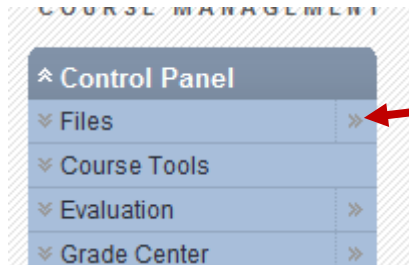


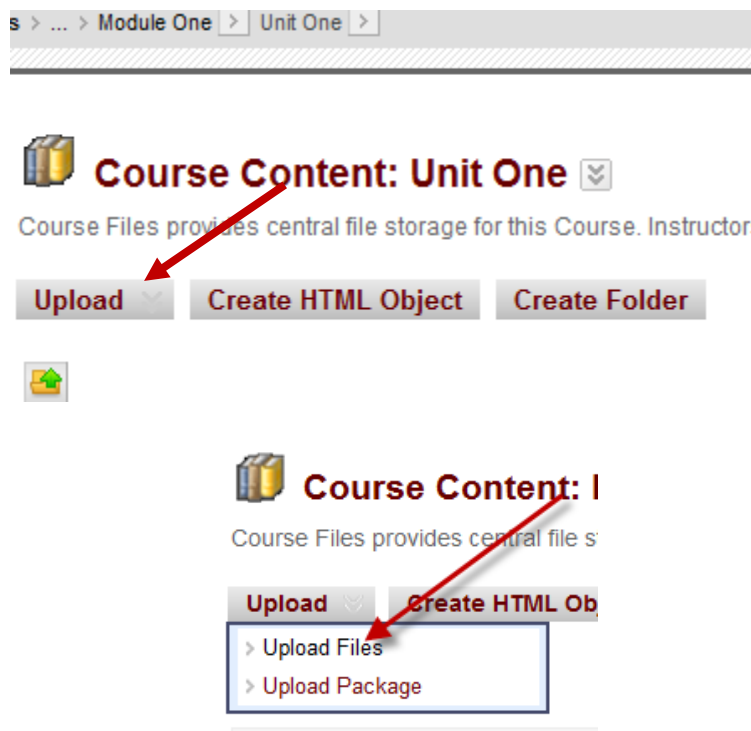
## Uploading Multiple Files or Folders

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1. Once your file structure is created, click arrow right beside files to get to the folder structure.



2. If I choose to upload a PDF file under Module One in Unit One I would navigate to Module One by clicking on the folder names and then click "Upload". I would choose "Upload Files".

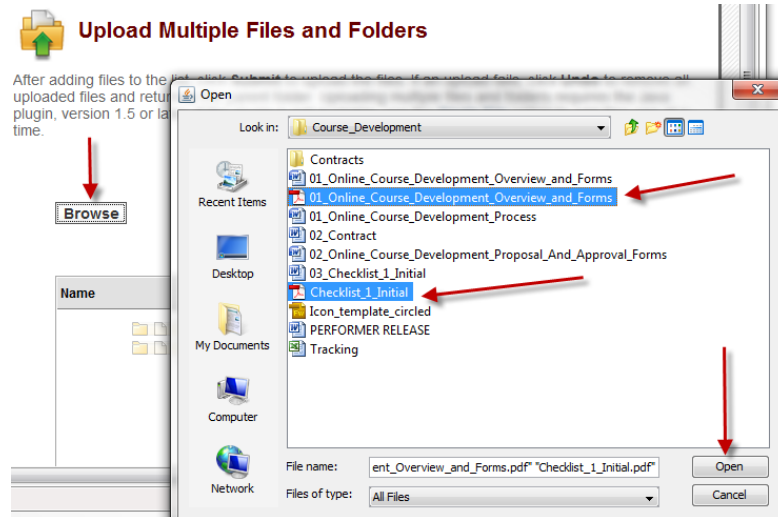


3. You have the option of uploading single or multiple files, the default is multiple. You also have the option of browsing for your files or using drag and drop. This demonstration will show use the Browse feature.



## Uploading Multiple Files or Folders

- Click the "Browse" button. You will be given a popup window that allows you to search for files on your computer. Select the files you want to upload, holding down the CTRL key allows you to select multiple files.



- Click "Open" once you have selected all files. You will see the files listed in the Upload Multiple Files and Folders window within Blackboard.
- Click "Submit". Once the files are successfully uploaded you will see them listed within the appropriate folder in the Course Content area. These files are now ready for use in your course.

