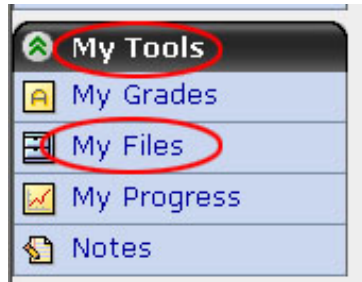


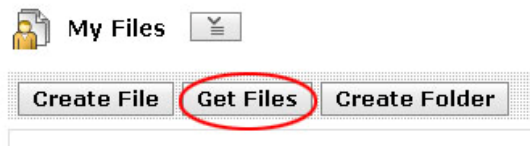
Blackboard Vista 4.0 Student

Uploading a File to File Manager

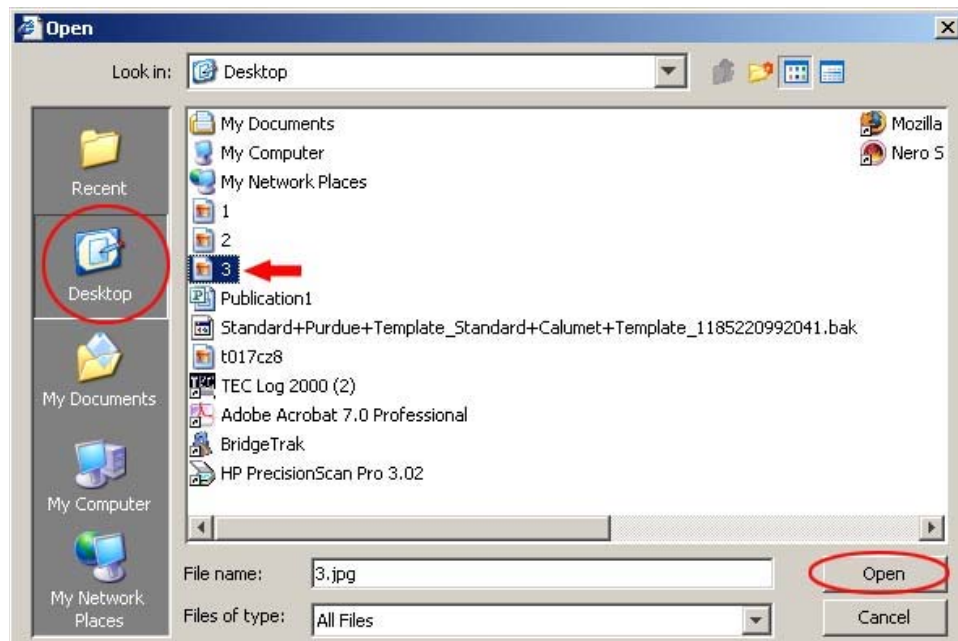
From the **Blackboard Vista 4.0** course page, under **My Tools**, *click* the **My Files** button.



Click **Get Files**.



A new window will open. Select where your file is located, and then *click* on the file that you would need to upload. Next, *click* **Open** to upload the file.



*Note: The file is then added to the **My Files** section.*

Your location: **My Files**

Content has been copied to: My Files

 **My Files** 

<input type="checkbox"/> Title 	Type
<input type="checkbox"/>  Chat Whiteboard Folder 	Folder
<input checked="" type="checkbox"/>  3.jpg 	JPEG