









Adding attachments in Blackboard Vista (*How to*):

E-Mail:

- Launch the "Mail"  Mail application by clicking the icon from the "Course Tools" frame found on the left side of the screen.
- From within this screen, click the "Create Message"  button.
This will launch a new e-mail window.
- Select a recipient for the message. To do this, click the "Browse for Recipients" button, place a check mark in the box located to the left of the recipients' name(s). Make sure you click the "Save" button.
It is important to note that the recipients' name(s) will not appear in the "TO" box, but will appear below it.
- Click the "Enable HTML Creator"  button to turn it on and then type your message.
- Click the "Add Attachment"  button.
This will launch the "Content Browser."
- From the frame on the left hand side, click the "My Computer"  icon.
This launches the browser that will allow you to search the files stored on your computer or portable device.
- Navigate to the location of the file you wish to upload. Once you have located the desired file, double click the file.
Double clicking will start the upload process, once the file has finished uploading you will be brought back to the "New message" window where your previously typed e-mail awaits.
- Click the "Send"  button.
When the e-mail has been successfully sent, you will receive the submission complete splash screen. You may close this screen.



Adding attachments in Blackboard Vista (*How to*):

Assignments:

- Open the assignment by clicking the "**Assignment**"  icon.
- Click the "**Add Attachments**"  button found below the submission comment box*.
This launches the ""Content Browser" window.

Submission:



- From the frame on the left hand side, click the "My Computer"  icon.
This launches the "Open" window that allows you to search the files stored on your computer or portable device. Navigate to the location of the file you wish to upload.
- Once you have located the desired file, double click the file.
Double clicking will start the upload process, once the file has finished uploading you will be brought back to the Assignment window where your previously typed submission message awaits.
- Click the "**Submit**"  button



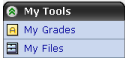


**DO NOT type or paste your assignment into this box UNLESS specifically told so by your professor. The submission comment box is a place to add a short note to the Professor regarding your assignment.*

Adding attachments in Blackboard Vista (*How to*):

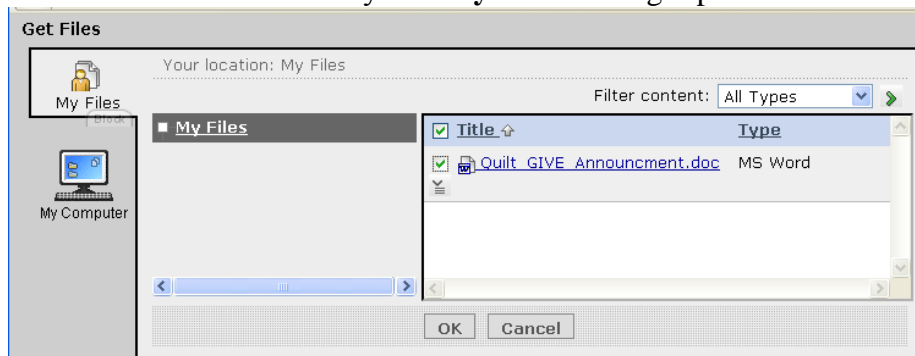
Alternative Upload ("My Files" Online Storage):


Depending on the size of your file, you may experience difficulties uploading files for attachment to e-mails, assignments, discussion posts, etc. Uploading files directly to your online storage space known as "My Files," in some cases, can help eliminate this problem. Selecting this option will change the attachment process slightly; instead of using the "My Computer" button to locate the file for attachment, you will place a check mark in the box located to the left of the file from your "My Files" section.

To upload files directly to your "My Files" storage space:

- Navigate to "My Files"  icon, which is located under the "My Tools" section found directly below the "Course Tools"  section of the navigation frame (left hand side of the screen). 
- Click the "Get Files"  button
- From the frame on the left hand side, click the "My Computer"  icon. *This launches the "Open" window that allows you to search the files stored on your computer or portable device. Navigate to the location of the file you wish to upload. This will upload the file directly into your personal storage space. Only you can see and access the files from this space.*

- You should now see the file in your "My Files" storage space.



- When utilizing this option, you will skip the browse option using the "My Computer" icon. Instead, place a check mark in the box found to the left of the file you wish to attach and then click the "Ok"  button.