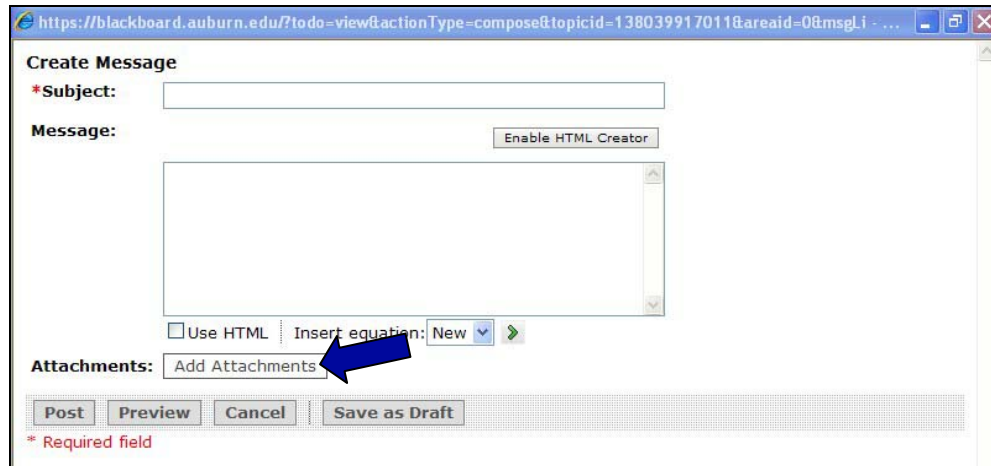


How to Attach a File

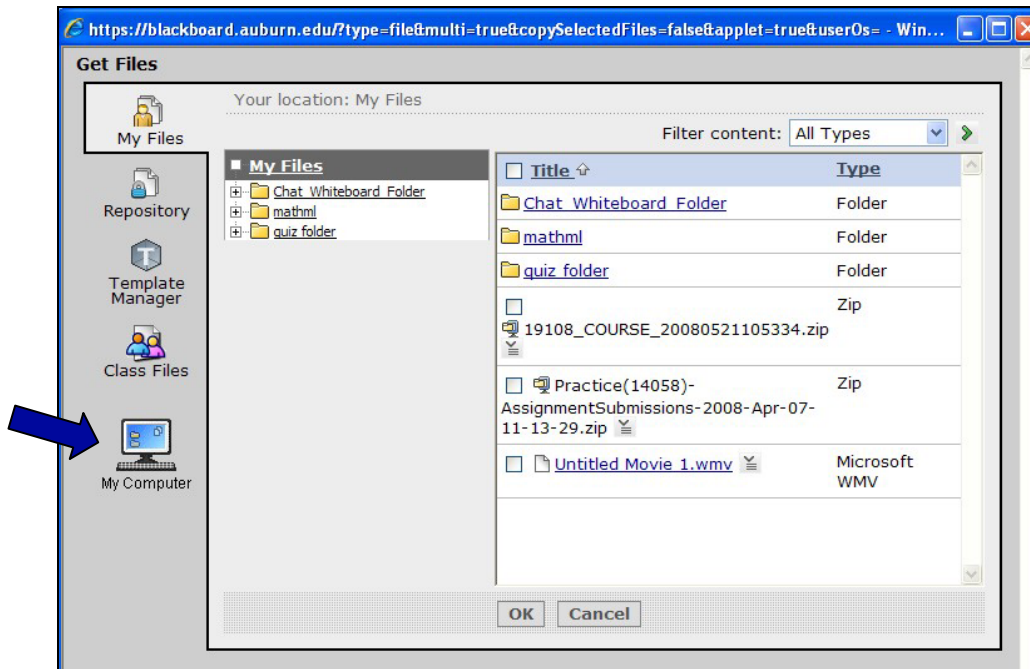
1. This document covers how to attach a file to a discussion board posting. However, the process for uploading/attaching files is the same throughout Blackboard.

Select the **Add Attachments** link.



2. Click the **My Computer** icon.

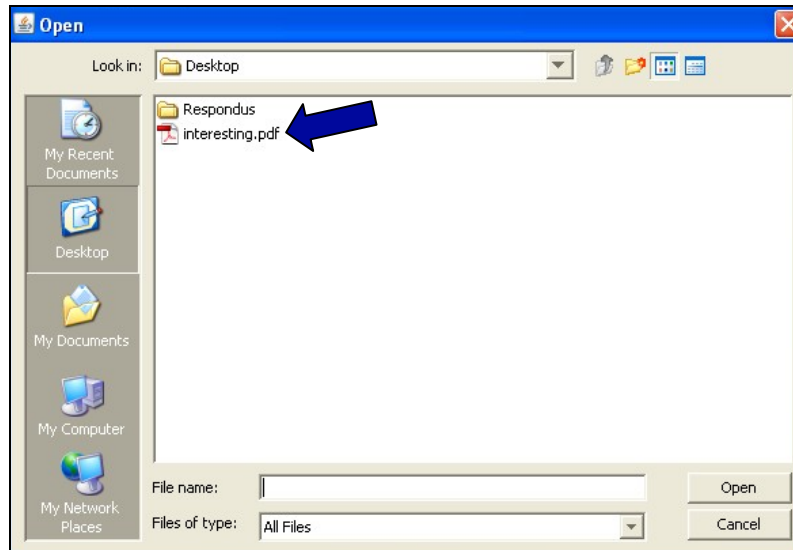
Note: If you do not see the icon, please ensure you have the latest version of Java installed.



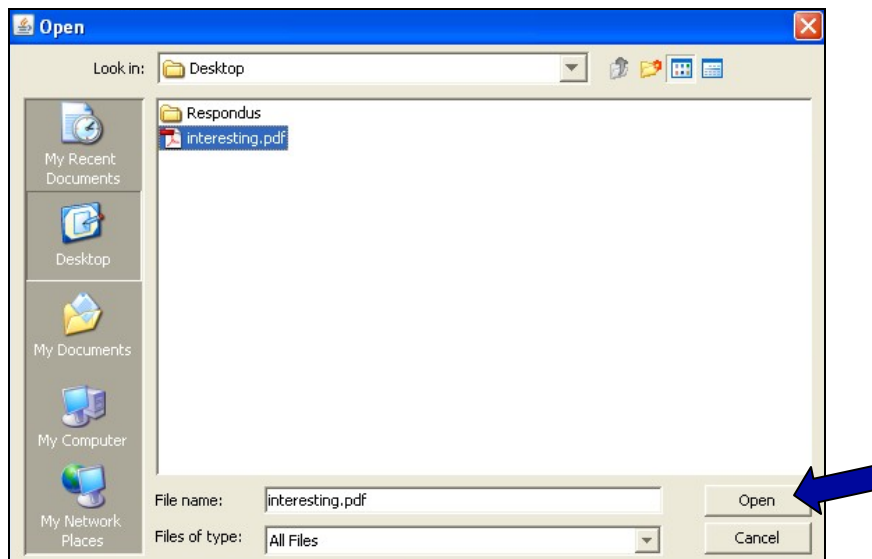
How to Attach a File

3. Select the file you wish to upload.

Note: You may upload up to **10 files** at once by selecting all of them and then clicking **Open**.

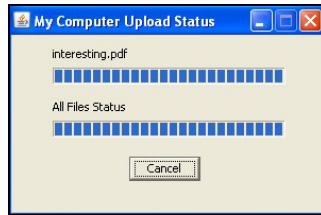


4. Click **Open**.

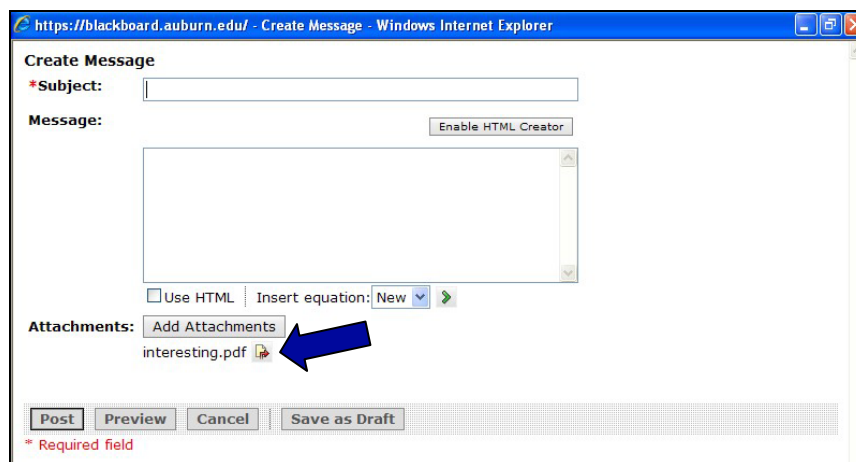


How to Attach a File

5. A pop-up window will show the status of the transfer and will disappear when it is complete.

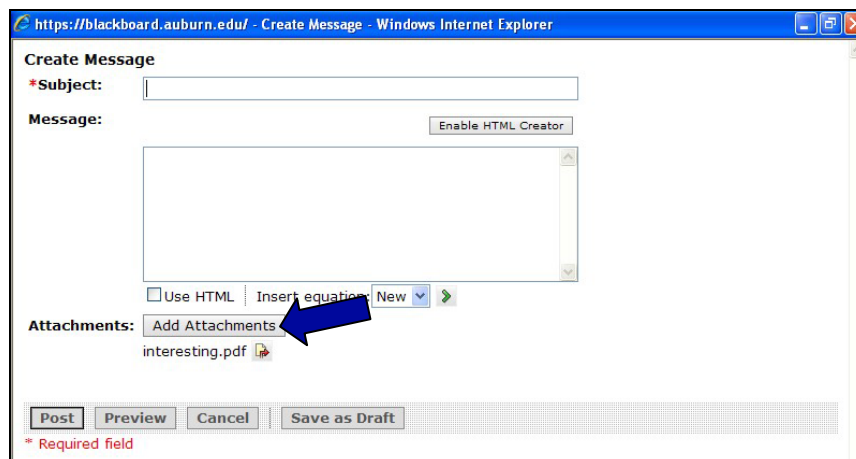


6. The file will be attached to the discussion board post, assignment, etc.



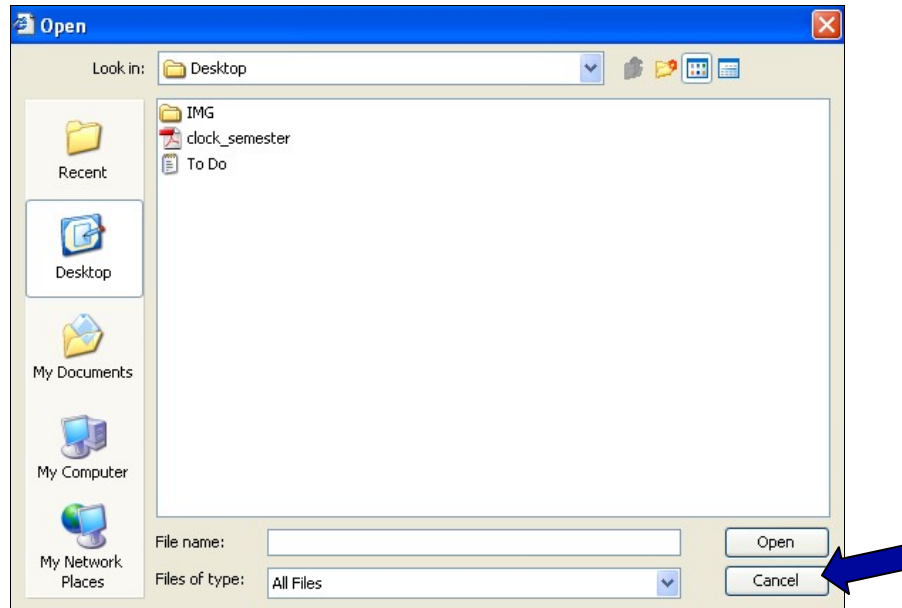
7. If you need to upload multiple files, the process is slightly different.

To do so, click **Add Attachments**.

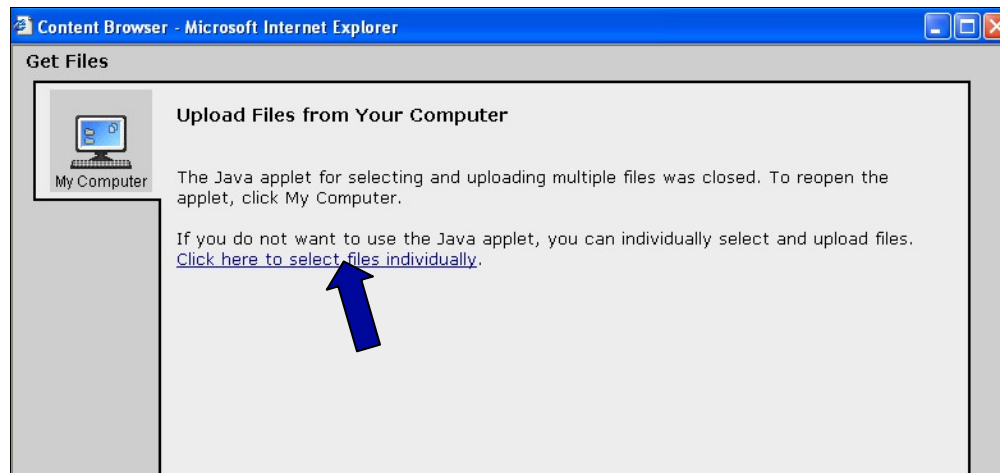


How to Attach a File

8. The **Open** dialog box opens. Click **Cancel** to close it.

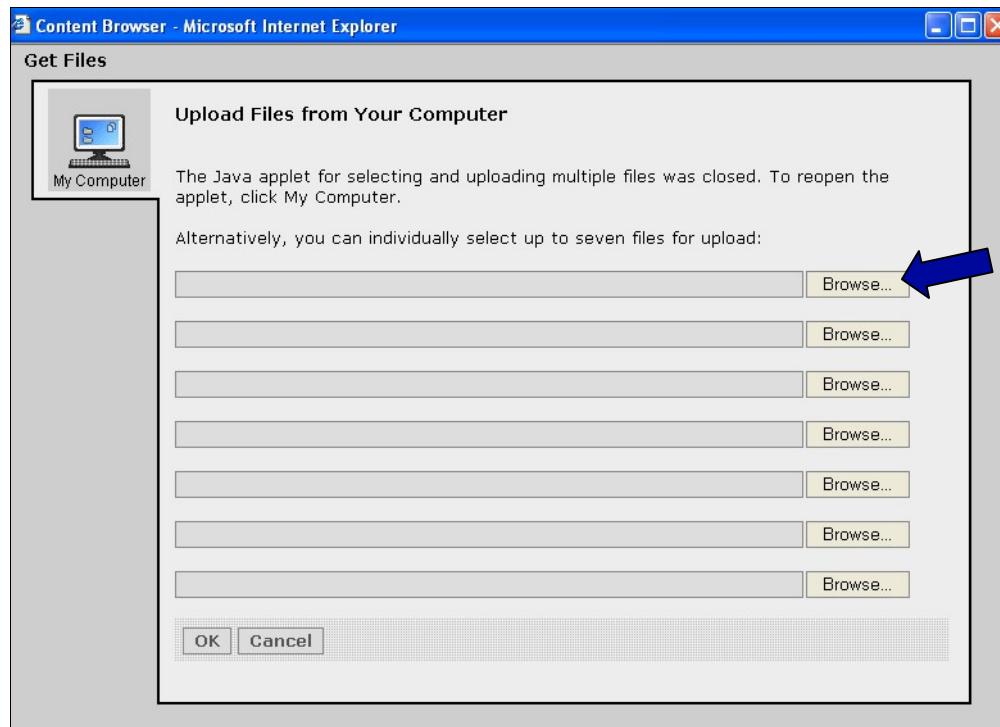


9. Select **Click here to select files individually link**.

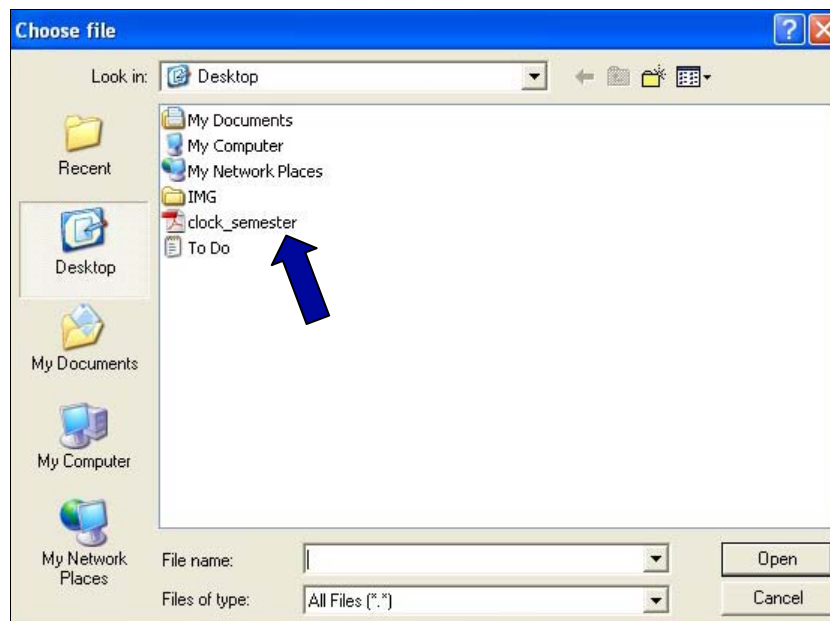


How to Attach a File

10. Click the **Browse** button.

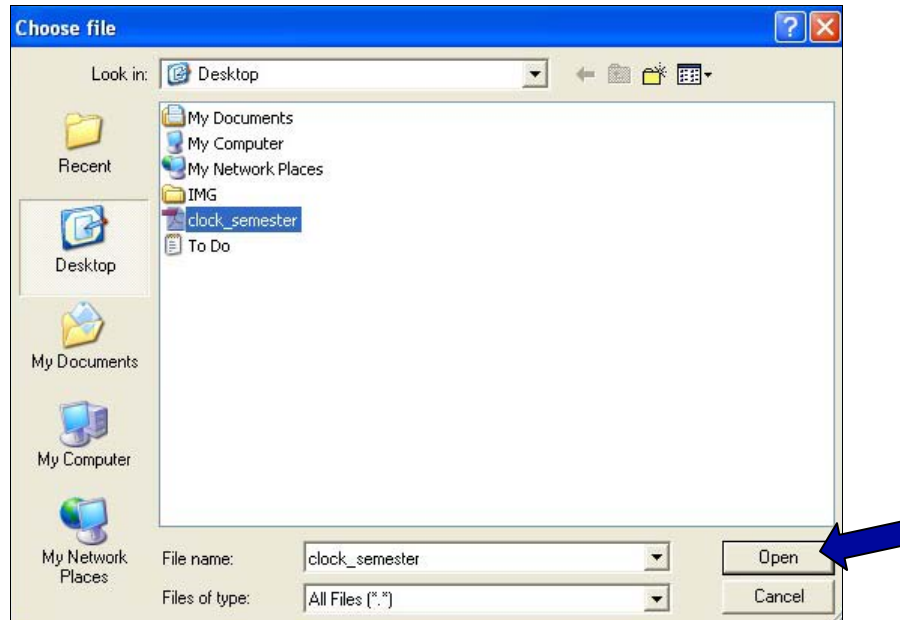


11. Select the **file** you would like to upload.



How to Attach a File

12. Click the **Open** button.



13. When you are ready to upload, click the **OK** button.

Note: You may select up to **7 files** to upload at once.

