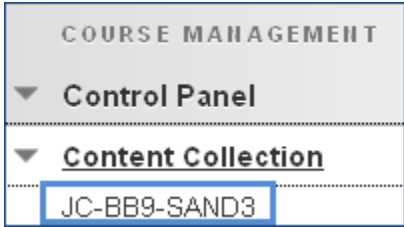
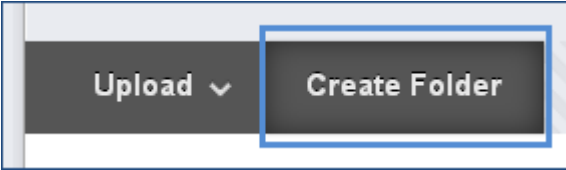
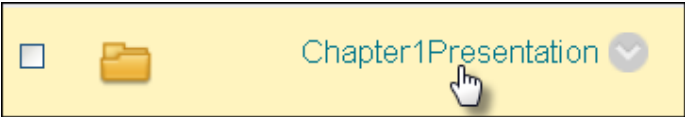
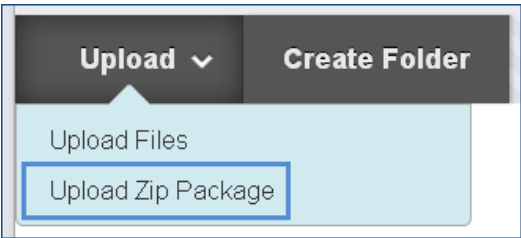
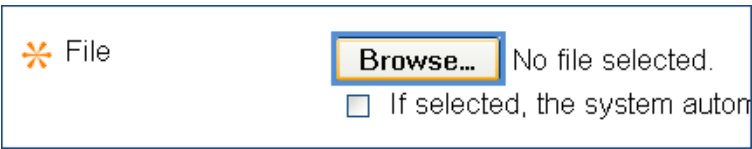

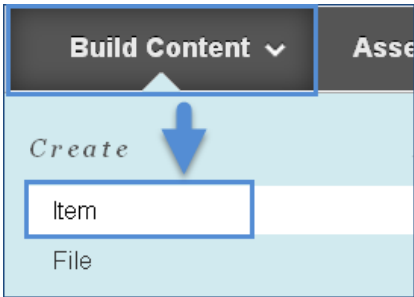
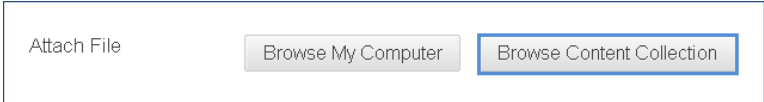

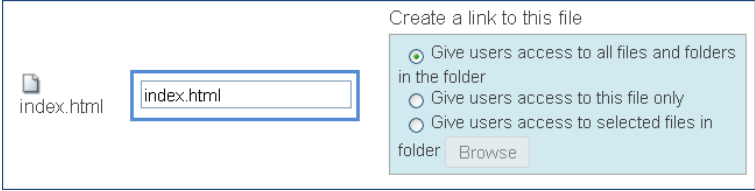




## JCHS

- |   |  |
|---|--|
| <p>1. In Blackboard, access a course, click on “<b>Content Collection</b>” in the Control Panel, and select <b>the first option underneath that</b>, which should match the <b>course ID</b>.</p> |    |
| <p>2. Click on the “<b>Create Folder</b>” button to create a new folder. Name it similar to the name of your presentation.</p>  |    |
| <p>3. Click on the name of the new folder to enter it.</p>  |    |
| <p>4. From the Upload menu, select “<b>Upload Package.</b>”</p>   |   |
| <p>5. Click the <b>Browse</b> button, find the zip file you created, and click <b>Submit</b>. The files will be uploaded to the folder.</p>   |  |
| <p>6. Navigate to a content area in the course.</p>   |  |



<p>7.</p>	<p>Hover your mouse over “<b>Build Content</b>”, and choose <b>Item</b>.</p>	
<p>8.</p>	<p>Type a name for the new item.</p>	
<p>9.</p>	<p>Next to “Attachments”, click “<b>Browse Content Collection</b>” and then browse to the folder containing the files you just uploaded.</p>	
<p>10.</p>	<p>Check <b>the box</b> next to the “index.html” file. Click <b>Submit</b>.</p>	
<p>11.</p>	<p>Optional - Rename the file by clicking in the box and typing over “index.html.”</p> <p>Leave the default option in Create a link to this file at “<b>Give users access to all files and folders in the folder.</b>”</p>	
<p>12.</p>	<p>Click <b>Submit</b> button on the Create Item page.</p>	