1. Log into https://ole.sandiego.edu
2. Click on "My Organizations" "School of Law"
4. Click on Name of Professor
5. Built Content = Item = Name of Class
6. Browse Content Collection= Professor's Name (click box) = submit
7. Click on Syllabus = submit = SUCCESS:
8. Turn upper button OFF (to make sure students can read the file)
Blackboard

Instructions
2. Once you have signed in, select the **School of Law** Organization.
Collection: titled ORC School of Law

3. All course materials should first be uploaded in the Blackboard Content
4. The Content Collection contains a folder for each professor teaching during that semester.
5. Open the folder, and select upload file, to add a document to a professor's folder

*Important*: To upload course materials, Edit Mode must be 'ON'
6. Select Browse to locate the file, which should have already been saved on your computer.
6. Your file should now be displayed in the folder
After uploading the file to the Content Collection, you will need to add it to the Student Portal.
9. Attach file you previously uploaded to this item by browsing the Content Collection.

8. Before adding your file, you must first create an item.
10. Locate your file by browsing the professor's folders, select it and click submit.
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After attaching the file, finish creating the item by also clicking submit on the Create Item.
12. You have now successfully uploaded a document to the Student Blackboard Portal.
13. To make sure the file is visible to the students, turn Edit Mode 'OFF' to reveal the student view of the Blackboard.