

How to Zip a File and Upload to Blackboard

1. Right-click the item you wish to zip. Under **Send To**, select the **Compressed (zipped) Folder**

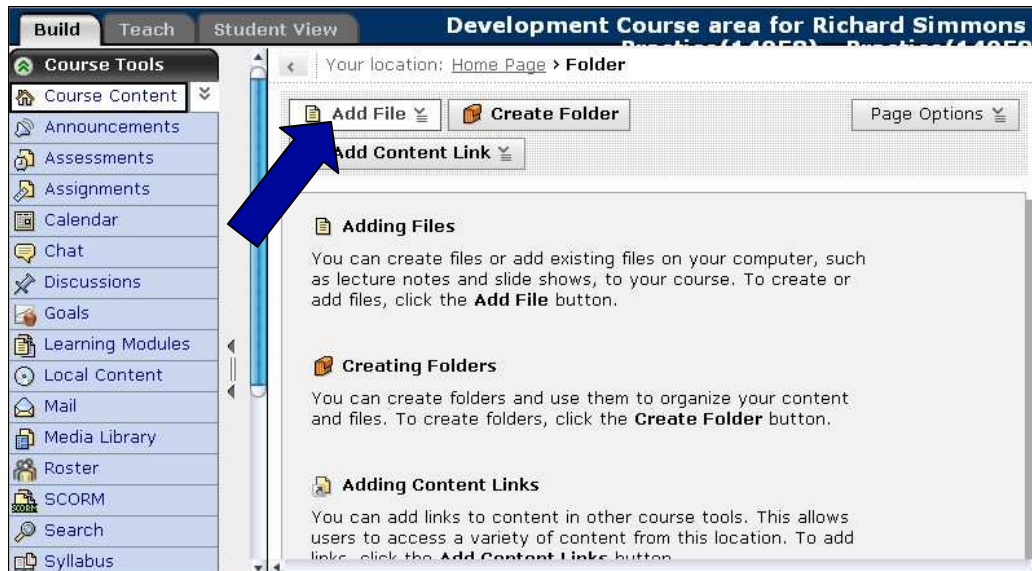


2. The zip file is created



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3. Log in to Blackboard and select the **Add File** link

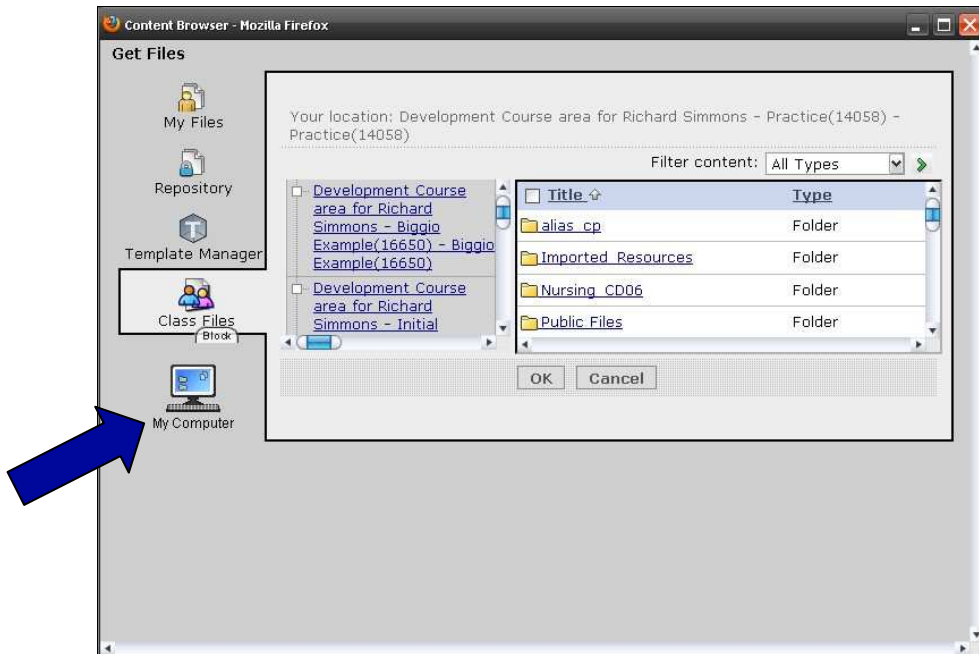


4. Select the **Browse for Files** link

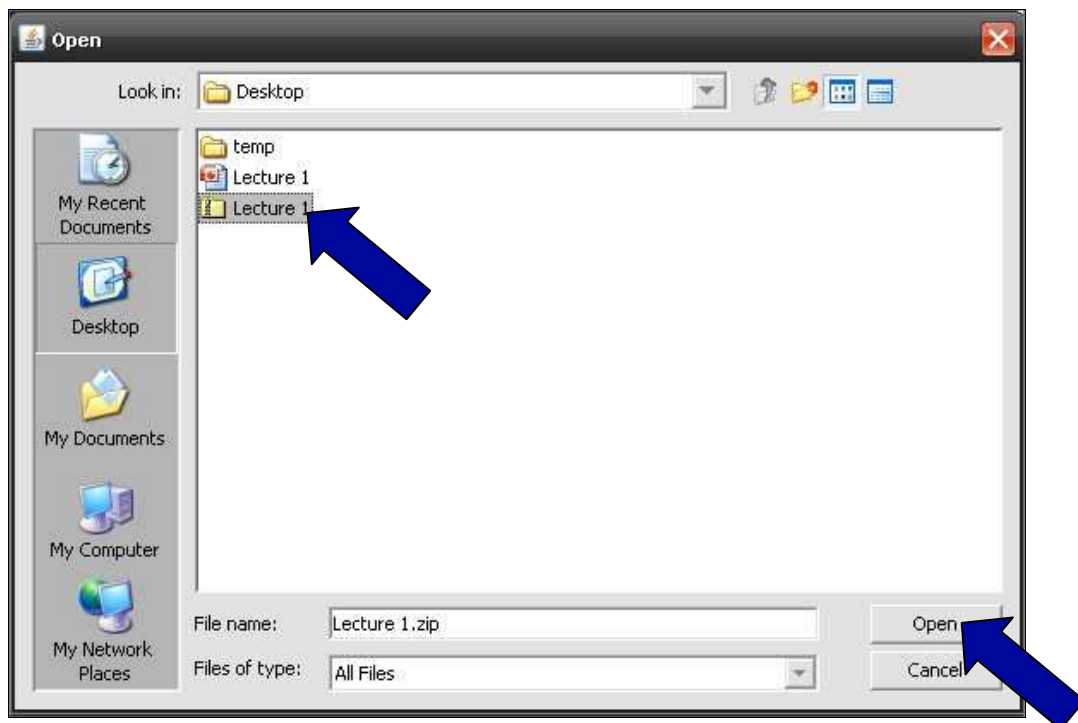


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5. Click the **My Computer** icon. If you do not see the My Computer icon, download Java from www.java.com.

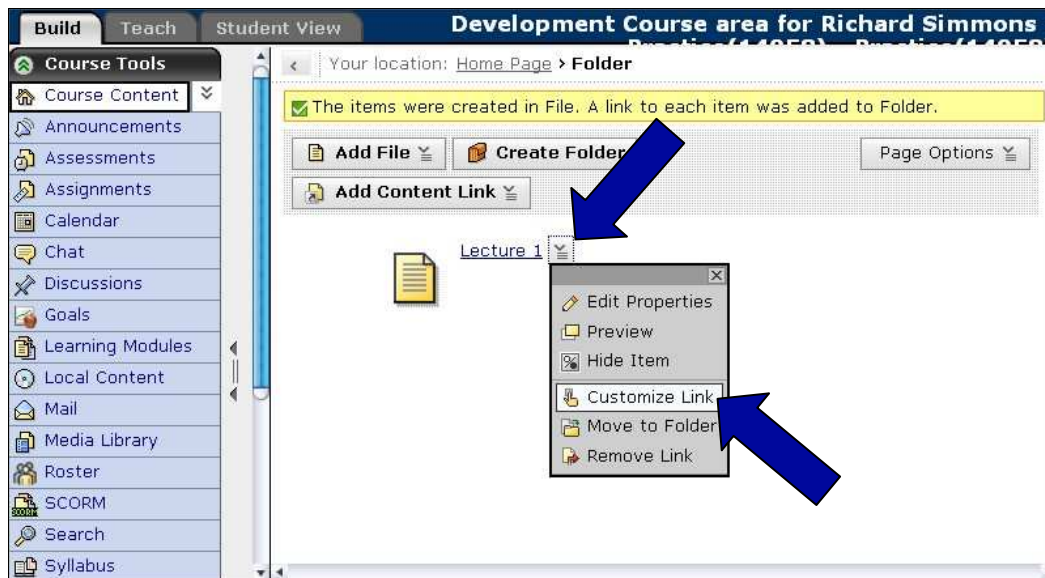


6. Select the file you wish to upload and click **Open**

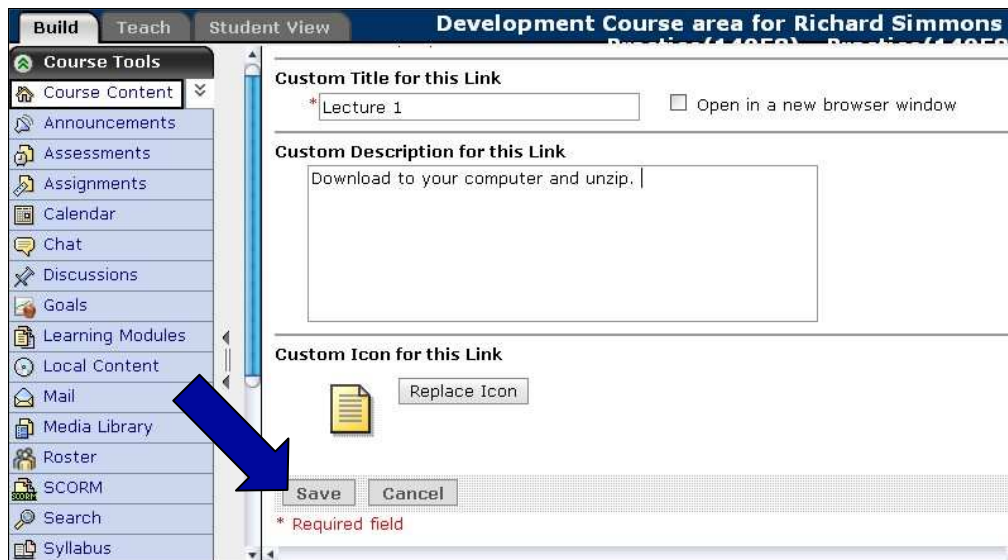


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- Once uploaded, click the **Action Link** next to the item, and select the **Customize Link** text box



- Enter the instructions for students (if needed), and then click the **Save** button



9. Your file is now ready to be viewed and downloaded by students.

