

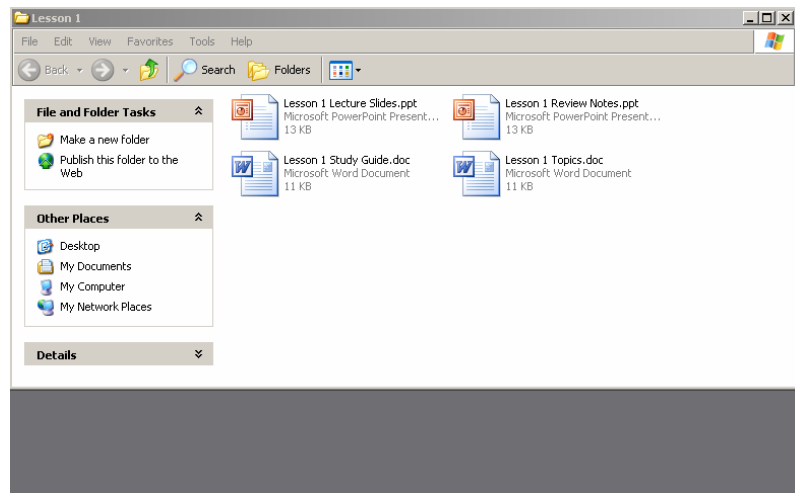
# Adding Content in Blackboard with the Document Unpackager

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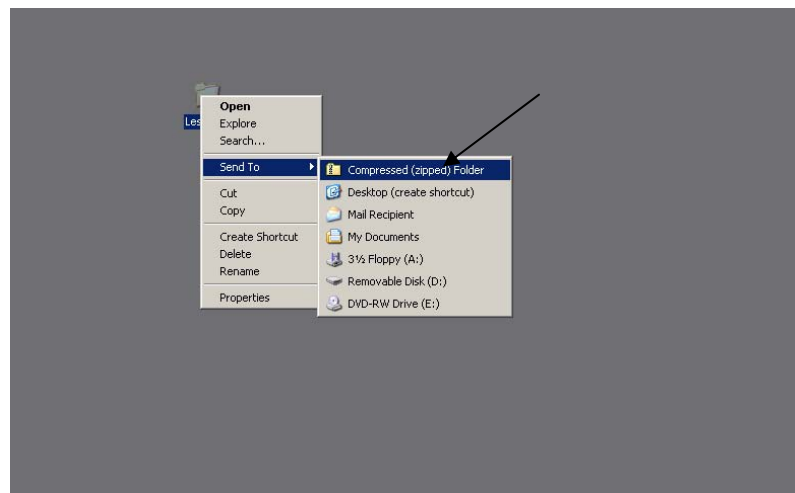
A new Building Block is now available in Blackboard. Building Blocks extend the basic functionality or add new functionality to the Blackboard Learning System. The Document Unpackager Building Block helps streamline the workflow when adding content to course sites by allowing multiple files to be added at once.

The Select menu in the Add bar of content areas provides advanced options for adding and creating content in Blackboard course sites. Locate the files and folders to be added to the course site to begin.

1. Create a *New Folder* then *Copy* or *Move* the desired files into the folder



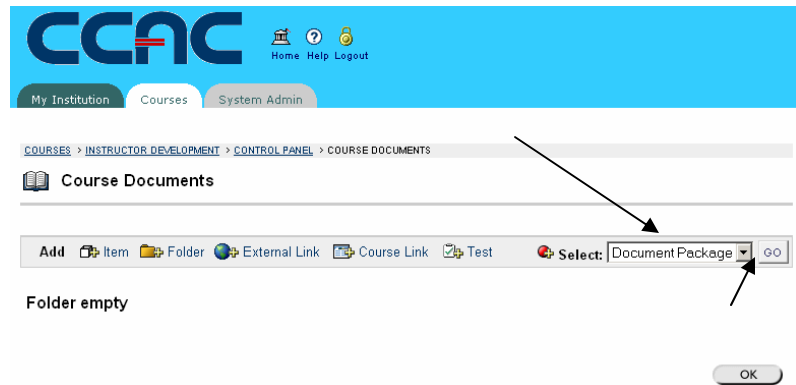
2. **Compress** the folder by clicking the *Right Mouse Button* and select **Send To > Compressed (zipped) Folder**



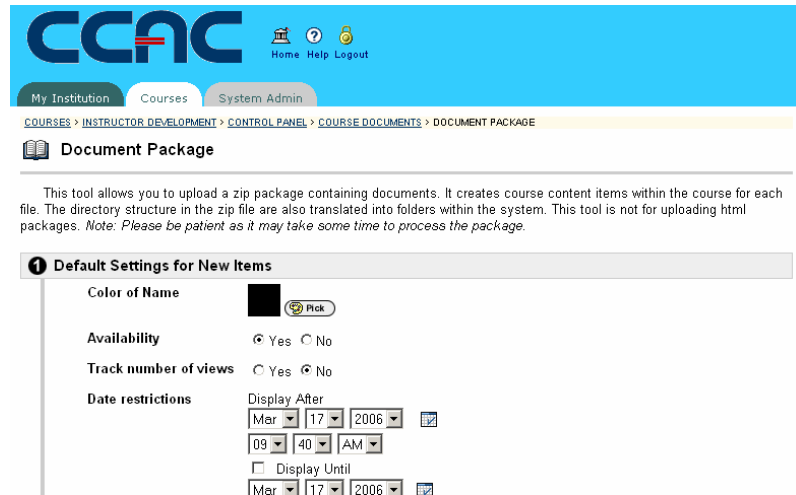
- Go to the **Control Panel** of the course site
- Select the *Content Area* to add the *Folder and Files*



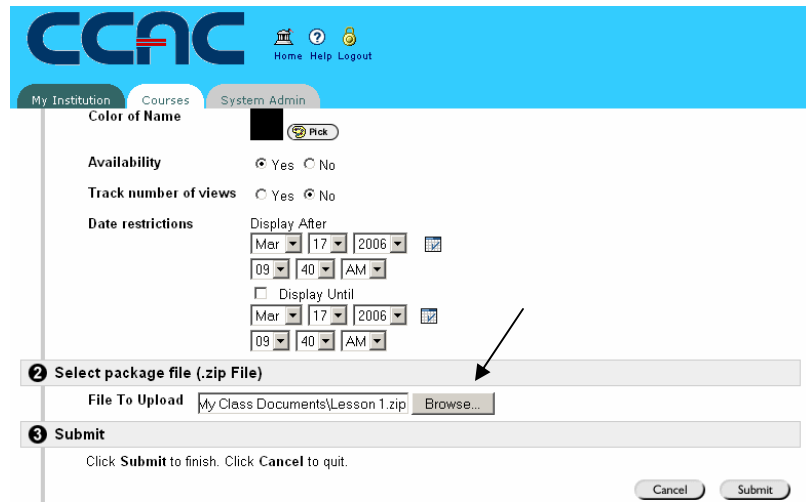
- Select **Document Package** from the **Select** menu and click **Go**



- Set the desired *Default Settings for New Items* by selecting: color, availability, tracking and date restrictions



7. Click the **Browse** button to locate the *Compressed (zipped) File* created in Step 2
8. Click **Submit** to Unpackage the Documents



A folder has been created in the *Content Area*.



The content of the folder is the files from the original folder.

