How to upload documents to the CU Learn Blackboard System

How to upload a Document:

1. Log in to your CU Learn account using your Identikey username and password; once logged in, click on the course name.
2. Click on the Build Tab.
3. To add a file, click on the Add File button located in the center of the page; from the drop down menu choose Browse For Files to open the Get Files window.
4. Within the new window, select the location of the file you wish to upload. Click on the My Computer* link and select the file from the location where it is saved on your computer.

If you wish to organize the individual documents you are uploading, you can also create different folders.

1. To do this, click on the Create Folder button located in the center of the page.
2. Enter a title for the folder.
3. Click Save or if you wish to create another folder, Add Another Folder.
4. Once you have created a folder, you can move files you have already uploaded or you can upload new files to the folder by clicking on the folder name and following the directions from Steps 3 and 4 under How to upload a Document.

*When using some internet browsers, the My Computer icon may not be visible. Usually, you can still click on the empty space below the Class Files icon and still be able to access the files on your computer. If this does not work, please contact iris.kolberg@colorado.edu for support.