

# Uploading Multiple Files to Blackboard: Document Unpackager

## Overview

**Document Unpackager** is a Blackboard building block that makes it easier to upload materials to a course site. When you use **Document Unpackager** to upload multiple files and folders, it re-creates the original folder structure in Blackboard. You can use this tool to upload all the content materials (i.e., readings, PowerPoint slides and images) for an entire unit all at once, rather than one file at a time.

Uploading a folder to a course site using **Document Unpackager** involves the two steps:

1. Create a zip file.
2. Upload the zip file to a content area of a course site.

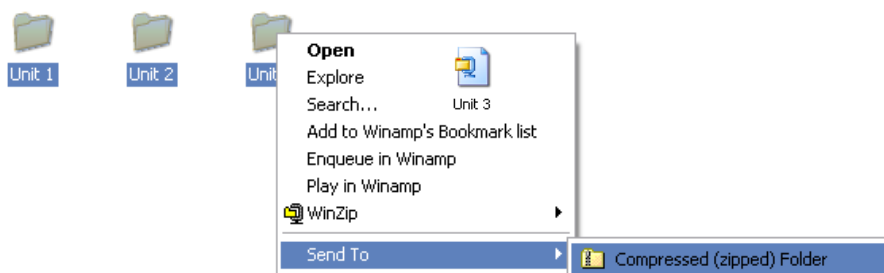
**Note:** **Document Unpackager** is not intended for use with linked HTML pages.

## 1. Create a .zip file

Prepare the files you want to upload by placing them in a folder on your computer and compressing the folder into a .zip file.

### In Windows:

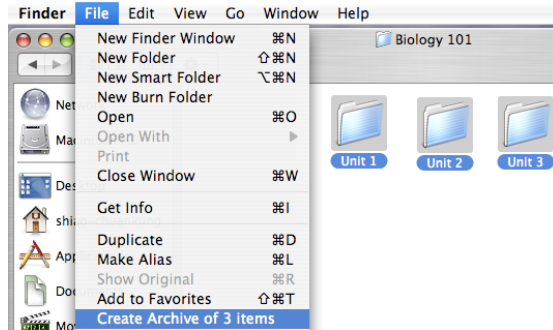
1. Select one or more folders that you would like to compress.



2. Right-click on your mouse and select **Send To Compressed (zipped) Folder**. A zip file will be created in the same location as the uncompressed folders.

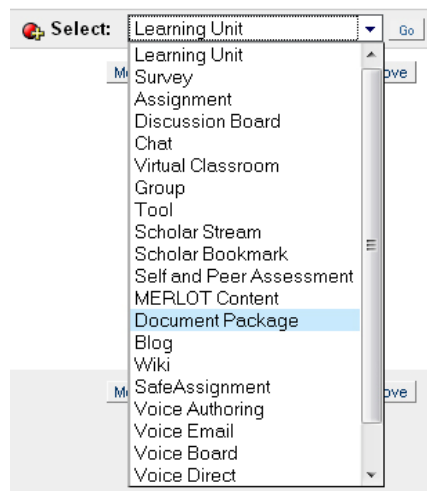
## On a Mac:

1. Select one or more folders that you would like to compress.
2. In the **Finder**, go to the **File** menu and select **Create Archive of ...**



## 2. Upload the .zip file to a content area

1. Go to the area in Blackboard to which you would like to upload the course content.
2. Click on **Edit View** in the top right area of the window.
3. Choose **Document Package** from the **Select** drop-down menu in the upper right area of the window. You may have to scroll down to find it.



4. Click on the **Go** button.



5. Click on the **Browse** button and locate the zip file on your local computer.
6. Click on **Submit**. Your zip file will be uploaded.

**Note:** This step can be time-consuming. Be patient while the compressed files are uploaded and decompressed.

Once the zip file has been uploaded, the files are decompressed and the folder structures are recreated. You may wish to change the order in which the files and folder(s) appear.

