



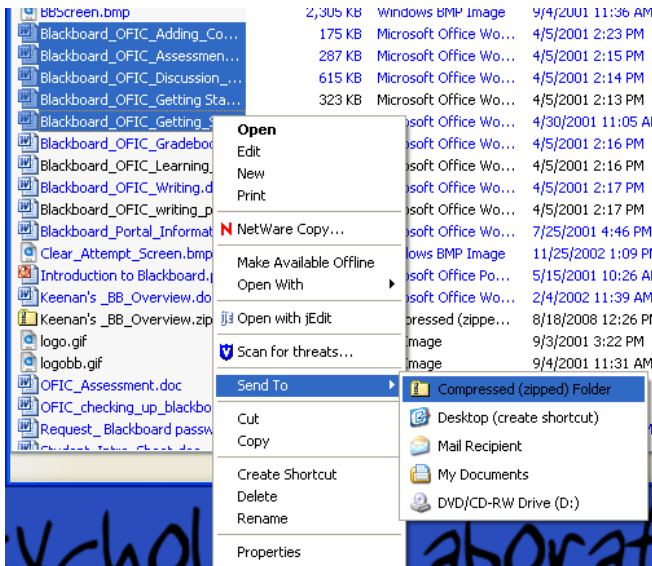
## Uploading Multiple Files into Blackboard - Windows

We have a new module in Blackboard that will allow you to upload multiple files at once. The files have to be zipped in order to upload them.

*The name of your file will become the name of the Blackboard item. Make sure your naming scheme is descriptive and appropriate before you zip the file.*

### I. Steps for zipping files:

1. Select the files that you wish to zip (remember to only zip files that you wish included in the same folder or content area.)
2. Once files are highlighted, right click on them.

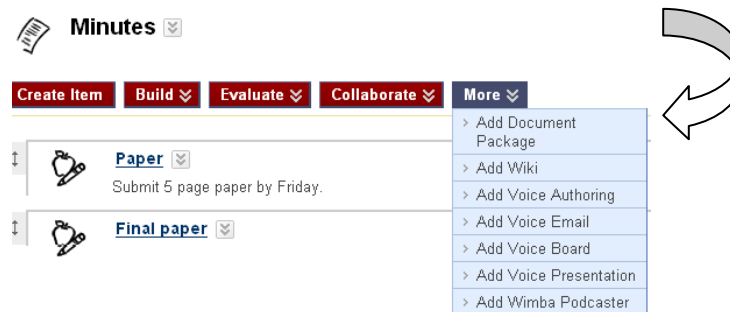


3. A small window will open and select "Send To" and then "Compressed (zipped) Folder". The compressed folder should download to your desktop.
4. Open up your Blackboard course.



## II. Steps for uploading zipped files into Blackboard:

1. Open course and the content area that you wish to upload multiple files (open folder if you plan to put the files within a specific folder.)
2. Click on the “**Edit Mode**” button located on the upper right side of the screen.
3. Click on the Dropdown window located under the “**More**” icon. Select “Add Document Package.”



4. A new window will open. Click on “**Browse**” and attach your zipped folder. Click “**Submit**”. Your files will open in the content area of the course you chose.

