

# Uploading a Web Page To Your Blackboard Course

## Create the Web Page

First you must create the web page using your authoring tool of choice. Dreamweaver is the program most used at Dickinson College. Dreamweaver is probably the best tool; whereas Microsoft Word would only be the tool of choice if you have documents already saved that you want to convert to (“Save As”) web pages. Just beware that Microsoft Word generates a lot of extra HTML code within a page. This is why it’s not the authoring tool of choice. Create a folder to store all your files and images of the web page you are creating.

## Adding the Content to the Blackboard Course

In Blackboard, you will be uploading or attaching the web page to a content item in your course. This content may be placed anywhere in the major content areas of the course – Course Information, Course Documents, or Assignments. The important thing to remember is that copies of the web page content are placed on the Blackboard server. You should retain the original files on your local PC or network folder in case you ever need to make changes to these web pages. Changes must be made using web authoring tool, as mentioned in the previous section, and then these changed pages must be uploaded in Blackboard again so that they replace the previous version in your course site.

1. Log into Blackboard and go to your course site.
2. Get into the **Control Panel**.
3. In the “Content Areas” of the Control Panel, click on the desired area where you want to add the content (e.g., Course Information or Course Documents).
4. If you want to place the content inside a folder, first click on the folder to open it. Click the **Add Item** button at the top.
5. Enter the **Name** for the content, and optionally enter a description of the content in the **Text** box.
6. Scroll down to section 2 – **Content Attachments**. Click the **Browse** button to the right of the “File to Attach” text box.
7. In the “Choose File” dialog box, locate the web page you created and click **Open**.
8. In the “Name of Link to File” text box, type the piece of text on which you want your students to click to open the content.
9. Leave the “Special Action” option set to **Create a link to this file**.
10. Finally, select any additional options you want in section 3 then click **Submit**.
11. One of two things will happen. Either you will see a confirmation screen that indicates the web page has been uploaded, or you will see a “Missing Images Detected” screen that allows you to upload the graphics that were used on the web page. **Browse** for each graphic, and then **Submit** the page.