

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.

FILE VERSUS ITEM: HOW THEY DIFFER

FILE

A download link to one (1) single file.

The File can be viewed as a page within the course or downloaded to the student's computer.

Use when you want to just share 1 file that students will view as a page in the course.

ITEM

A flexible container for a variety of content: text, images, web links, embedded media, and multiple attached files.

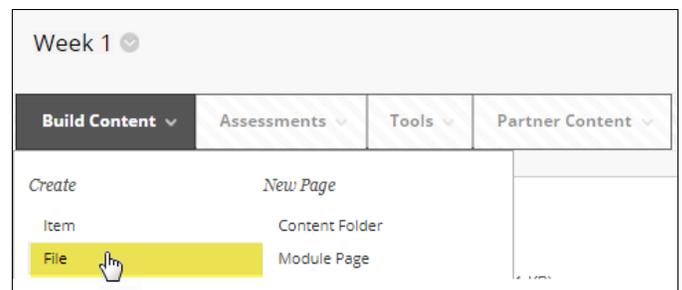
Attached files can be downloaded to the student's computer.

Use when you have a mix of content that you want to share with students, such as a printable worksheet and instructions.

CREATING A FILE LINK

These instructions assume that you have [Edit Mode](#) turned on in your course and have a [Content Area](#) link added to your course menu.

1. In your course menu, click on the **CONTENT AREA** link associated with the 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.



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

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

Color of Name

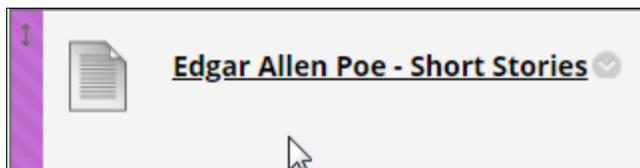
* Find File

Selected File

File Name

File Type

- 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.
- 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.
- 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.



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. 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](#).