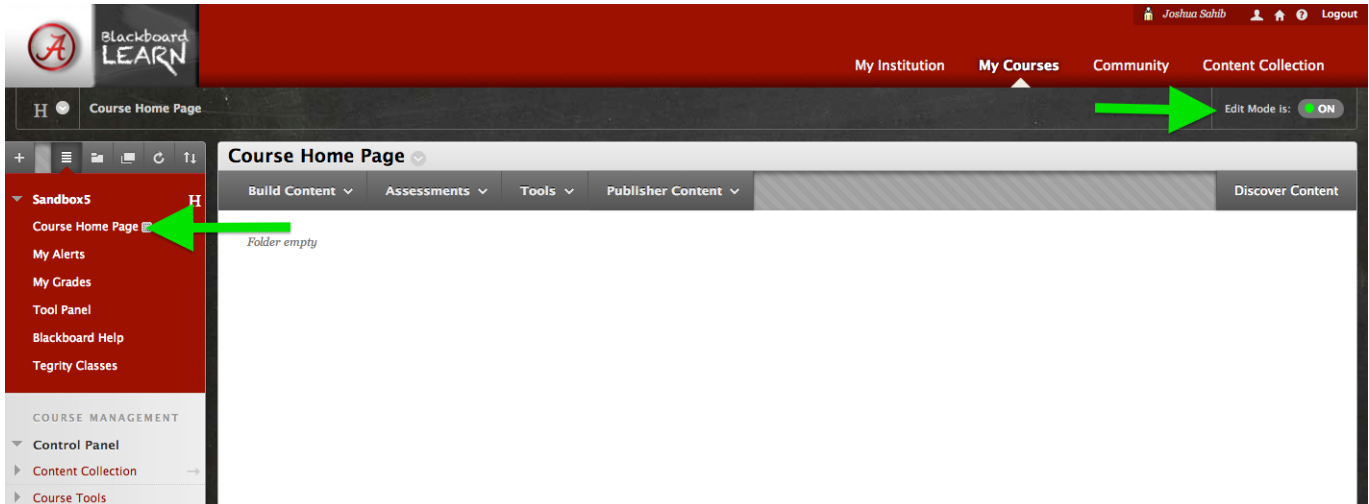# Adding a File to a Blackboard Learn Course

From within a Blackboard Learn course, follow these steps to add a link.

1. With Edit Mode On, navigate to a content area (example: Course Home Page) using the course menu on the left.

2. *When the Content Area screen appears, click on Build Content, located above the main page frame, and choose Content Folder from the list that appears. -- Using a folder will allow you to organize all of the course readings into one location.*
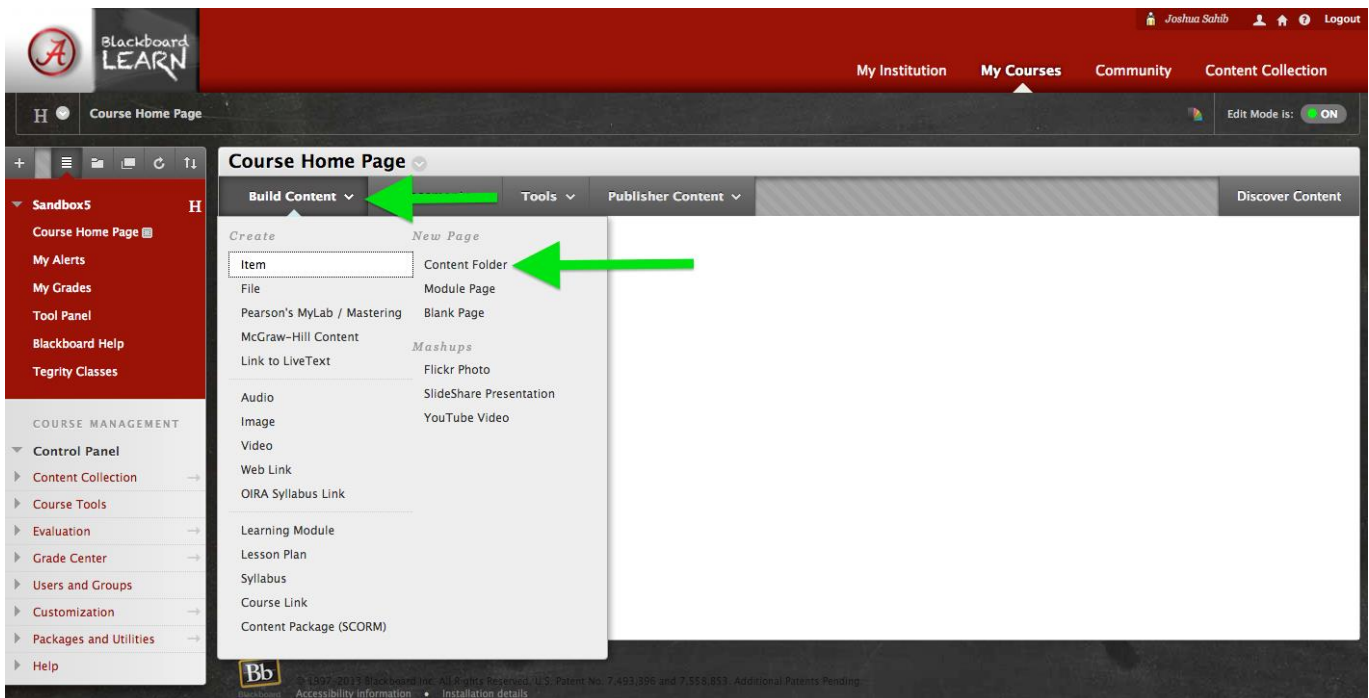
3. Name the folder something descriptive such as Course Readings. For most situations, entering text describing the folder is not required and the default folder options are appropriate. If desired, you can use the options to adjust the availability of the folder and readings within. Click Submit to save the changes and create the folder with your desired specifications.

4. Click on the name to get into the newly created folder.
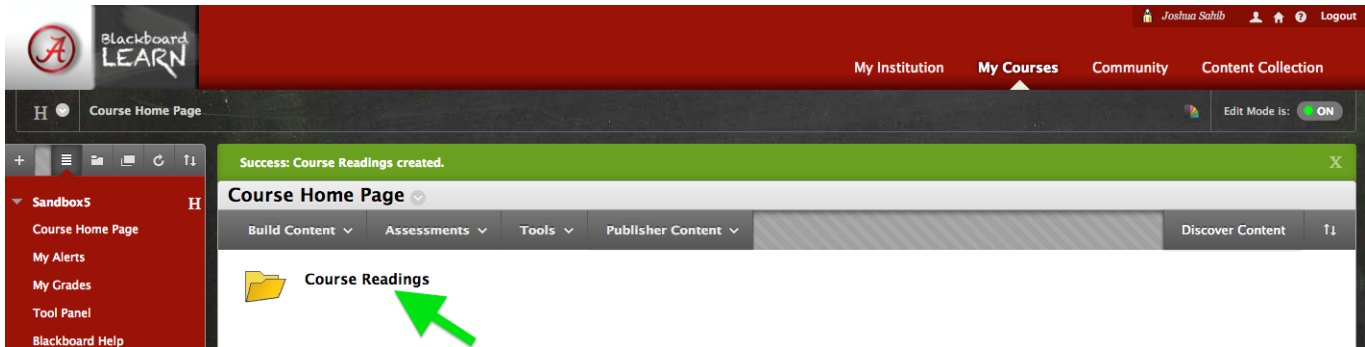
5. Now that you are within your newly created folder, you can fill it using files such as Word documents or PDFs. Click on Build Content, located above the main page frame, and choose File from the list that appears.
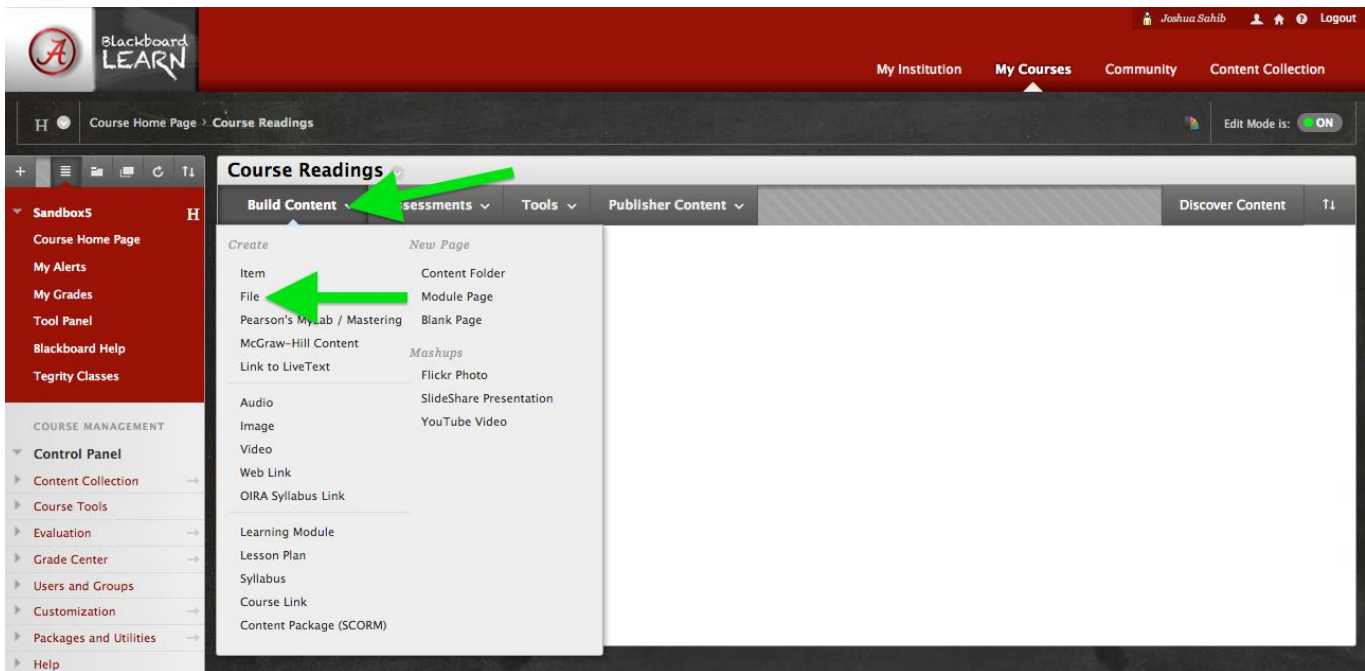
6. Click the Browse My Computer button to open a box to navigate to your file. Click Open to attach the file. Input a descriptive name in the box below the Browse My Computer button, this name is what will display to students. For most situations, the rest of the default options are appropriate. If desired, you can use the options to adjust the availability of the link. Click Submit to save the changes and the file will be uploaded to your folder.

For assistance with uploading library articles, contact the circulation department at: gorgres@bama.ua.edu or (205) 348-9748.

For technical assistance, contact the Faculty Resource Center at frc@ua.edu or (205) 348-3532.