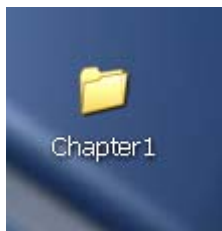


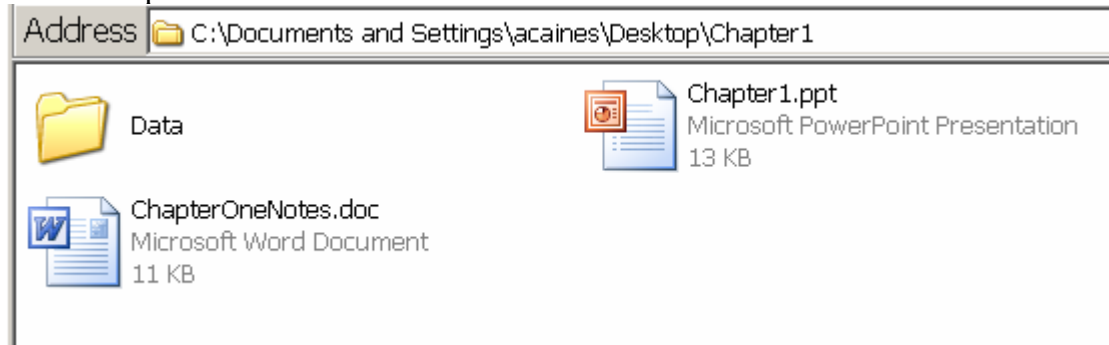
How to use the Document Package Feature

The Document Package feature will allow you to upload many documents into Blackboard at one time. You will need to be able to create a .zip folder of the documents that you would like to upload, we will cover this in this tutorial. In this scenario we have a series of documents pertaining to Chapter One in a folder, there is a PowerPoint document and a Word document with notes, there is also a folder called Data with some spreadsheets in it.

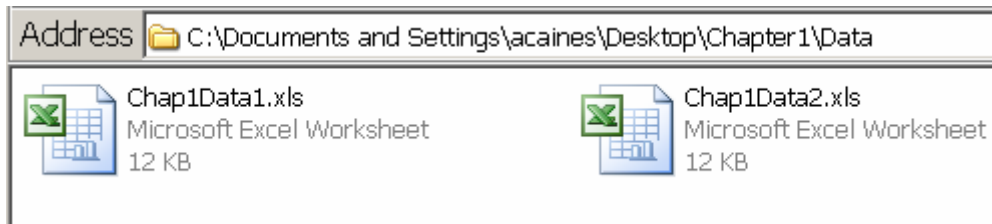
1. Put all of the documents that you want to upload into a folder. Here we show a folder called Chapter1 with all of Chapter One's documents in it.



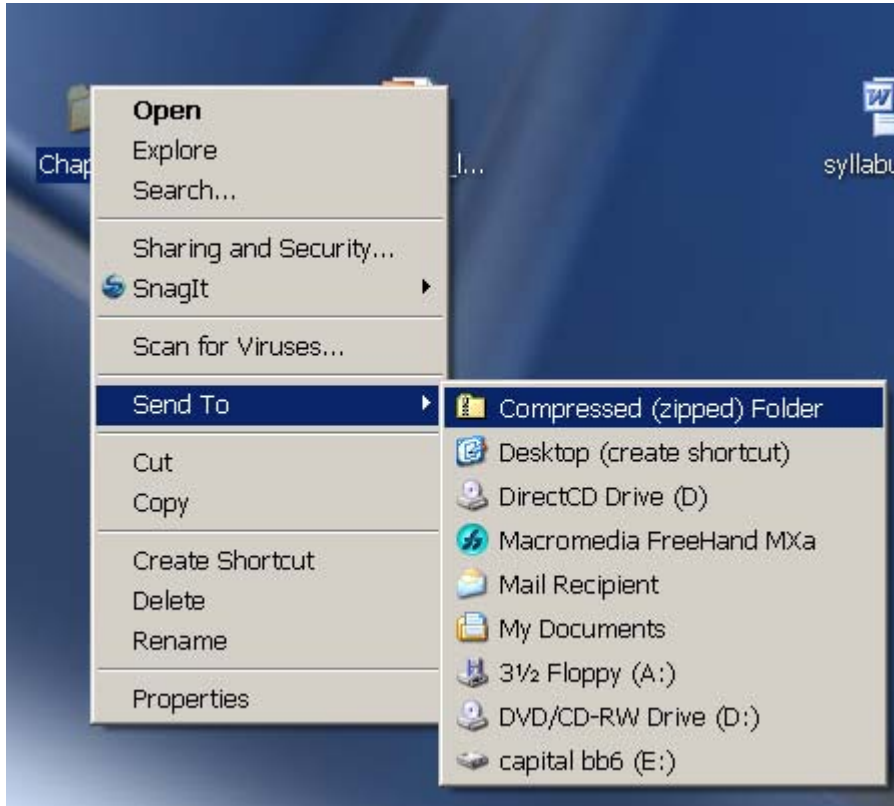
Inside Chapter1 folder



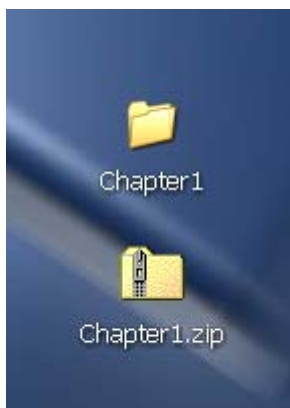
Inside the Data folder



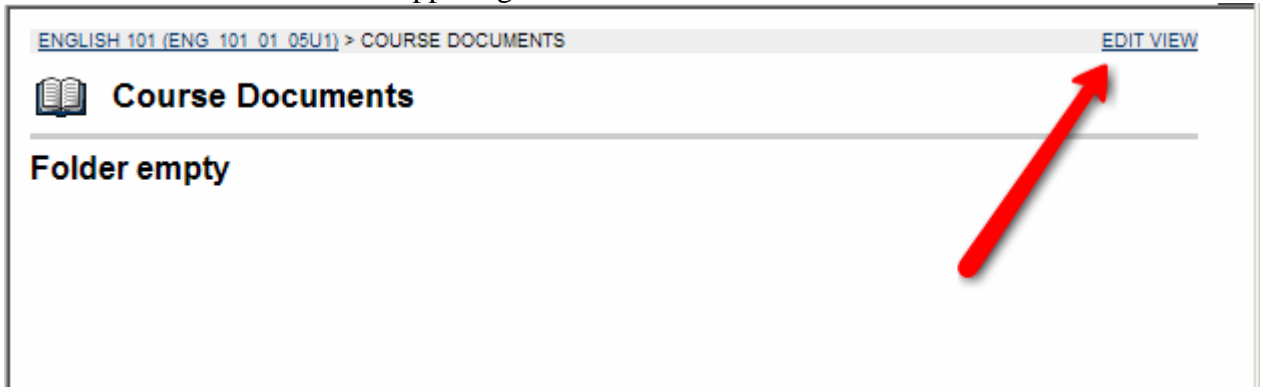
2. To create a .zip version of the Chapter1 folder right click on the folder, choose “Send To” and then choose “Compressed (zipped) Folder”.



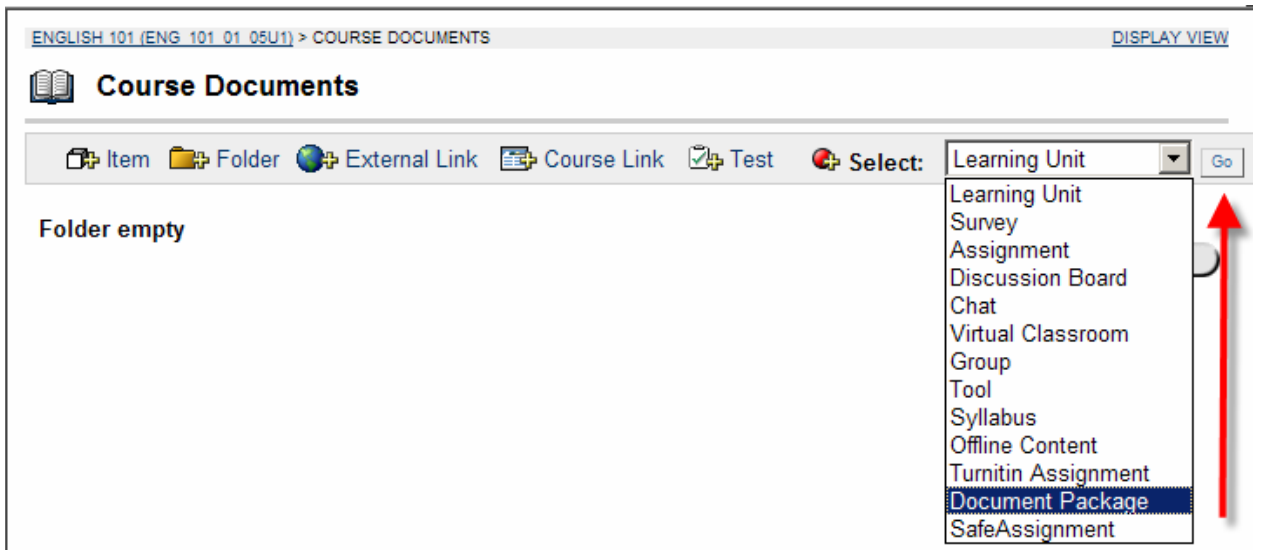
3. This will create a .zip version of the folder that you should see in the same folder or directory as your original folder. Here, we created the compressed folder on the desktop so the .zip appears on the desktop but this will work in any directory or folder.



4. Now that you have created the .zip folder go into a Blackboard Content Area Button (here we are in Course Documents) where you would like to put the documents and click on the “Edit View” link in the upper right hand corner.



5. From the drop down list on the left choose Document Package and then be sure to click the “Go” button and not the “OK” button.



6. On the next screen skip down to step two and click the browse button.

Document Package

This tool allows you to upload a zip package containing documents. It creates course content items within the course for each file. The directory structure in the zip file are also translated into folders within the system. This tool is not for uploading html packages. *Note: Please be patient as it may take some time to process the package.*

1 Default Settings for New Items

Color of Name



Availability

Yes No

Track number of views

Yes No

Date restrictions

Display After

Nov 06 2008
12 15 PM

Display Until

Nov 06 2008
12 15 PM

2 Select package file (.zip File)

File To Upload

Browse...



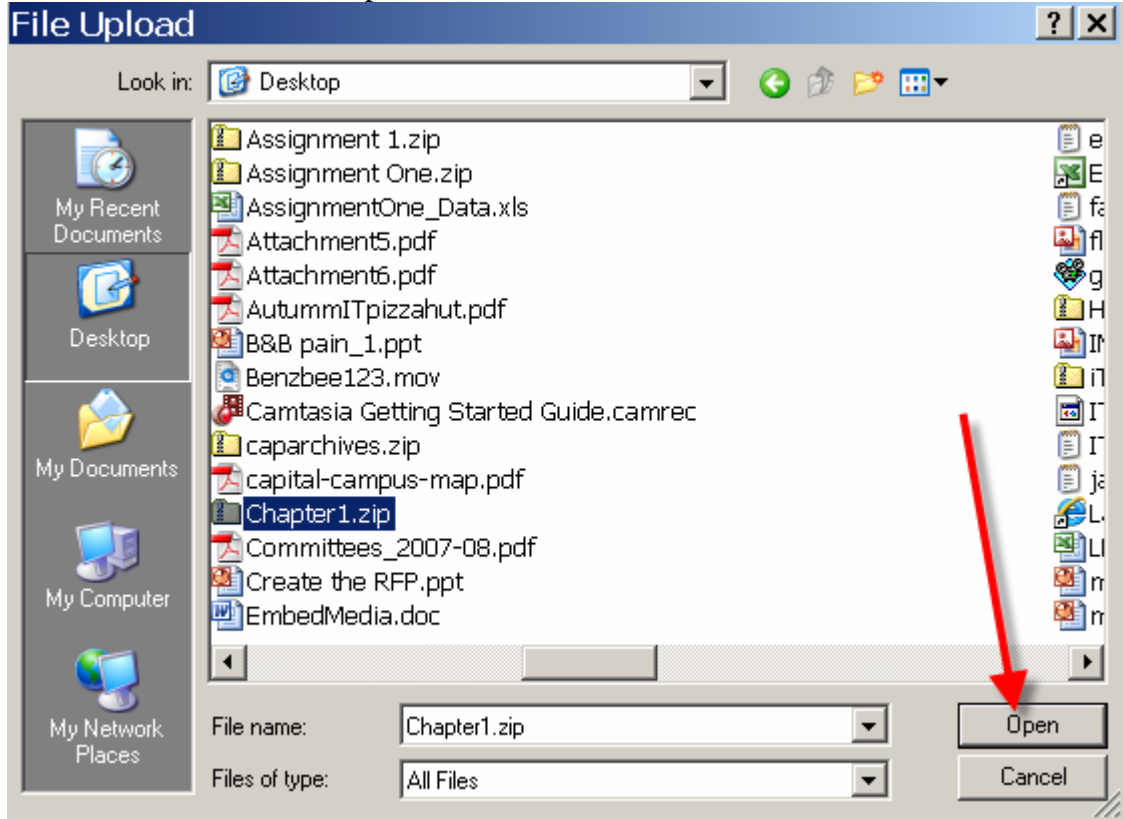
3 Submit

Click **Submit** to finish. Click **Cancel** to quit.


Cancel

Submit

7. In the dialog box that opens we are going to find the Chapter1.zip folder that we created, choose it and click on the Open button.




- Then click the Submit button

 **Document Package**

This tool allows you to upload a zip package containing documents. It creates course content items within the course for each file. The directory structure in the zip file are also translated into folders within the system. This tool is not for uploading html packages. *Note: Please be patient as it may take some time to process the package.*

1 Default Settings for New Items

Color of Name 

Availability Yes No

Track number of views Yes No

Date restrictions Display After Display Until


Nov 06 2008 12 15 PM Nov 06 2008 12 15 PM

2 Select package file (.zip File)

File To Upload


3 Submit

Click **Submit** to finish. Click **Cancel** to quit.




- On the confirmation page click on the OK button.

[ENGLISH 101 \(ENG 101 01 05U1\)](#) > [COURSE DOCUMENTS](#) > DOCUMENT PACKAGE

 **Document Unpacking Completed**


The document unpacking process has completed successfully.






Thursday, November 6, 2008 1:15:42 PM EST




10. You will now see a folder called Chapter1 in Blackboard which has all of the documents and folders from the Chapter1.zip folder inside of it.

[ENGLISH 101 \(ENG_101_01_05U1\)](#) > [COURSE DOCUMENTS](#)


 **Course Documents**






 Item  Folder  External Link  Course Link  Test


 **Chapter1**


Here we show that both the documents and folder are inside the Chapter1 folder


[ENGLISH 101 \(ENG_101_01_05U1\)](#) > [COURSE DOCUMENTS](#) > [CHAPTER1](#)

 **Chapter1**

 Item  Folder  External Link  Course Link  Test


 **Chapter1**
[Chapter1.ppt](#) (12.5 Kb)






 **ChapterOneNotes**
[ChapterOneNotes.doc](#) (10.5 Kb)


 **Data**


Here we show that inside the Data folder are the two .xls files.

[ENGLISH 101 \(ENG_101_01_05U1\)](#) > [COURSE DOCUMENTS](#) > [CHAPTER1](#) > [DATA](#)

 **Data**

 Item  Folder  External Link  Course Link  Test

 **Chap1Data1**
[Chap1Data1.xls](#) (11.5 Kb)

 **Chap1Data2**
[Chap1Data2.xls](#) (11.5 Kb)