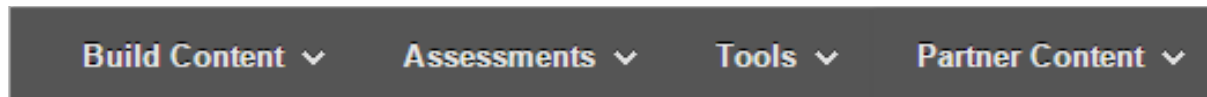


How to Upload a File

A file can be any item from your computer that is not an actual program. The most common files you may wish to upload are Microsoft Word documents (.doc, .docx), PowerPoint Files (.ppt, .pptx), and Adobe PDF files (.pdf). To comply with Accessibility Requirement, and pictures included in a file you upload should have an alternate text tag, and if you are uploading a PDF file you should make sure that it can be read by screen reading software.

Quick Instructions

1. When you are in a folder, point to **Build Content** and click **File**.



2. On the **Create File** page, provide the name you want displayed to students.
3. Click the **Browse my Computer** button next to *Find File*. In the window that opens navigate to the file you want to upload, select it and click the **Open** button (or double click on the file). Note that you can only ever select one file.
4. If you make a mistake, select the new button that has appeared, **Select a Different File** to clear your selection. You may then go back through step 3 to select a new file.
5. Under the **Standard Options** section, make sure the option *Permit Users to View this Content* is set to **Yes**.
6. If you wish the file to only be available for a set amount of time, select the **Display After** and **Display Until** check boxes to enable the date and time selections. Note that you can select either the After or Until option, or both.
7. Click **Submit**.

Advanced Options

There are areas on the **Create File** page which can be used to further customize the student experience.

Color of Name – If you wish to highlight a file to students, you may change the name color of the displayed name to make it stand out. Please use this option with care, and make sure any color choice you make are accessible friendly. You may use <http://webaim.org/resources/contrastchecker/> to check if a particular color is accessible (look for the Pass/Fail under each font size as you go down the page).

Open in New Window – If set to **Yes**, this option will attempt to open the file in a new browser window. This usually works best for PDF files, but depending on the web browser, a blank page may open well the file is downloaded to the students' computer.

Add alignment to content – SUNY Oswego’s instance of Blackboard does not currently support alignments, so this option should be left on **No**.

Track Number of Views – If set to **Yes**, this will create a log of the students who have visited the file. This does not let you know if a student has actually read and understood the content, only that they have opened and/or downloaded the file. You should only use this option when it is important to track the view on an item, as overuse will slow the entire Blackboard system down.