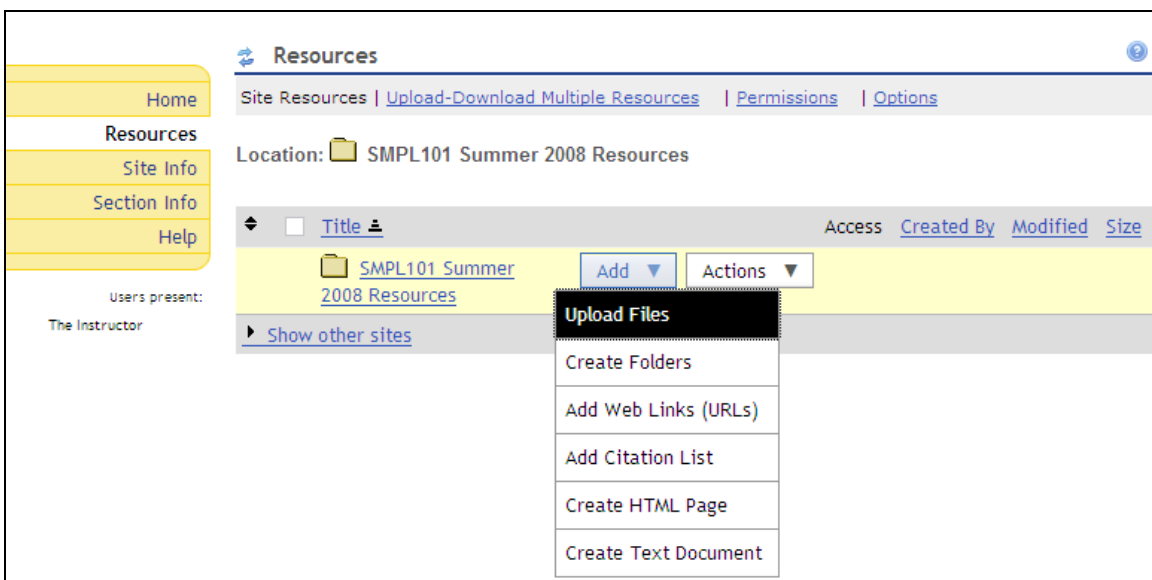


Adding Files in Resources

1. Click Resources in the menubar.



2. Click the Add drop-down list. From the list click Upload Files.



3. Click Browse. Select a file on your computer. Click Open.

The screenshot shows a web interface for uploading files. On the left is a navigation menu with 'Home', 'Resources', 'Site Info', 'Section Info', and 'Help'. The main content area is titled 'Resources' and 'Upload Files'. It includes instructions: 'Upload as many files as you like. If you change your mind about uploading one of your files, click the 'X' button beside it. Press the 'Upload' button when you have selected all the files you want to upload.' Below this, the location is set to 'SMPL101 Summer 2008 /'. A form for file upload has a 'File To Upload' field with a 'Browse...' button highlighted in red, and a 'Display Name' field. There is also an 'Add details for this item' link with a red 'X' icon. Below the form are 'Add Another File', 'Email Notification' (set to 'None - No notification'), and 'Upload Files Now' and 'Cancel' buttons. A note at the bottom states: 'You can only upload 20 MB worth of files at one time. You may need to upload large files one at a time.'

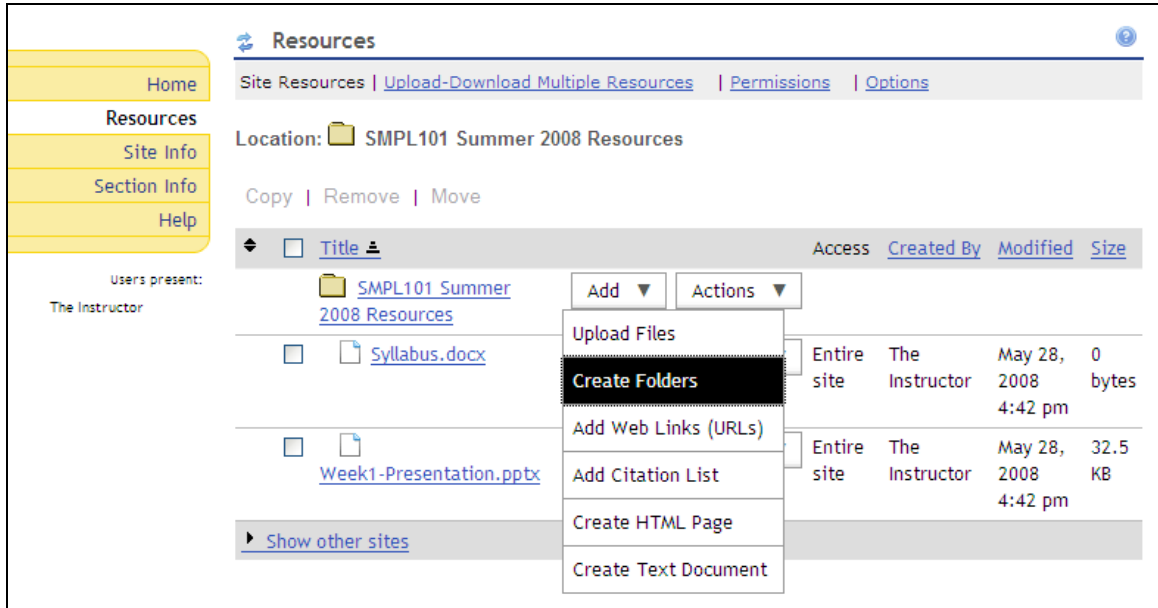
The screenshot shows a Windows 'File Upload' dialog box. The 'Look in:' field is set to 'My Documents'. The file list contains various folders and files, with 'Syllabus.docx' selected. The 'File name:' field contains 'Syllabus.docx' and the 'Files of type:' field is set to 'All Files'. The 'Open' button is highlighted with a red box.

4. If you want to add more than one file, click Add Another File and repeat the process above. Click Upload Files Now when you are finished selecting files.

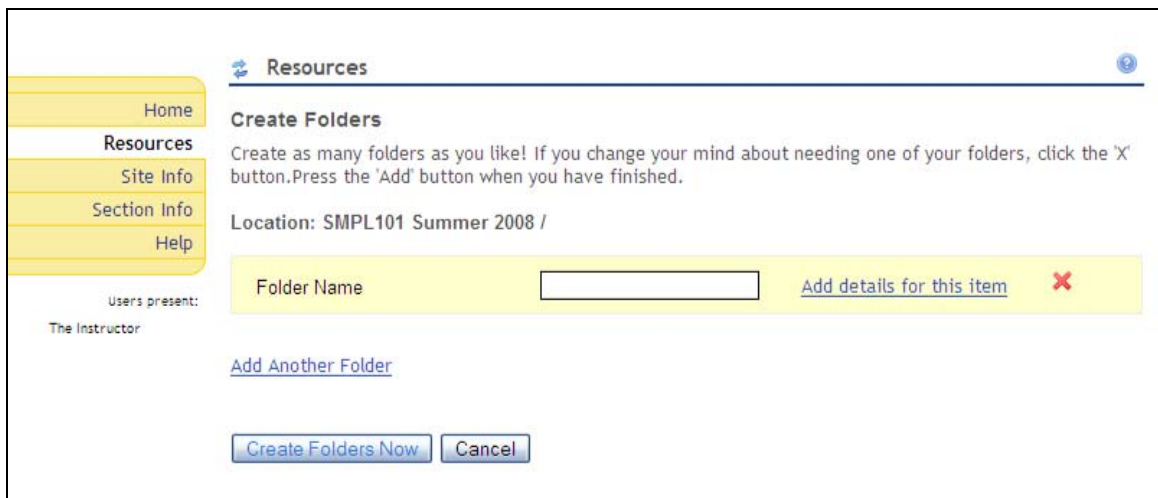
The screenshot shows the 'Resources' page in a learning management system. The left sidebar contains navigation links: Home, Resources (selected), Site Info, Section Info, and Help. Below the sidebar, it says 'Users present: The Instructor'. The main content area is titled 'Resources' and 'Upload Files'. It provides instructions on how to upload files and shows the current location as 'SMPL101 Summer 2008 /'. There are two file upload forms. The first form has 'File To Upload' set to 'C:\Documents and Settings\...' and 'Display Name' set to 'Syllabus.docx'. The second form is empty. Below the forms is an 'Add Another File' button, an 'Email Notification' dropdown menu set to 'None - No notification', and 'Upload Files Now' and 'Cancel' buttons. A footer note states: 'You can only upload 20 MB worth of files at one time. You may need to upload large files one at a time.'

5. You might want to notify your students when you have uploaded new resources. There are several email notification options:
- None is the default behavior
 - Low priority respects student email notification preferences set in their My Workspace Preferences.
 - High priority notifies every participant regardless of their preferences.

6. You can also create folders in Resources. They provide a good way to organize your content by week, module or type of content.
7. Click the Add drop-down list and select Create Folders.




8. Type a Folder Name. If you want to add more than one folder, click Add Another File and type another name. Click Create Folders Now button when you are finished naming folders.



9. Once you have created at least one folder, you can move files from one to the other. Check the files you want to move. Click the Move option.

The screenshot shows the Blackboard Resources interface. On the left is a navigation menu with 'Home', 'Resources', 'Site Info', 'Section Info', and 'Help'. The main content area shows the current location as 'SMPL101 Summer 2008 Resources'. Below this are links for 'Copy', 'Remove', and 'Move', with 'Move' highlighted in a red box. A table lists resources with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table contains three rows: a folder 'SMPL101 Summer 2008 Resources', a folder 'Week 1 Resources', and a file 'Syllabus.docx'. The 'Week 1 Resources' folder is highlighted in yellow. Below the table, a file 'Week1-Presentation.pptx' is listed with a checked checkbox in a red box. At the bottom, there is a 'Show other sites' link.

10. Click the Paste moved items icon () next to the folder to which you want to move the selected file(s). The file will appear in the new folder (notice the indentation from the other file).

This screenshot shows the same Blackboard Resources page as the previous one, but with the 'Week 1 Resources' folder highlighted in yellow. A red box highlights the 'Paste moved items' icon (two overlapping document pages) located to the right of the folder name. The 'Week1-Presentation.pptx' file is now indented under the 'Week 1 Resources' folder, indicating it has been moved there. The 'Move' link in the top navigation is no longer highlighted.

Resources

Site Resources | [Upload-Download Multiple Resources](#) | [Permissions](#) | [Options](#)

Location: SMPL101 Summer 2008 Resources

Copy | Remove | Move

<input type="checkbox"/>	Title	Access	Created By	Modified	Size
<input type="checkbox"/>	SMPL101 Summer 2008 Resources				
<input type="checkbox"/>	Week 1 Resources				
<input type="checkbox"/>	Week1-Presentation.pptx	Entire site	The Instructor	May 28, 2008 4:42 pm	32.5 KB
<input type="checkbox"/>	Syllabus.docx	Entire site	The Instructor	May 28, 2008 4:42 pm	0 bytes

[Show other sites](#)