

Uploading Documents

How to ...

*When putting documents on Blackboard please use the instructions below which show how to post an **Item**, as opposed to how to post a **File**. The File option has been known to cause problems making students using Macs unable to see the documents.*

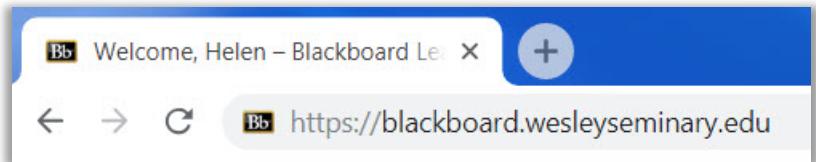
File Type...

It is best practice to always post documents and PowerPoint files on Blackboard as PDF files instead of .doc or .ppt files. PDFs are not easily changed, they are compatible with more computer systems/devices, and it is not necessary for the user to download them.

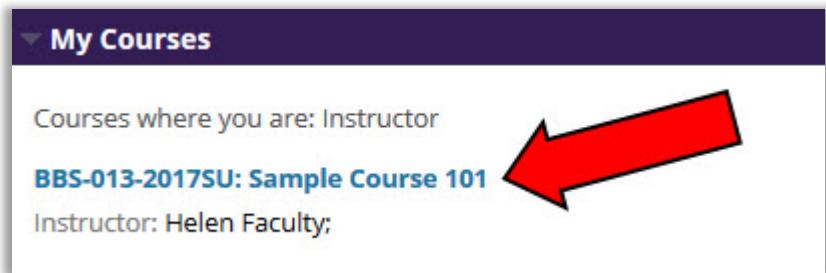
1. Navigate to Blackboard

Enter wts in front of your username, and then enter password.

blackboard.wesleyseminary.edu



2. Enter your course

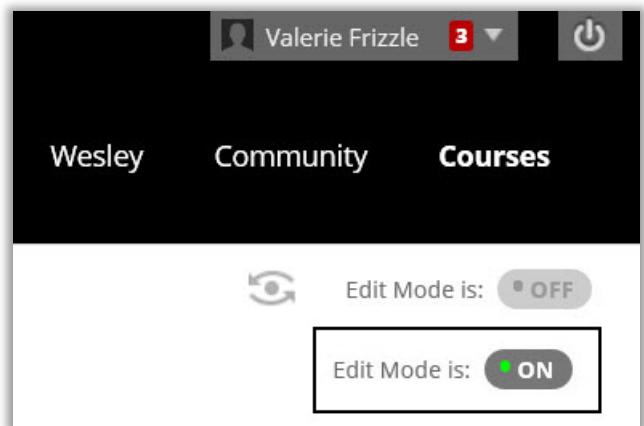


Courses where you are: Instructor

BBS-013-2017SU: Sample Course 101

Instructor: Helen Faculty;

3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. If the Edit mode shows as Off, click **OFF** once to turn it on.



Valerie Frizzle 3

Wesley Community Courses

Edit Mode is: **OFF**

Edit Mode is: **ON**

4. Click the course menu item where you want your document to be displayed. For example, Syllabus or Course Documents.



5. Move your mouse over **Build Content**

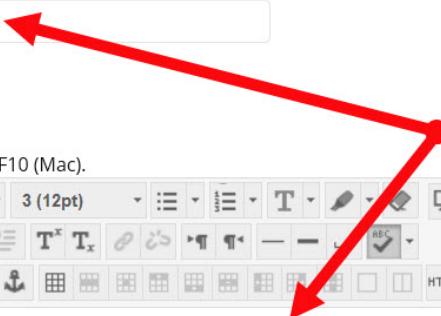
A screenshot of a course menu titled "ET-101-2019F (Sample Course 2019 Fall)". The menu items are: Announcements, Syllabus, and Weekly Modules. Below the menu, a horizontal bar has "Build Content" highlighted with a red arrow pointing to it. Other items on the bar include "Assessments" and "Tools".

6. Click **Item**

A screenshot of a "Build Content" menu. The menu items under "Create" are: Item (circled in red), File, Audio, Image, and Web Link. The menu items under "New Page" are: Content Folder, Module Page, Blank Page, Mashups, and SlideShare Presentation.

7. Enter a title for your document in the Name section. Enter any relevant descriptions or instructions in the Text section.

CONTENT INFORMATION

* Name Course Syllabus Fall 

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please read through the syllabus and course schedule prior to class on Monday.

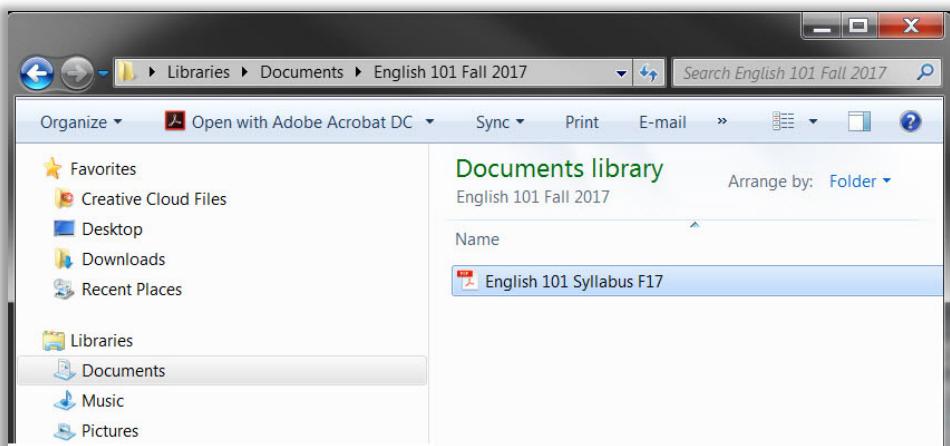
8. Under Attachments, you can either drag the file to the **Attach Files** section or click **Browse My Computer**

ATTACHMENTS

You can drag files from your computer to the **Attach Files** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

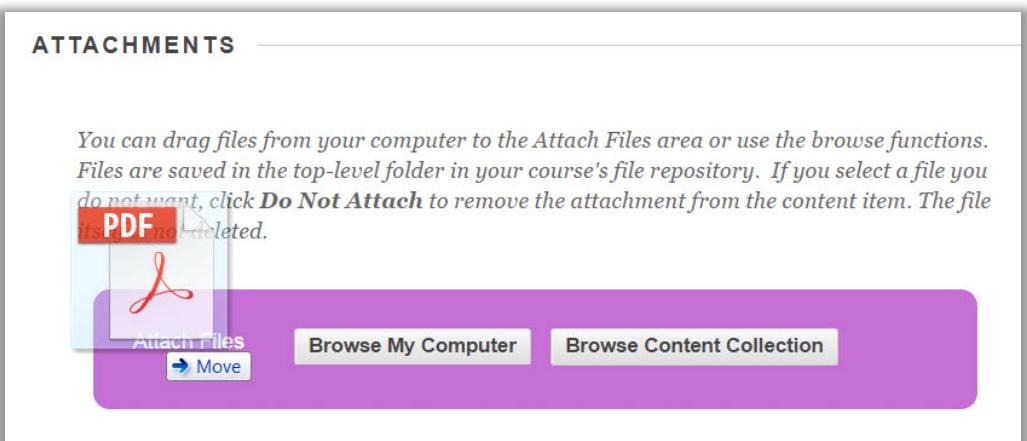
Attach Files  

9. To drag the file, first open the File Explorer on your computer. (Windows - *Computer*, Mac - *Finder*). Locate the file and select it with your mouse. Click and hold the left mouse button on the file, and drag the file over to the **Attach Files** area until the



background shows fuchsia. When you see the fuchsia background let go of the mouse button.

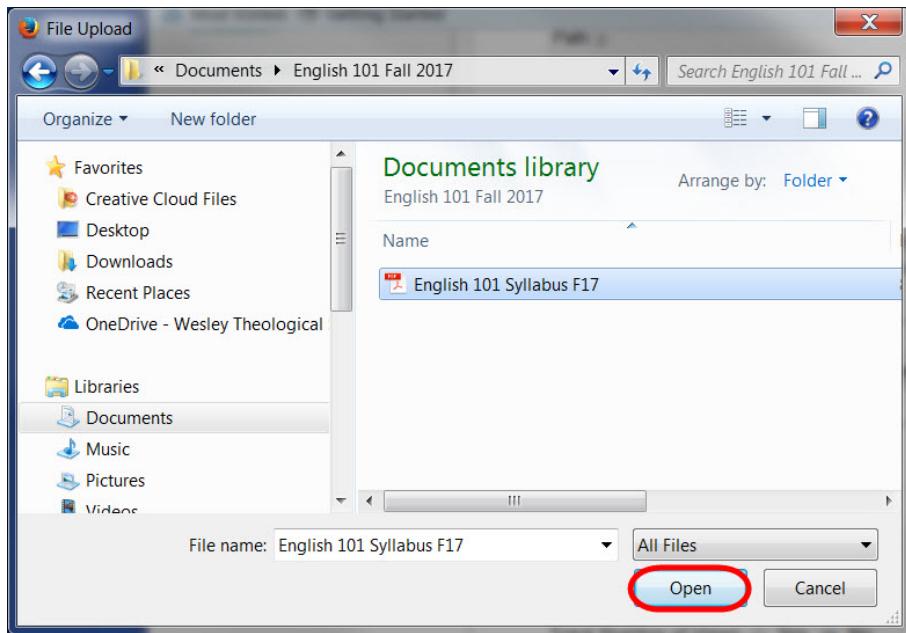
If you have trouble with this method, or prefer to browse for the file, see step 10.



10. IF you prefer to use Browse My Computer, under Attachments click **Browse My Computer**.



11. Locate your document on your computer and click **Open**.



12. You will see that you have successfully attached the file as it will appear under Attached files.

You may repeat these steps and add multiple documents here.

You can opt to not attach the document you just added by clicking **Do Not Attach**.

Attached files

File Name	Link Title	File Action	Item's Alignments
English 101 Syllabus F17.pdf	English 101 Syllabus F	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

Attached files

File Name	Link Title	File Action	Item's Alignments
English 101 Syllabus F17.pdf	English 101 Syllabus F	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

13. Under Standard Options you can change when and if the students can see the document. If you want to set a date for the document to be available, you can check the box next to Display After and enter a date and time.

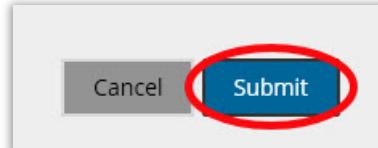
3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After Display Until

14. When you are ready, click **Submit**.



If you have any questions or problems, please email Educational Technology at edtech@wesleyseminary.edu