

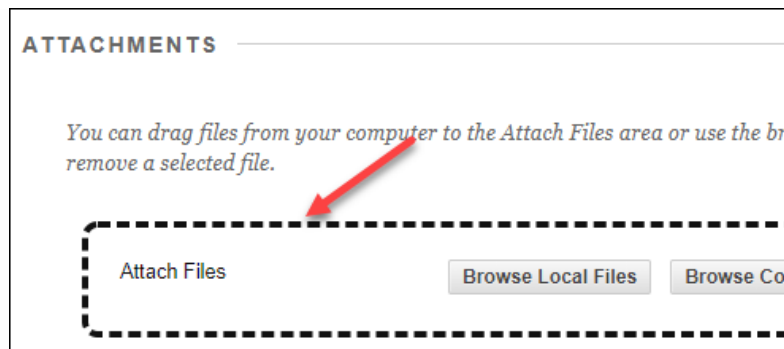
How do I upload files to Blackboard?

There are several ways to upload files to Blackboard:

- Drag files to upload
- Browse for files
- Upload local files while creating content
- Attach files with the editor

Drag Files to Upload

1. On your computer, locate the file you want to upload.
2. Create or edit the Content area (Item, File, Assessment) that you want to upload the file to.
3. Drag the file from your computer into the "hot spot" (area bordered by dotted lines) in the **Attachments** section.



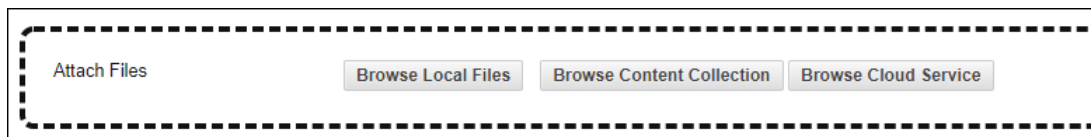
NOTE Click the **Do not attach** link associated with the attached file to remove a file you don't want to upload.

4. Click **Submit**.

Browse for Files

You can browse for files you have on your computer, in the course Content Collection, or stored in a cloud service (e.g., Google Drive, OneDrive).

1. Create or edit the Content area (Item, File, Assessment) that you want to upload the file to.
2. In the Attachments section, click the **Browse Local Files** button, the **Browse Content Collection** button, or the **Browse Cloud Service** button depending on where the file is located.



NOTE The File content area does not have the Browse Cloud Service option.

3. Select the desired file and click **Open**, **Submit**, or **Import**.

NOTE Click the **Do not attach** link associated with the attached file to remove a file you don't want to upload.

4. Click **Submit**.

Upload Local Files While Creating Content

When you create content in your course, you can browse for a file on your computer and link to it.

1. Create or edit the Content area (Item, File, Assessment) that you want to upload the file to.
2. In the Attachments section, click the **Browse Local Files** button.



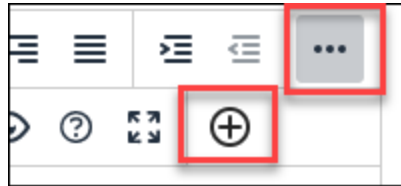
3. Select the desired file and click **Open**.

NOTE Click the **Do not attach** link associated with the attached file to remove a file you don't want to upload.

4. Click **Submit**.

Attach Files with the Editor

1. Create or edit the Content area (Item, Assessment) that you want to upload the file to.
2. In the content editor, click the 3 dots if you only see one row of tool options, then click the plus sign.



3. Click **Insert Local Files** (to select a file on your computer) or **Insert from Content Collection** (to select a file from the course's Content Collection), then browse for and open the file.
4. Click **Submit**.