

Creating a File Download Link



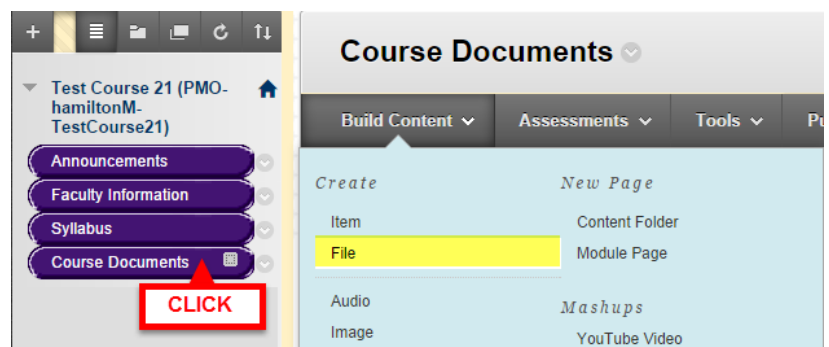
Creating & Managing Content

A **File** is a type of link that is used to view or download a document that you upload to your course's Content Collection. A File can be viewed as a page within your Blackboard course or downloaded to a student's computer for viewing or editing within a software program.

CREATING A FILE LINK

These instructions assume that you have [EDIT MODE](#) turned on in your course and have a [CONTENT AREA](#) button added to your course menu.

1. In your course menu, click on the button associated with the **CONTENT AREA** page where you want to add content. On the content area page, your mouse over the **BUILD CONTENT** button. In the menu that appears, click **FILE**.



2. On the **CREATE FILE** page that appears, give the file link a meaningful name.

Then, click the **BROWSE MY COMPUTER** button to locate and select the file that you want to link to.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name **Name the Link**

Color of Name

* Find File **Choose File to Upload**

3. Once you have selected a file, it will appear underneath a heading called **SELECTED FILE**.

Selected File

File Name	TheTellTaleHeart_Lecture.pptx
File Type	PPTX

Select a Different File

4. Next, scroll down to the **FILE OPTIONS** portion of the page. Here, set **OPEN IN A NEW WINDOW** to **YES**. This will help ensure that students will be able to view the file within the browser.

2. File Options

Open in New Window Yes No
Add alignment to content Yes No

Make link open in new window

5. Next, scroll down to **STANDARD OPTIONS**. To make the link available to students, set **PERMIT USERS TO VIEW THIS CONTENT** to **YES**. Optionally, you may use the Date/Time restrictions tool to define a timeframe when this link becomes available to students.

3. Standard Options

Permit Users to View this Content Yes No

Make link available to students

Track Number of Views Yes No

Select Date and Time Restrictions

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.


Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. Click the **SUBMIT** button to publish the File link to the content area page. If you are successful, you will be taken back to the content area page and see a confirmation message and the File link added to the page.

Success: Poe's The Tell Tale Heart - Lecture Slides created.

Course Documents

Build Content ▾ Assessments

 Poe's The Tell Tale Heart - Lecture Slides

The student clicks the link to view or download the file

MS Office, audio, and video files will download to the student's computer for viewing within a specific program.

PDF files will be viewable within the browser, assuming that the student has Adobe Reader installed.

PLEASE NOTE

Blackboard cannot upload any individual file or set of files that is greater than 250 MB. Attempting to upload a file larger than this limit will bring about an error message. Unfortunately, this cannot be changed in the system.

If your file is larger than 250 MB, we recommend the following solutions:

- [Review our tips for optimizing documents for the web](#)
- [Access your MATC Google Drive, upload and share your file by link](#), and [create a Web Link in your course](#).