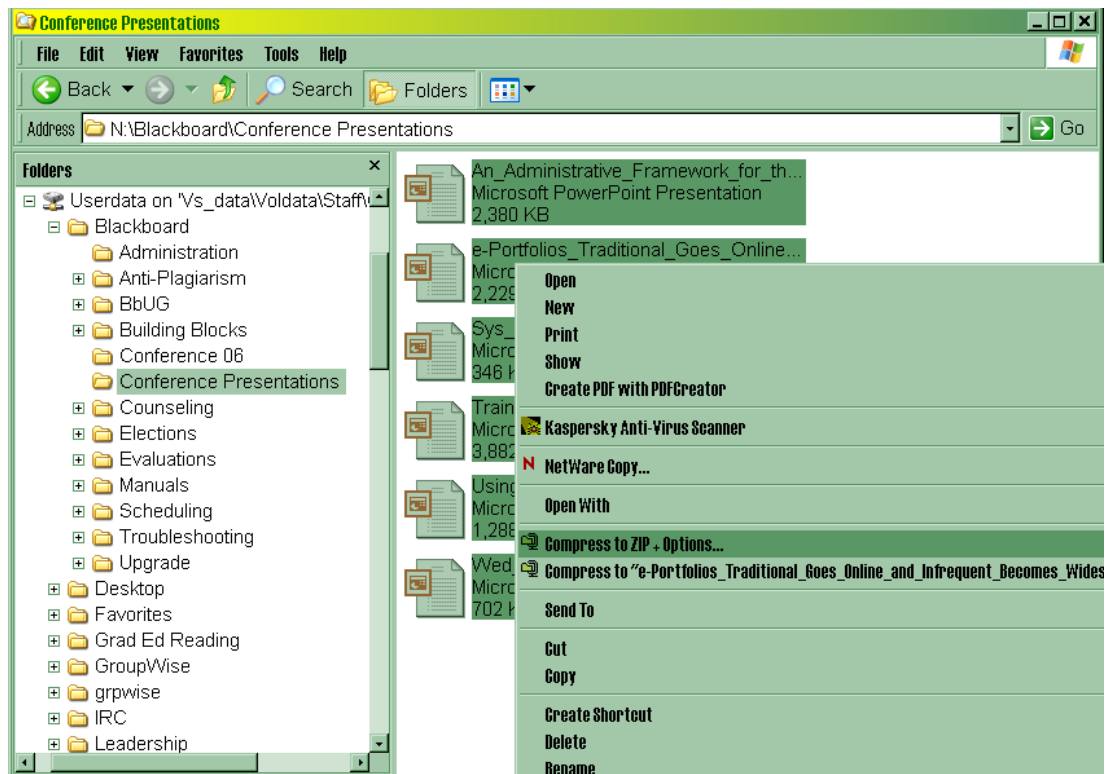


Placing Multiple Documents onto Blackboard

If you have several files such as Microsoft Word documents, PowerPoint Presentations or Excel spreadsheets that you want to upload into Blackboard, you can do so all at once. First you'll create a zipped (compressed) folder of the files, then you'll use the Document Unpackager feature.

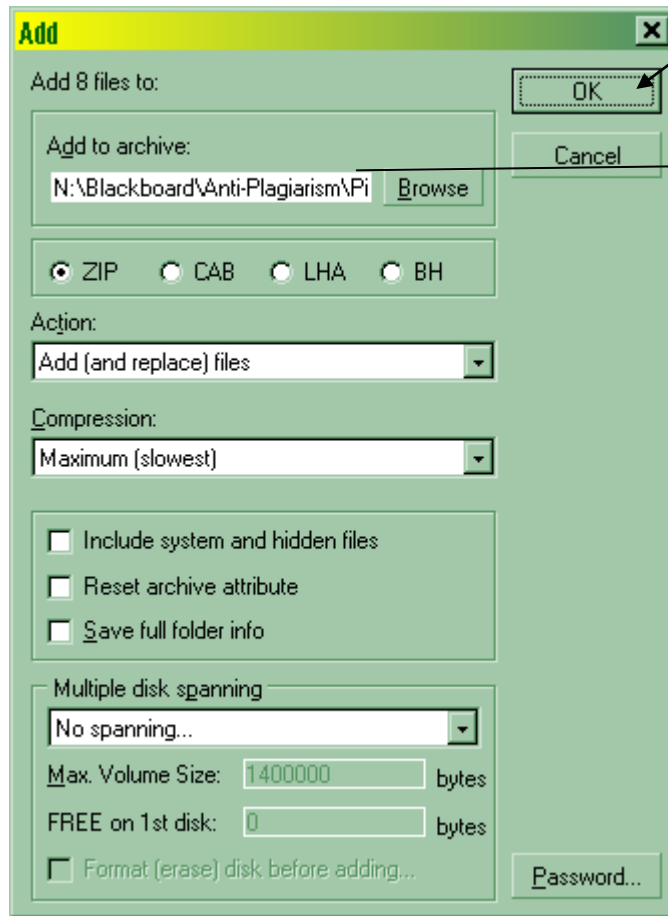
Part A: Create a Zipped Folder of Documents

- Step 1:** Access your N drive through Windows Explorer and browse to the list of files.
- Step 2:** **Highlight** the entire list of files.
- Step 3:** **Right-click** while hovering over the list.
- Step 4:** Select **Compress to Zip + Options**.



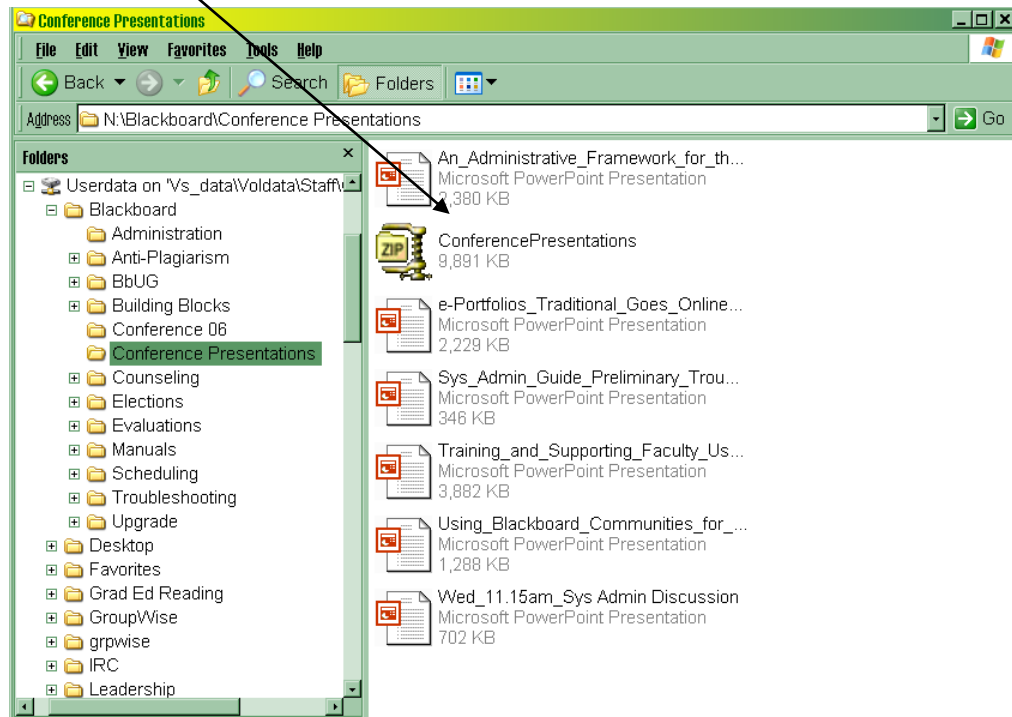
Continued

Step 5: Change the file name, make any other desired changes, and click **OK**.



This will probably list the name of the topmost file. Change the name to something that reflects all of the folder contents.

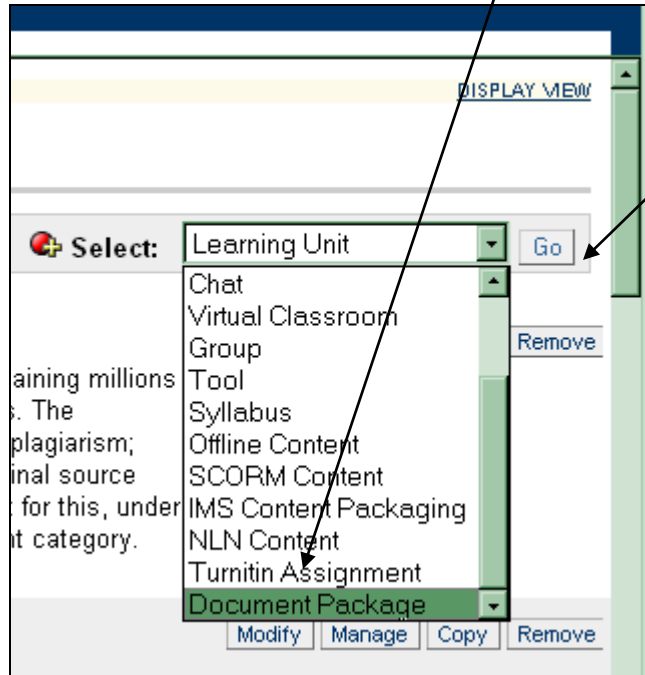
Step 6: The new .zip file appears where you saved it (you will need to refresh the screen).



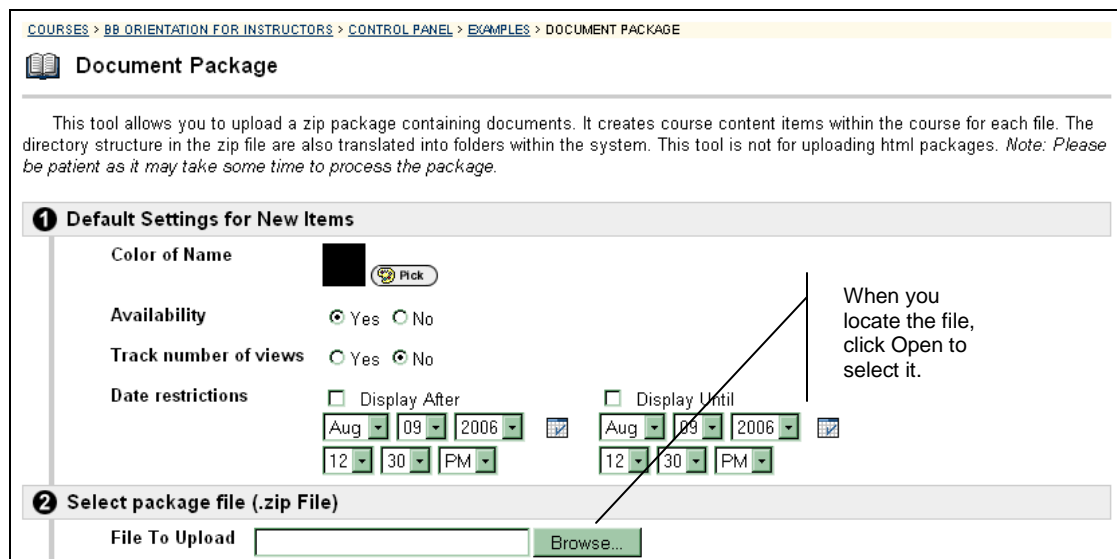
Continued

Part B: Uploading the Documents

- Step 1:** In Blackboard, click **Control Panel** in the gray Tools box.
- Step 2:** Click to enter the **Content Area** (e.g., Course Documents) where you want to place the files. If desired, create a Folder within the Content Area in which to place the files.
- Step 3:** In the dropdown box at top right, select **Document Package** and click **Go**.



- Step 4:** Select the desired default settings for the files.
- Step 5:** Browse in your N drive to find the zipped file.



- Step 6:** Click **Submit**.