



Dragging and dropping files and folders into Blackboard:

Note: It is not recommended to drag and drop .zip files into Blackboard. Please see 'Uploading .zip files to Blackboard.'

1. Login to Blackboard.
2. Click on the Content Collection tab at the top of the screen.
3. On the left hand side under Content Collection, click to expand the Course Content section.
4. Click on Courses and navigate to your course.
5. Click the 'Upload' dropdown in the upper left and choose 'Upload Files.' (It may take a few moments for the screen to load – Java plugin 1.5 or later is required.)
6. Drag and drop files and folders into the box.
7. Click Submit. There may be a short wait, depending on how large the files are.
8. The content should now be uploaded.