



How to upload a zip file and/or SoftChalk content to Blackboard

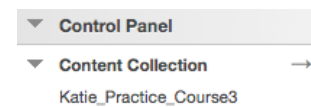
Uploading a file to Blackboard:

Option 1: Upload a zipped file to Blackboard

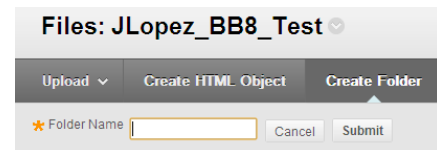
Note: The student does not have to download any content; rather, the content will automatically be viewable. This option is a two-step process, first you upload the zipped file to Blackboard and then make the content available to the students.

Step 1: Upload a zipped file

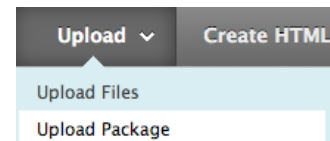
1. Go into the Blackboard course under the **Control Panel**.
2. Click the **Content Collection** button.
3. Click the name of your course.
4. Click the **Create Folder** button.
5. In the **Folder Name** field, enter a name for the folder.
6. Click the **Submit** button.



7. Click on the folder name to open it.
8. Click the **Upload** button.
9. From the menu, select **Upload Package**.



10. Click the **Browse** button.
11. Locate the zipped file on your computer, select it, and click **Open**.
12. After locating the file, click the **Submit** button.



Upload Package
Upload a ZIP file and unpack the contents in this folder. To upload a ZIP file without unpacking the contents, use the Upload Files option.

* Indicates a required field.

1. File Information

Browse to select a file to upload.

* File

☐ If selected, the system automatically overwrites the existing file with the same name.

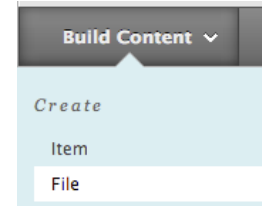
Select File Name Encoding

Change this setting only if the package contains files with names that are encoded using known, uncommon encoding. Otherwise, use the system default value.



Step 2: Link a zipped file to the course for your students to access

1. Go to the area of the course where you want your students to access the information contained in the zipped file. (ex. Course Materials)
2. Click the **Build Content** button.
3. From the drop down menu, select the **File** option.
4. Name the file.



Note: This name will be viewed by the students and he/she will click on the name to view the content.

Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

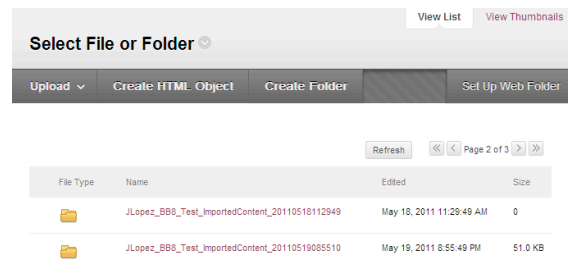
* Name

Color of Name ☐ Black

Browse My Computer

Browse Content Collection

5. Click the **Browse Content Collection** button.
6. The **Select File or Folder** window will display.
7. Go into the folder and locate the index.html file.



8. Click the radio button next to the index.html file.



Note: You may have to click the arrow button at the bottom to view more pages to locate the file.

9. When ready, click the **Submit** button.





10. Under File Options, click yes to have the file open in a new window.

11. Under Standard Options, select the appropriate **radio circles** to correspond with the needs of the course.

Note: *When a zipped package is automatically unzipped, students will click the link for the lesson's start page (index.html) in the course area and be able to view the lesson fully intact. Viewing the content in the option of Open in a New Window is an easier view for the students to navigate through the information and have the ability to close out of the window when completed.*

12. When finished, click the **Submit** button.

13. Your students can now click on the link to the zipped file.

Note: *At any time, one or more files can be edited and you will not need to upload and link to a new zip. Edit the individual file you need to update and overwrite it in Course Files or the Content Collection. The changes will show in the course area and no links will be broken.*

File Options

Open in New Window ☐ Yes ☒ No



Add alignment to content ☐ Yes ☒ No

Standard Options

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions ☐ Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.