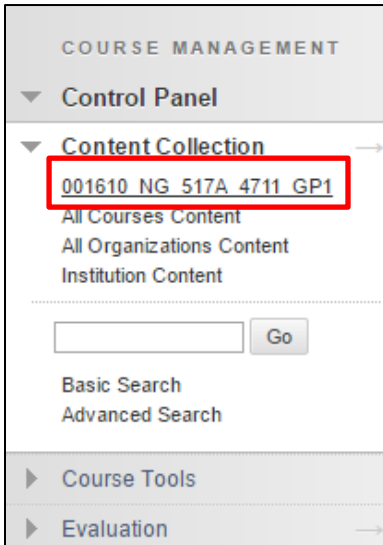


Blackboard Learn

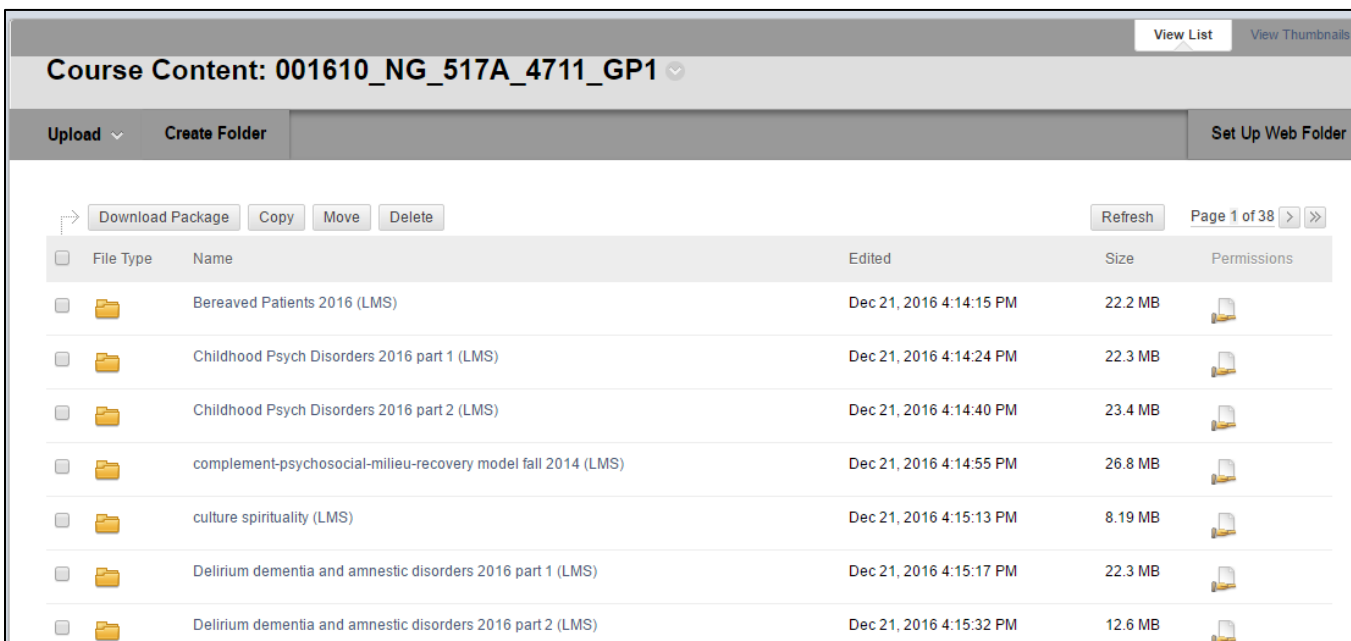
Uploading and Linking Files in Bb Learn Courses

Uploading Files to the Course Content Collection

With Edit Mode ON, locate the **Course Management** panel at the bottom of your course menu. Click on the **Content Collection** menu to expand it, and then click on the long numerical link containing your course number.

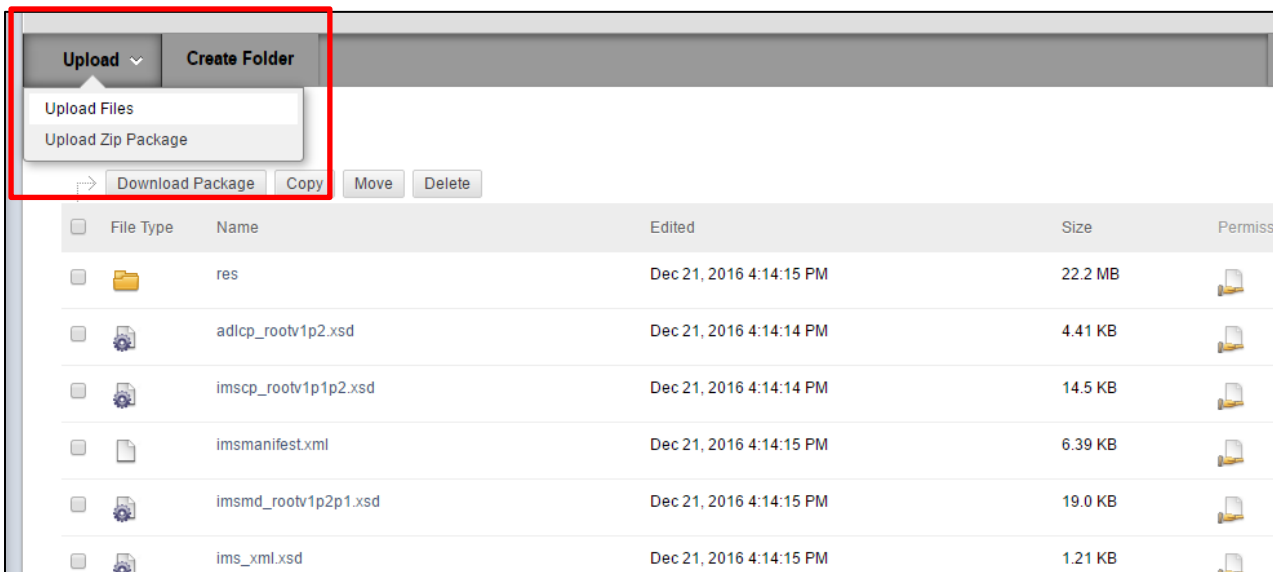


The **Course Content** area appears, with all existing folders and files visible:



Click the **Create Folder** button to create a new folder, or click on an existing folder name to enter and view that folder's contents, and upload additional files.

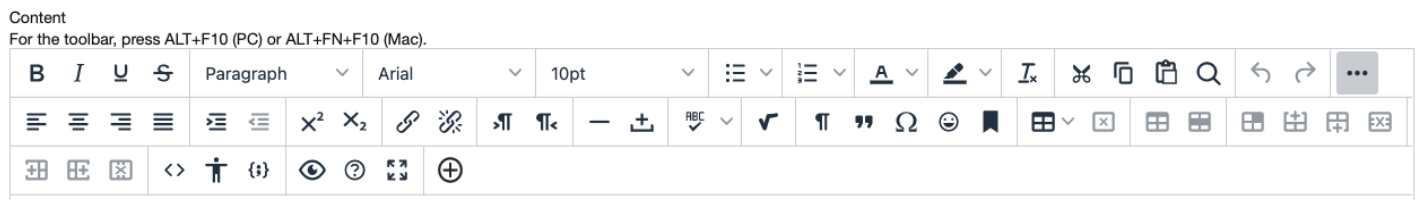
Click the **Upload** button, and choose **Upload Files** to upload a file into your folder.




Once the file is uploaded into the Course Content Collection, you can link to it from within your course so that students can view it.

Linking Files Within a Course

The Content Editor looks like this and offers standard word processing functions as well as many other features. Pass your cursor over an icon, and a description of what the button does will appear:



Important Note: The **Insert/Edit** link  should **only** be used to create links to external websites.

For all other files, use the **Add Content**  link to choose the type of link you need to make.

On the **Add Content** page, most of the time you'll use the **Insert Course Files** option:

Common Tools

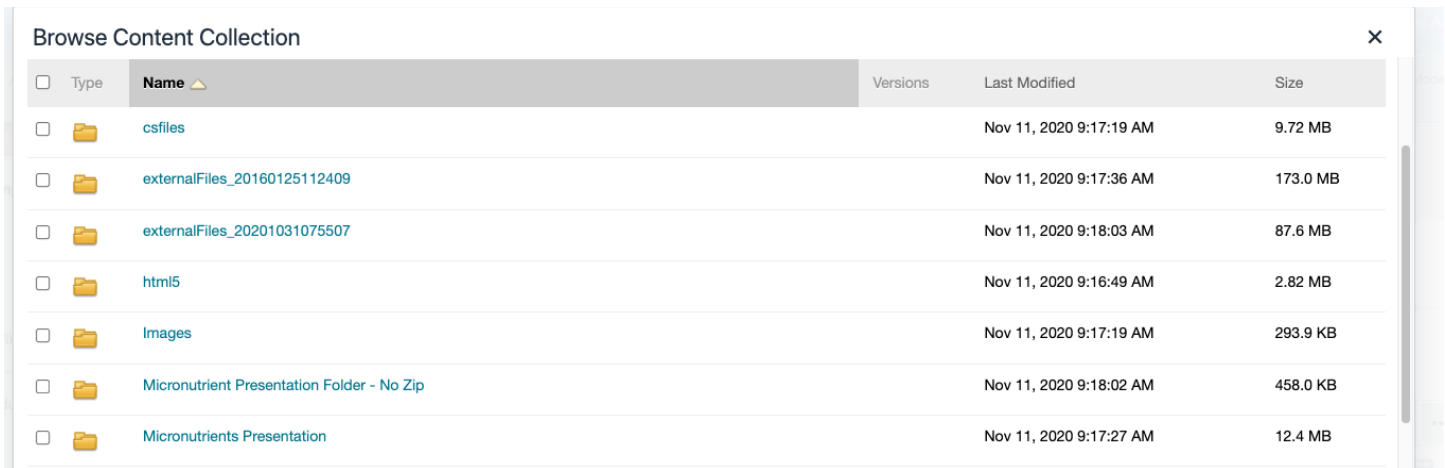


Insert Local Files



Insert Course Files

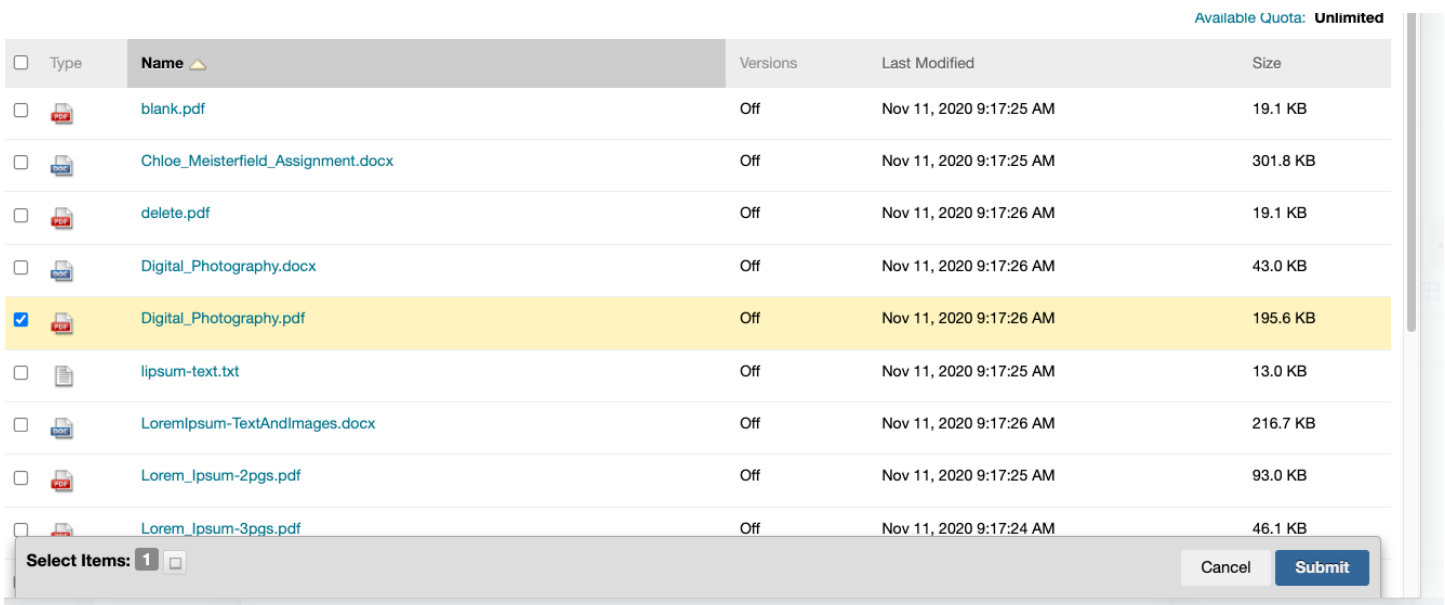
A new window will open, displaying the course's Content Collection:



<input type="checkbox"/>	Type	Name ▲	Versions	Last Modified	Size
<input type="checkbox"/>	Folder	csfiles		Nov 11, 2020 9:17:19 AM	9.72 MB
<input type="checkbox"/>	Folder	externalFiles_20160125112409		Nov 11, 2020 9:17:36 AM	173.0 MB
<input type="checkbox"/>	Folder	externalFiles_20201031075507		Nov 11, 2020 9:18:03 AM	87.6 MB
<input type="checkbox"/>	Folder	html5		Nov 11, 2020 9:16:49 AM	2.82 MB
<input type="checkbox"/>	Folder	Images		Nov 11, 2020 9:17:19 AM	293.9 KB
<input type="checkbox"/>	Folder	Micronutrient Presentation Folder - No Zip		Nov 11, 2020 9:18:02 AM	458.0 KB
<input type="checkbox"/>	Folder	Micronutrients Presentation		Nov 11, 2020 9:17:27 AM	12.4 MB

Click the title of the folder (not the checkbox in front of the name) to open it and choose a file inside the folder.

Once you locate the file you wish to link, click the checkbox in front of the filename, and then click **Submit**:

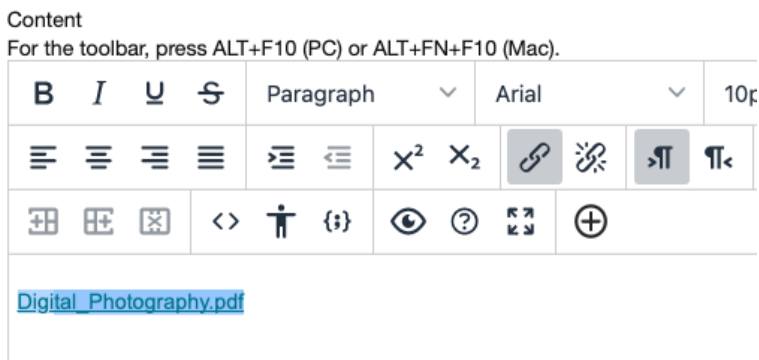


Available Quota: Unlimited

<input type="checkbox"/>	Type	Name ▲	Versions	Last Modified	Size
<input type="checkbox"/>	PDF	blank.pdf	Off	Nov 11, 2020 9:17:25 AM	19.1 KB
<input type="checkbox"/>	DOCX	Chloe_Meisterfield_Assignment.docx	Off	Nov 11, 2020 9:17:25 AM	301.8 KB
<input type="checkbox"/>	PDF	delete.pdf	Off	Nov 11, 2020 9:17:26 AM	19.1 KB
<input type="checkbox"/>	DOCX	Digital_Photography.docx	Off	Nov 11, 2020 9:17:26 AM	43.0 KB
<input checked="" type="checkbox"/>	PDF	Digital_Photography.pdf	Off	Nov 11, 2020 9:17:26 AM	195.6 KB
<input type="checkbox"/>	Text	lipsum-text.txt	Off	Nov 11, 2020 9:17:25 AM	13.0 KB
<input type="checkbox"/>	DOCX	LoremIpsum-TextAndImages.docx	Off	Nov 11, 2020 9:17:26 AM	216.7 KB
<input type="checkbox"/>	PDF	LoremIpsum-2pgs.pdf	Off	Nov 11, 2020 9:17:25 AM	93.0 KB
<input type="checkbox"/>	PDF	LoremIpsum-3pgs.pdf	Off	Nov 11, 2020 9:17:24 AM	46.1 KB

Select Items: 1 Cancel **Submit**


A link will then be created with the title of the filename. You can then highlight the text of the link to change the name of the file as it displays to viewers. Then click **Submit** at the bottom of the page to save the link.



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

Content area: [Digital_Photography.pdf](#)

Linking Files within a Session Table

1. With edit mode ON, select the table cell in which you wish to link the file.
2. Within the word processing editor, select the **Insert Content** icon. 

Content

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



Principles of Human Genetics (PoHG) August 13, 2021 – September 27, 2021

BLOCK 1 - SINGLE GENE AND FOUNDATIONAL GENETICS

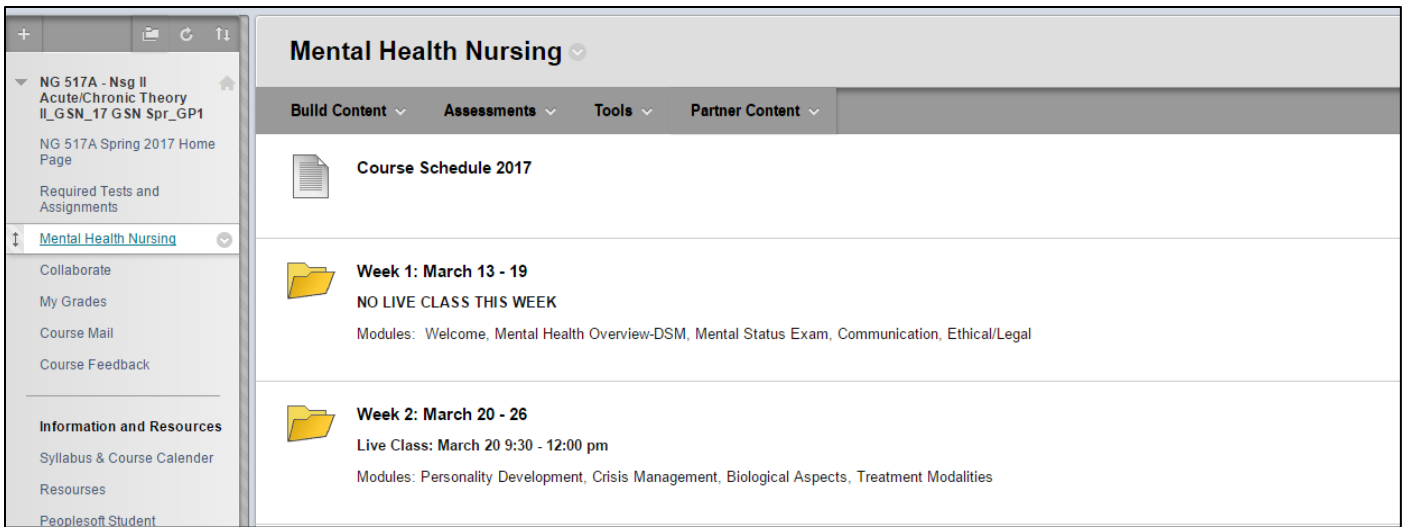
Date, Time, Location	Session Topic	Faculty	Required Prep and Consolidation Exercises	Other Resources
Friday, 8/13/21 8:30- 9:30 Amp II Zoom Link Meeting ID: 991 8643 3376 Password:	Introduction to PoHG	Neena Gupta Lisa Hall	Online Survey and Quiz 1 opens at 8 am Survey must be taken before Quiz 1 Online Survey and Quiz 1 (DUE 8/16- 1pm)	---

3. Follow the same steps above for **Linking Files Within a Course**.
4. Switch to **Edit Mode is OFF** to view and test your links.

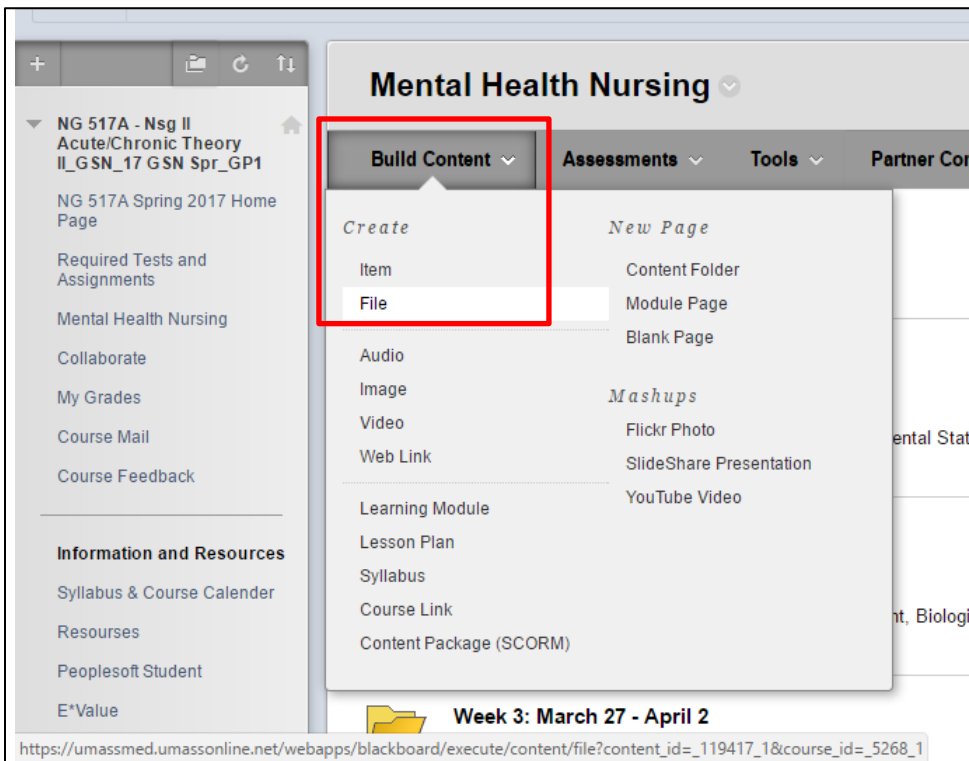
Linking Files in a Content Area

Not all courses use a Session Table. If your course is one such course, choose the **Content Area** where you would like to add a link to an existing file in your Course Content Collection.

NOTE: Content areas are typically available by clicking on a link in the course menu.



With **Edit Mode** is **ON**, click **Build Content**, and then choose **File** to add a file to the content area:



The **Select File** page appears. Add a Name for your file's link, and click **Browse Content Collection** to locate the file. Your course's Content Collection will appear in a new window.

SELECT FILE

Name

Color of Name

Find File

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

Display Until

Navigate to the folder where your file resides, and select the file you wish to add to the content area by clicking the radio button next to the filename. Click **Submit**.

Browser window: https://umassmed.umassonline.net/webapps/blackboard/execute/content/file?content_id=_119417_1&course_id=_5268_1

Browse Content Collection

Location: 001610_NG_517A_4711_GP1 / mental health nursing

Available Quota: **Unlimited**

Type	Name	Versions	Last Modified	Size
<input type="radio"/>	community health links non-nondisclosure form.doc	Off	Dec 21, 2016 4:17:10 PM	28.5 KB
<input checked="" type="radio"/>	community health links privacy acknowledgement.doc	Off	Dec 21, 2016 4:17:10 PM	156 KB
<input type="radio"/>	community health links privacy policy.doc	Off	Dec 21, 2016 4:17:10 PM	91.5 KB
<input type="radio"/>	Community health links privacy statement.doc	Off	Dec 21, 2016 4:17:10 PM	169 KB
<input type="radio"/>	Student Presentations Assignment.docx	Off	Dec 21, 2016 4:17:10 PM	10.6 KB

Displaying 1 to 5 of 5 items |

You'll be brought back to the **Select File** page. Click **Submit** again to save your changes:

SELECT FILE

Name:

Color of Name:

Find File:

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 Display Until

Your file will now be visible to students in your chosen Content Area.


Linking to External Websites within the Lecture/Session Table

1. With **Edit** mode ON, select the cell where you wish to add a link.
2. Type in the Link or website name into the cell.

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

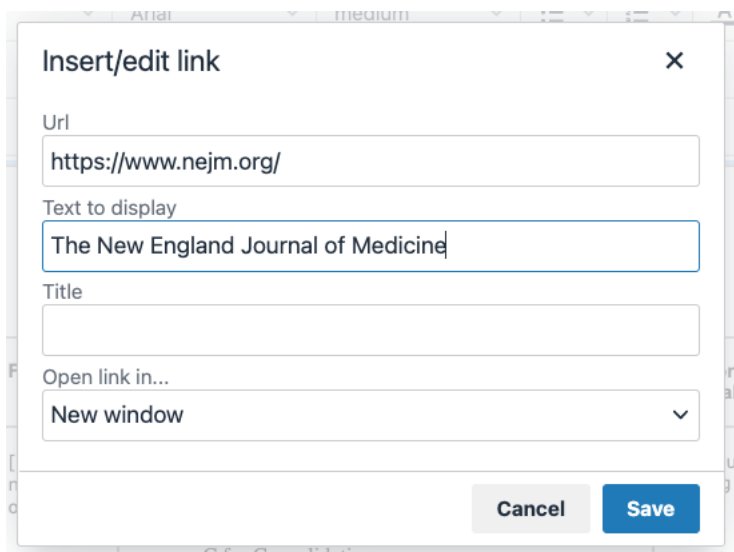
Session Table [Course Name] [Term]					
Date, Time, Location	Session Topic	Faculty	Required Prep and Consolidation Exercises	Session Materials	Other Resources
[Example: Thursday, 5/3/12 1:00 - 2:00 AMP II]	[Lecture title]	[Last name only]	Individual links to each file must use the following naming convention: Date_(mmddyy)_letter*_File name. <ul style="list-style-type: none"> *P for Prep *C for Consolidation 	Individual links to each file must use the following naming convention: Date_(mmddyy)_letter*_File name. <ul style="list-style-type: none"> *L for Lecture use SG for small group LG for large group 	For instance web links, etc.
			Medical Website		

3. Highlight the words you wish to create a link to.

4. Within the word processing editor, select the Insert/Edit link icon .

The **Insert/Edit link** window opens.

5. Copy and paste in the **URL** for the website you wish to link to, enter the **Text to Display** as you'd like your learners to see it, and choose **New Window** to have the new link open outside of the Blackboard window.



The screenshot shows a dialog box titled "Insert/edit link" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Url:** A text input field containing "https://www.nejm.org/".
- Text to display:** A text input field containing "The New England Journal of Medicine".
- Title:** An empty text input field.
- Open link in...:** A dropdown menu with "New window" selected.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

5. Click **Save** to save your changes. Switch to **Edit Mode is OFF** to view and test your links.