

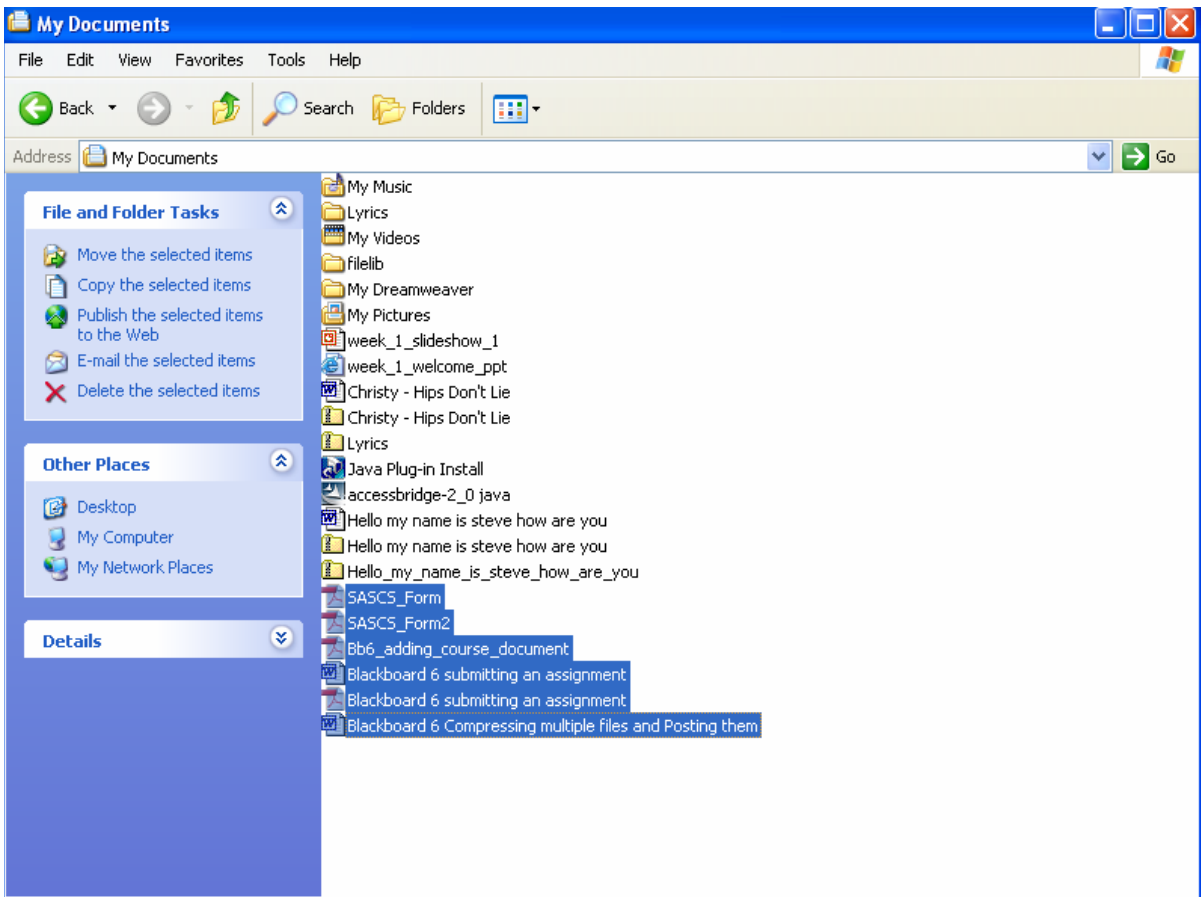
Blackboard 6: Zipping Multiple Files and Placing Them on Blackboard

9 Steps

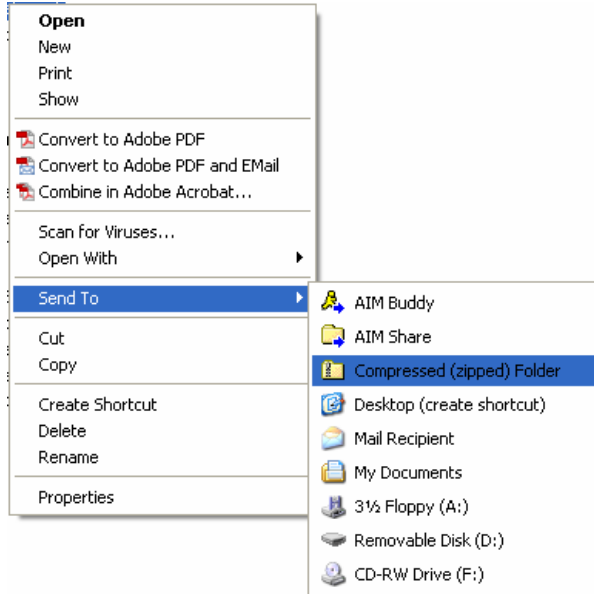
This Step-by-Step explains the procedures for zipping multiple files and placing them on Blackboard 6.

This Step-by-Step assumes that the user has **already** created the files to be placed on Blackboard and logged into the appropriate course.

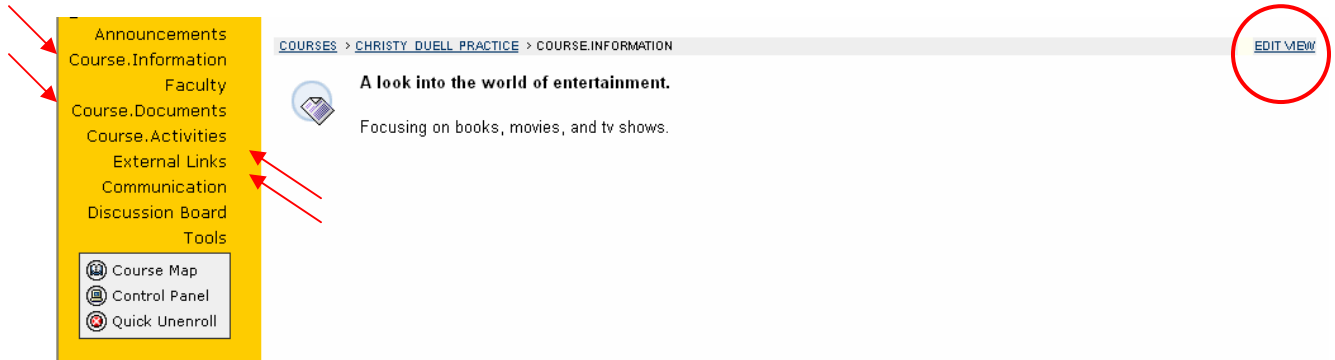
- 1) Locate all the desired files on the computer.
- 2) Holding down the **Control** key on the keyboard, or, by clicking and dragging with the mouse, select all the desired files.



3) Right click on any one of the files and go to “Send to” and over to “Compressed (zipped) Folder.”

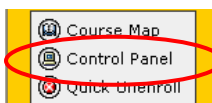


4) In your course on **Blackboard**, go to the section where you want the files to be placed (either in **Course Information, Course Documents, Course Activities, or External links**) and click on the edit view link at the top of the page.



- OR -

In your course on **Blackboard**, click on control panel and select the section where you want the files to be placed (any of the four links under “**Content Areas**”: **Course.Information, Course.Documents, Course.Activities, External Links**).

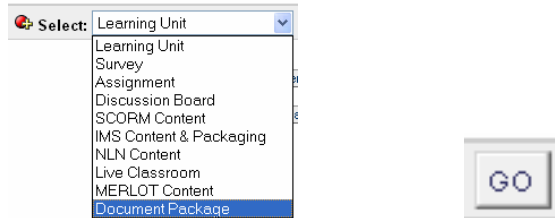


Content Areas	
Course.Information	Course.Activities
Course.Documents	External.Links

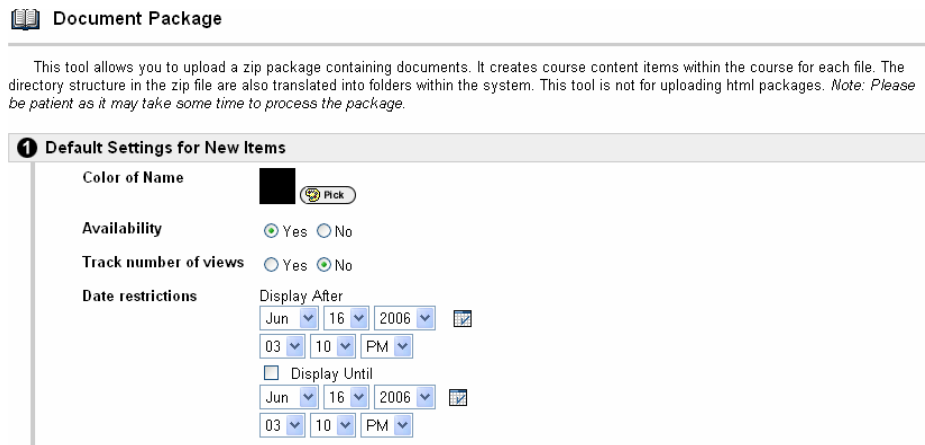
5) In your edit options at the tops of these sections you should see this.



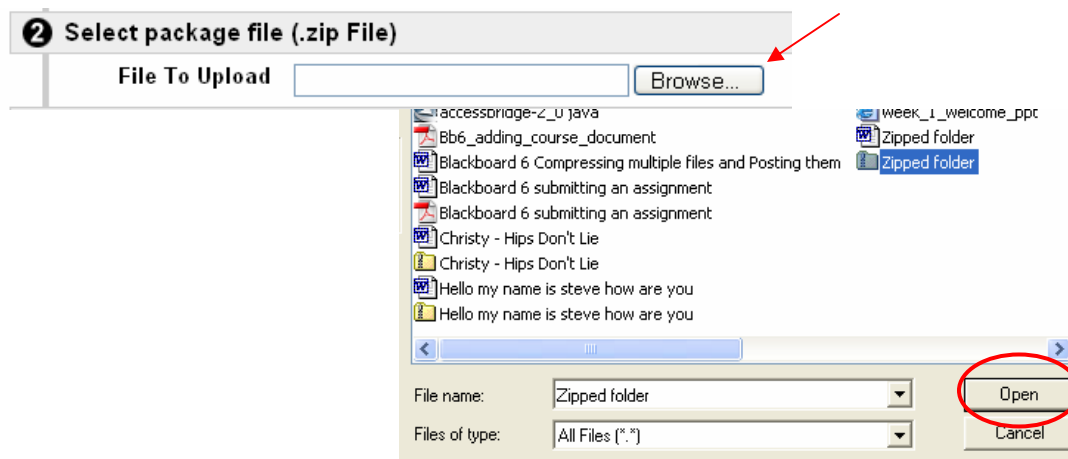
- In the drop down menu, find and choose “**Document Package.**” Then click “**Go**”



6) Choose the color of the name of your files, the availability of the files to your students, the ability to track how many times your students view the files, and the dates of the availability of your files if you wish.



7) Upload your files by clicking on “**Browse**” and selecting the previously compressed (zipped) folder and clicking “**Open.**” (The compressed folder will bear the name of the file on which you had right clicked.)



8) Click on “**Submit.**”



9) A receipt will appear showing that the process was a success. Click “**Ok**” and you are done.

Document Unpackaging Completed

The document unpackaging process has completed successfully.

Friday, June 18, 2006 3:39:57 PM EDT

