



## Uploading .zip files to Blackboard:

*Note: If you have a quiz file, which is also a .zip file, please see 'Importing WebCT Quizzes into Blackboard.' These instructions are for content files.*

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 Package.'
6. Click Browse to navigate to your .zip file that you want to upload. Click Submit. There may be a short wait, depending on how large the files are.
7. The content should now be uploaded.