the words you wish to create a link to.

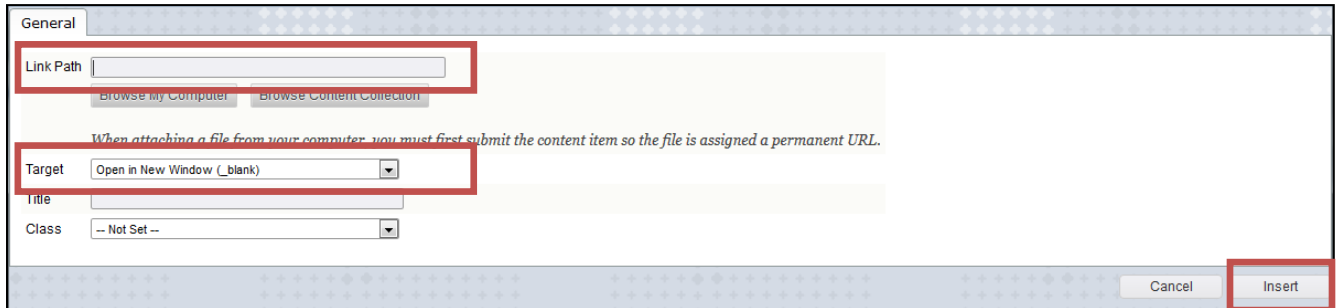
4. Within the word processing editor, select the Insert/Edit Link icon. 



5. A new window will open. To make your selections complete the following information and Click **Insert**.

**Link Path:** Copy and paste the URL to the website of your choice into this field.

**Target:** Using the drop down, Choose “Open in New Window (\_blank)”.



General

Link Path

*When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.*

Target

Title

Class

5. Click **Submit** to save your changes. Switch to Edit Mode OFF to view and test your links.