INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

Uploading Multiple Files to Blackboard: Document Unpackager

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

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.

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.
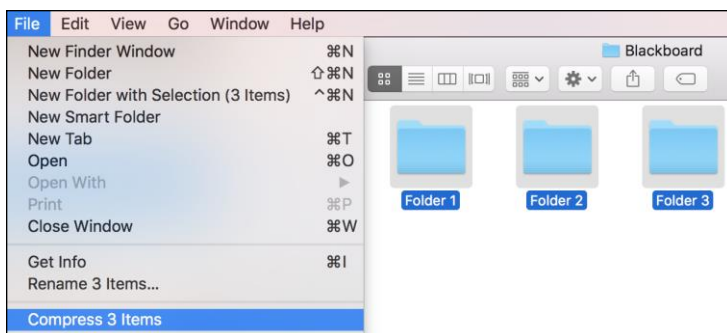
In Windows:

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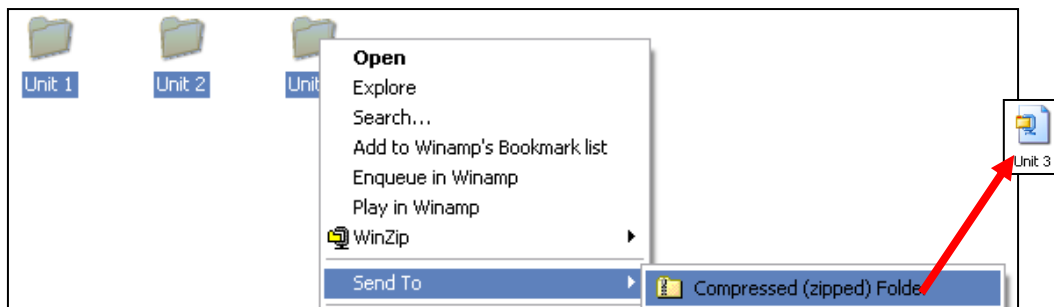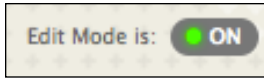

On a Mac:

Select one or more folders that you would like to compress. In the **Finder**, go to the **File** menu and select **Compress …**
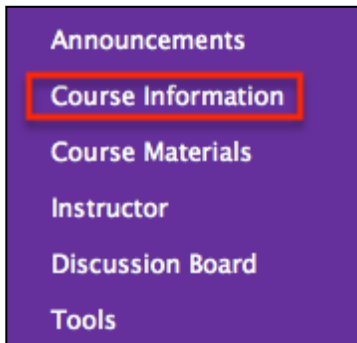
Using the Document Unpackager Tool

1. **Enter the Edit Mode**

In order to add content to a content area in a Blackboard course site, you need to be sure that the edit mode is on. The edit mode is located on the top right side of your screen.
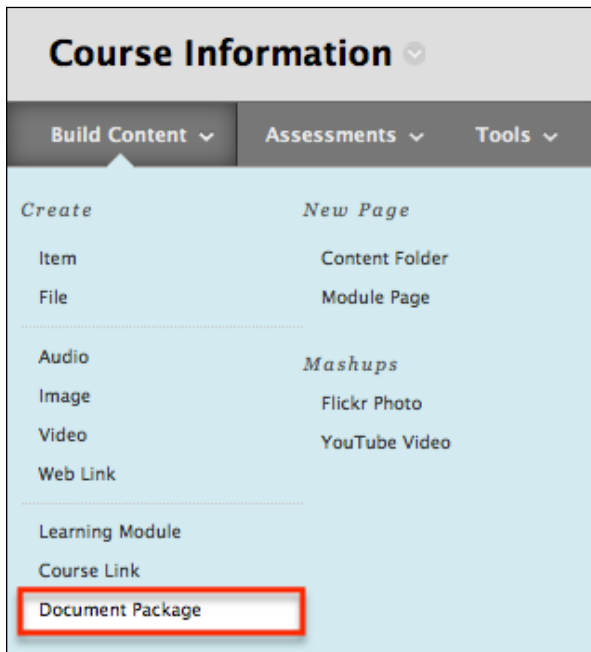
Edit Mode is: ● ON

The edit mode must be "ON" in order to update the materials on your Blackboard course. You can turn the edit mode "OFF" if you would like to see exactly what your students see.

2. Click on the **Content Area** which you would like to upload the course content.

Announcements
Course Information
Course Materials
Instructor
Discussion Board
Tools

3. Mouse over or click on the down arrow next to **Build Content** and select on **Document Package.**

Course Information

| Build Content ⌄ | Assessments ⌄ | Tools ⌄ |

Create
Item
File

Audio
Image
Video
Web Link

Learning Module
Course Link
Document Package

New Page
Content Folder
Module Page

Mashups
Flickr Photo
YouTube Video

4. On the **Document Unpackager** page select the options as desired for item 1. **Black** and **Yes** are part of the default settings.

5. Click on the **Browse** button and locate the zip file on your local computer.

6. Click on **Submit** to upload the .zip file.

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

7. 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 by clicking and dragging it to the position you desire.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.