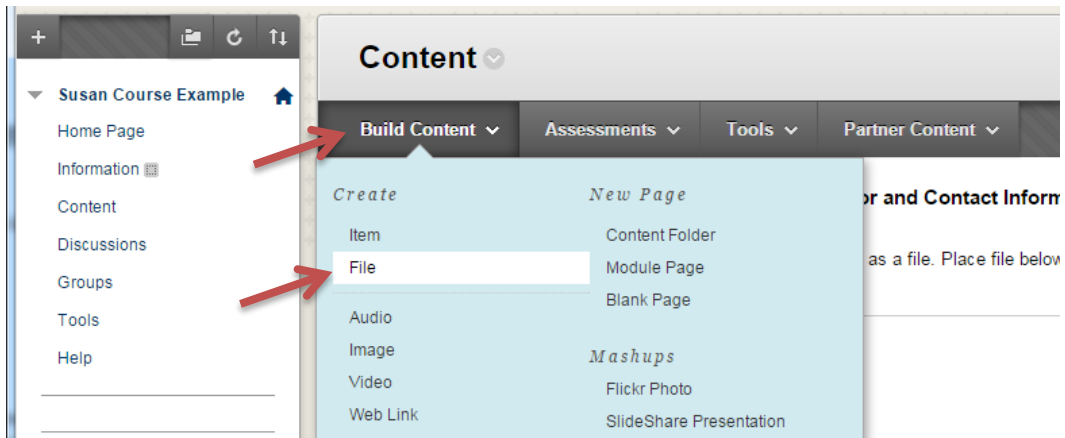
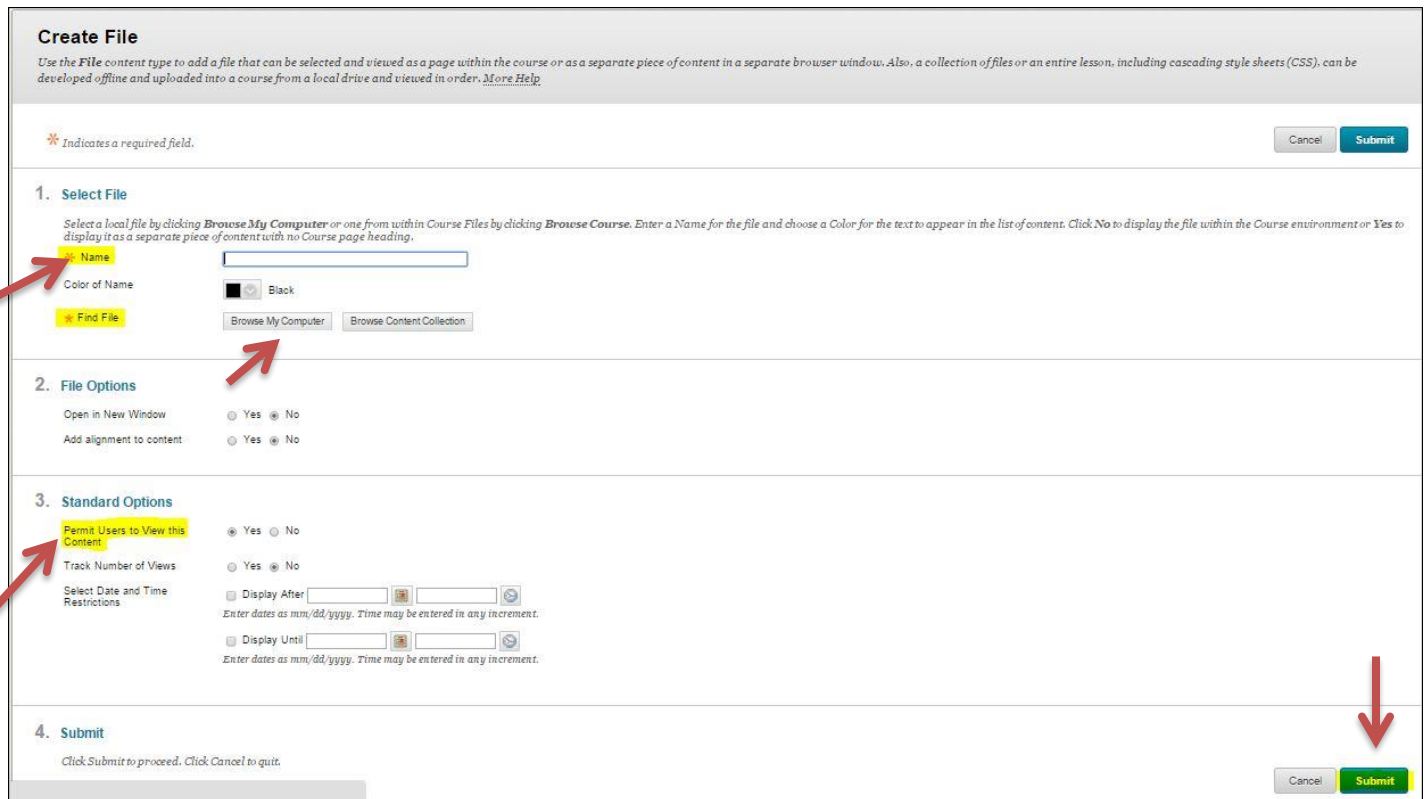


7. Upload a File (example: course syllabus)

- a. Hover mouse over Build Content; click on File.



- b. Enter the file name. Browse your computer to find your file. Complete the Standard Options section to allow students to view the file. Then click Submit.

A screenshot of the 'Create File' form in Blackboard. The form is divided into four sections: 1. Select File, 2. File Options, 3. Standard Options, and 4. Submit. Red arrows point to the 'Name' field, the 'Find File' button, the 'Browse My Computer' button, the 'Permit Users to View this Content' checkbox, and the 'Submit' button. The form includes instructions and a legend for required fields. The 'Submit' button is highlighted in green.