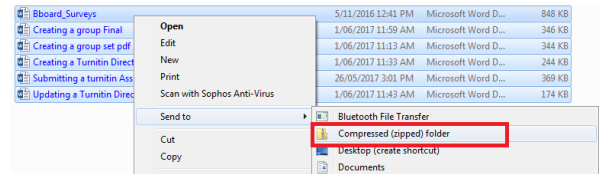


Multiple File Upload

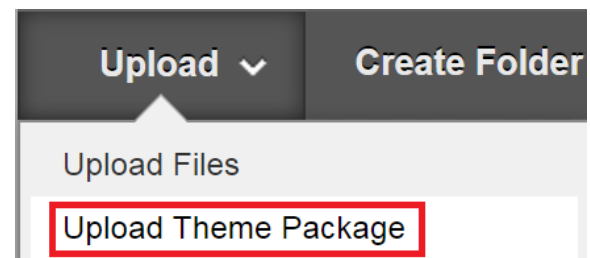
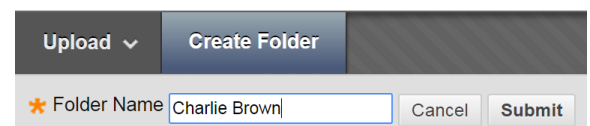
Create a zip package

1. Place all the files you wish to upload in a single folder. Highlight the files then right click your mouse and select **Send to** then select **Compressed (zipped) folder**
2. A new folder will appear with the zipped content

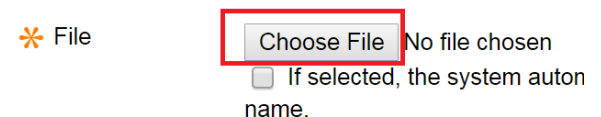


Upload zip package to Blackboard

3. Log into Blackboard
4. Open content collection by clicking on the **Content Collection** link under Course Management (from the Navigation Panel on the left)
5. Select the code of your current course from the list (e.g., F-CORE1010-18ST)
6. Click **Create Folder** (this time on the right-hand side of the screen) and give your folder a name, then click **Submit**
7. Click on the link to the folder you created e.g. Charlie Brown
8. Click on the **Upload** dropdown menu and select **Upload Theme Package**
9. Click on **Choose File** and find the zip folder you created then click **Submit**: your multiple files will upload to the folder.



Browse to select a file to upload.



Select File Name Encoding *Change this setting only if the pc using known, uncommon encodi*

