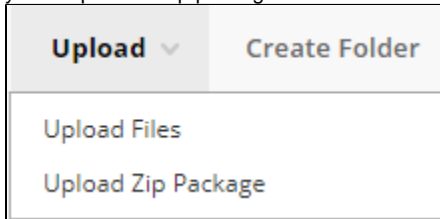


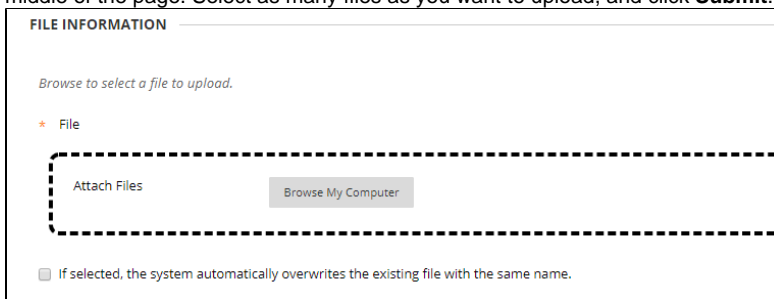
# How to Upload Files to the Content Collection

## Step-by-step guide

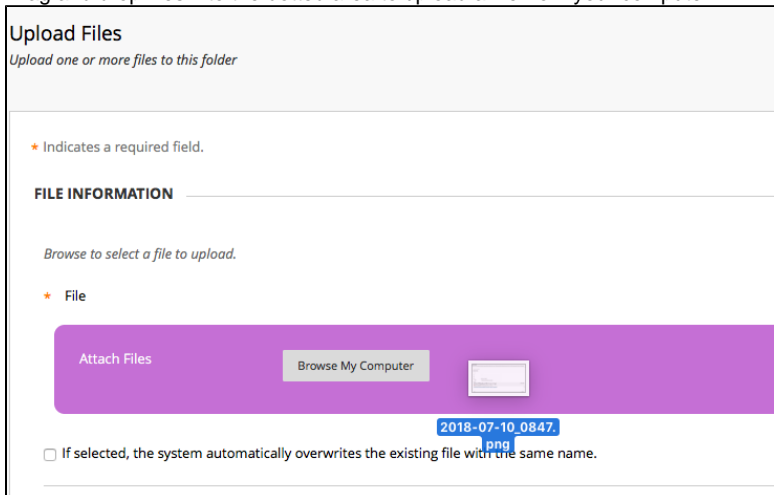
1. Click the **Content Collection** tab at the top right of the page.
2. Open the folder where you want to upload content.
3. From the menu, click **Upload > Upload Files**. Selecting **Upload Zip Package** will allow you to upload a .zip package that includes multiple files.



4. Here, you may have multiple options:
  1. Upload multiple files at once. To do so, click **Browse My Computer** near the middle of the page. Select as many files as you want to upload, and click **Submit**.



2. Drag and drop files into the dotted area to upload a file from your computer.



5. Select the checkbox beneath the **Attach Files** area if you want to override any files in your Content Collection that have the same names as the files you are uploading.

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6. Select from the **Options** menu as needed.

**OPTIONS**

Select Options

- Lock File  
An item can be unlocked only by the person who locked it.
- Share Comments  
If Comments are Shared, users with Read permission may
- Enable Versioning  
If Versioning is enabled, overwriting or editing a file will cre
- Enable Tracking  
If Tracking is enabled, each instance that a user interacts w

7. Click **Submit** and you files are uploaded to the Content Collection.

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For questions or comments, contact the Computer Services Help Desk  
[HelpDesk@MissouriState.edu](mailto:HelpDesk@MissouriState.edu)  
417-836-5891