



# HOW TO UPLOAD FILES TO BLACKBOARD

## STEP 1:

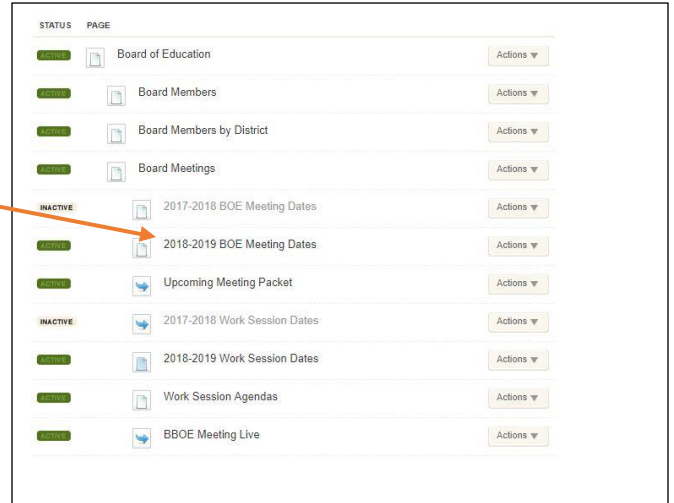
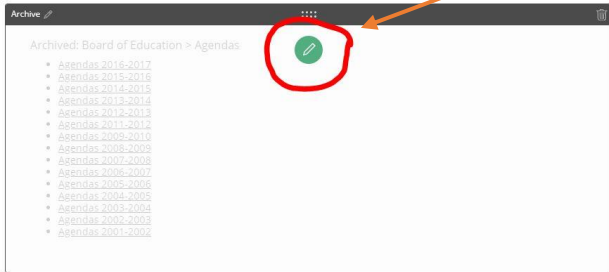
Log in to your site manager and navigate to the page you'd like to edit.

## STEP 2:

Click on the name of the page to edit

## STEP 3:


A new window will open, this is your editor window. Click on the green pencil to edit the page.



## STEP 4:

In the Content App, you can now type your text, edit it, and insert files.

## STEP 5:

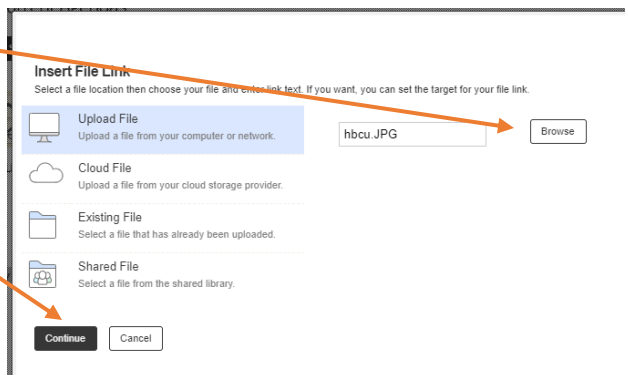
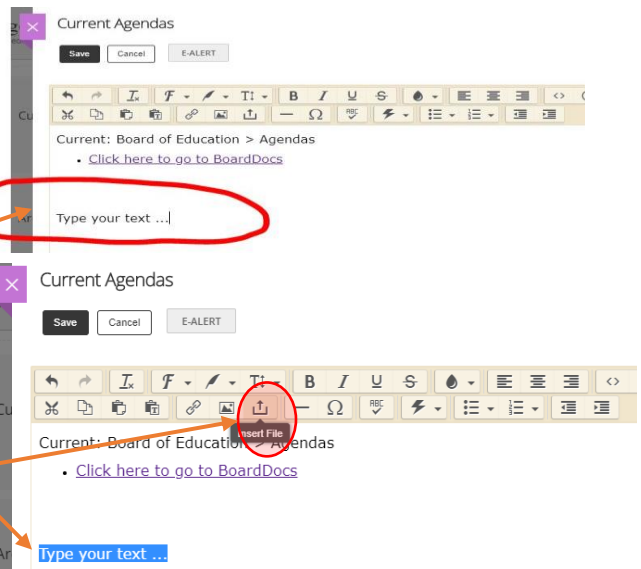
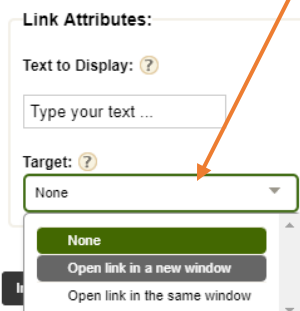
Highlight the text you want to "link to a file". Then select the "Insert File" icon 

## STEP 6:

Browse for the file.  
Click continue.

## STEP 7:

Choose to open in new window or "none" will open in same window.



STEP 8: Be sure to hit SAVE before you X out!