

Uploading HTML Files to Blackboard

HTML files (web pages) can be created using a web development tool such as Dreamweaver or by saving a Microsoft Word document as a web page. When creating web sites, it is common to have multiple HTML files as well as associated image files in a separate folder. When saving a Word document with images as web pages, Word creates an HTML page and an associated folder.

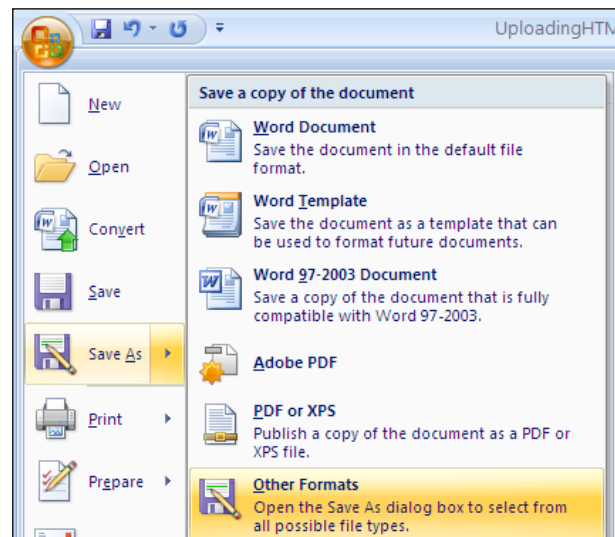
Uploading these HTML files and associated folders to Blackboard involves two steps:

1. compressing them into a .zip file and
2. uploading the compressed file to Blackboard.

This document contains instructions for saving and compressing Microsoft Word documents saved as web pages on a PC and a Mac and then uploading them to a Blackboard course. The steps for saving documents in a new folder are optional (except when working with Word 2003 for PC) but recommended.

Saving a web page in Word 2007 (for PC) into a new folder and compressing

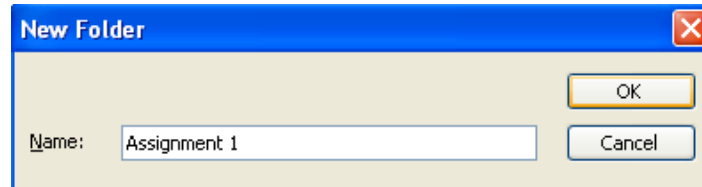
1. With the document open in Word, select **Save As** -> **Other Formats** from the Office button on the upper left hand corner.



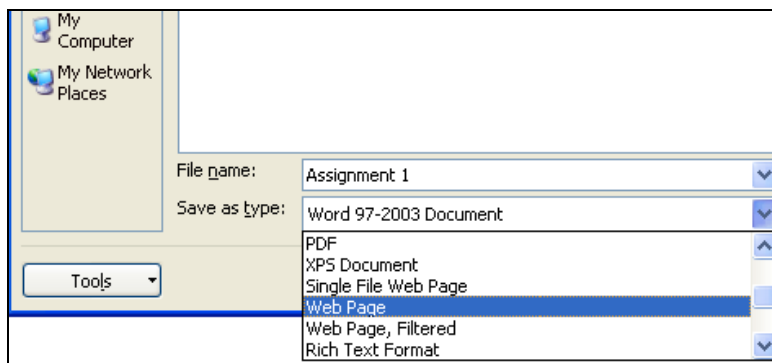
2. Click on the **Create New Folder** icon on the upper right hand corner of the dialog box.



3. Enter a name for the folder and click on **OK**.



4. Choose **Web Page** from the **Save as type** drop-down menu at the bottom of the dialog box.

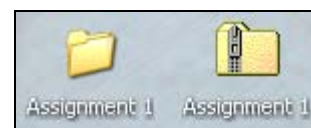
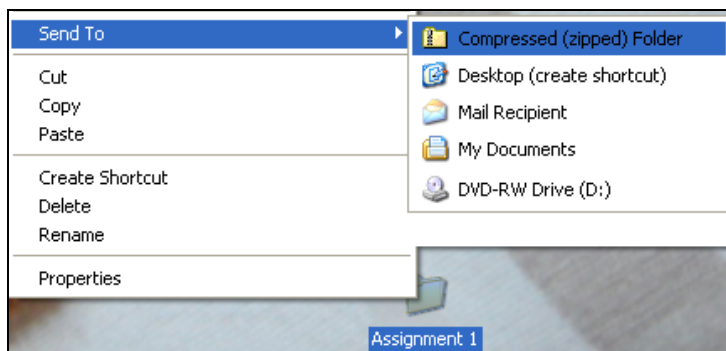


5. Click on **Save**.

6. Click on **Continue** if a warning about features not supported by certain browsers appears.

7. Exit Word and find your newly created folder on your computer. This folder contains an HTML page and if the Word document contained images, a folder with associated images and files.

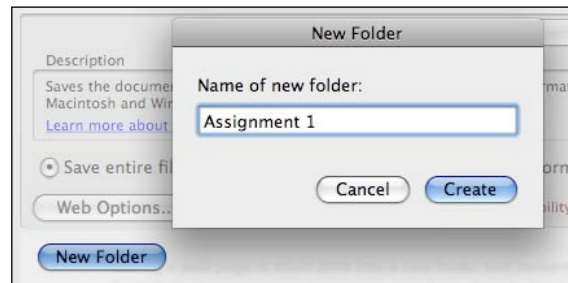
8. Right-click on the folder and select **Send To Compressed (zipped) Folder**. A zip file will be created in the same location. Continue with instructions for uploading the .zip file to Blackboard on the next page.



Saving a web page in Word 2008 (for Mac) into a new folder and compressing

1. With the document open in Word, select **Save As Web Page...** from the **File** menu.

2. Click on the **New Folder** button on the lower left hand corner of the dialog box. (If this button is not visible, click on the downward pointing triangle to the right of **Save as:**).



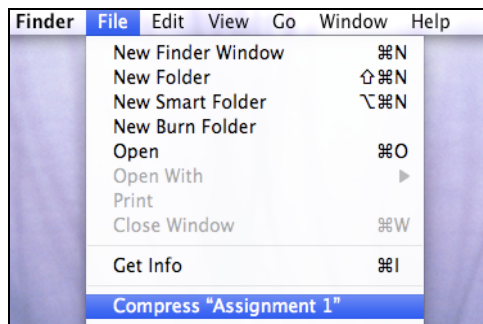
3. Enter a name for the folder and click on **Create**.

4. Click on **Save**.

5. Exit Word and find your newly created folder on your computer. This folder contains an HTML page and if the Word document contained images, a folder with associated images and files.

6. Click once on the folder and select **Compress** from the **File** menu. (If you are using Mac OS 10.4, code-named Tiger, use **Create Archive of**). A .zip file will be created in the same location.

Continue with instructions for uploading the .zip file to Blackboard below.

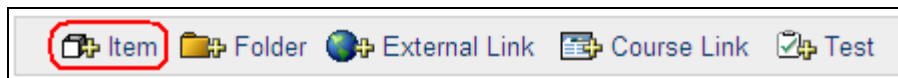


Uploading the compressed file to Blackboard

1. In your Blackboard course site, go to the content area in which you want the HTML pages to appear.

2. Click on **Edit View** on the top right corner of the page.

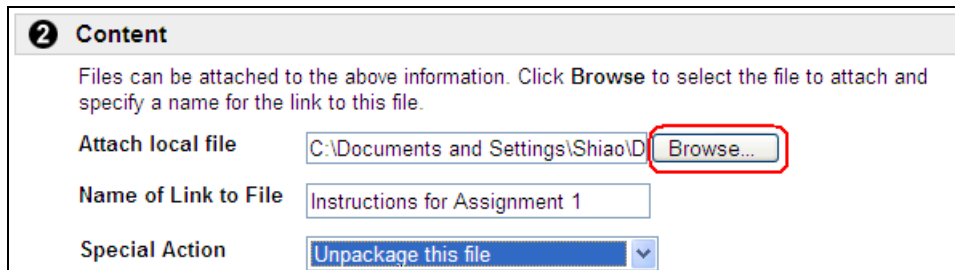
3. Select **Item** from the tool bar at the top of the page.



4. Enter a name for this item in section **1 Content Information**.

5. Scroll down to complete section **2 Content**:

- a. **Attach local file.** Click the **Browse** button to find the .zip file you created on your local computer. Select the file and click on **Open**.
- b. **Name of Link to File.** Type in the text that will appear for the link to your HTML files.
- c. **Special Action.** Select **Unpackage this file** from the drop-down menu.



2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

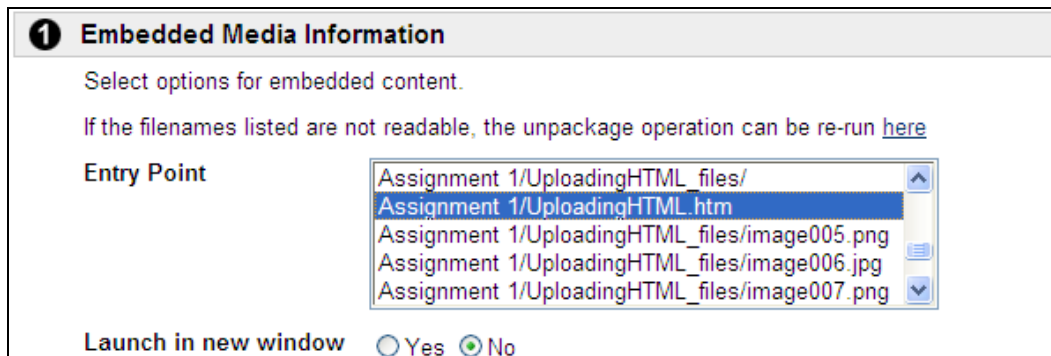
Attach local file

Name of Link to File

Special Action

5. Click the **Submit** button to upload your files.

6. Select an **Entry Point** for the HTML files. The entry point is the home page (often referred to as the index page) for the web site you upload. You may have to scroll down the list of files to find this .htm or .html file.



1 Embedded Media Information

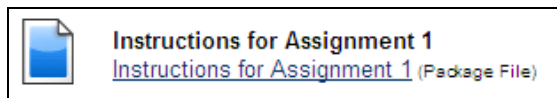
Select options for embedded content.

If the filenames listed are not readable, the unpackage operation can be re-run [here](#)

Entry Point

Launch in new window Yes No

7. Click the **Submit** button and then the **OK** button. You will see a link to the web pages you uploaded. The words **Package File** will appear in parentheses to the right of the link. Click on the link to access your web pages.



If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.