

## Academic Technology Services

### Document Unpackager Overview

The Document Unpackager tool allows the user to Zip or Archive a folder of information they wish to add to a Blackboard course. The tool then decompresses the file and builds a folder structure within Blackboard that mimics the original folder structure. This is a powerful way to quickly organize and add content without working through all of Blackboard's user interface options.

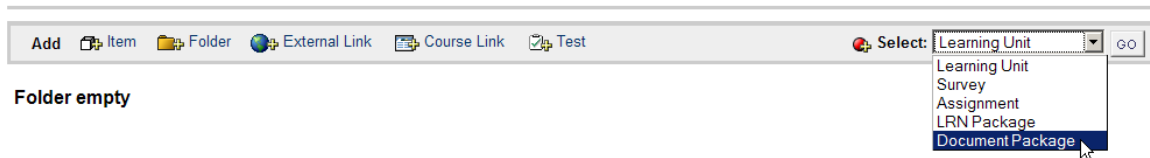
#### Creating a Compressed Folder (.zip) in Windows XP

1. Create a folder and organize your content in the format you wish it to be displayed in Blackboard.
2. Right click on the folder and select **Send To -> Compressed (Zipped) Folder**
3. A new file will appear in the same location as your original folder. This is the document you will select when asked to upload your file in Blackboard.


#### Creating an Archive in Mac OS X

1. Create a folder and organize your content in the format you wish it to be displayed in Blackboard.
2. Control-click or right click on the folder and select **Create Archive of "Folder Name"**.
3. A new file will appear in the same location as your original folder. This is the document you will select when asked to upload your file in Blackboard.

#### Assignments



From the Control Panel:

1. Select the **Content Area** in which you wish to add your content.
2. Select the drop down menu to the right of  **Select:**
3. Click on **Document Package** and click **Go**.
4. A new page will open. Make any changes to the default settings in part 1. In Part 2, click on the **Browse** button and locate the archive file you wish to upload.
5. Click **Submit**.
6. A new page should open letting you know whether the process succeeded or failed. If it succeeded, click OK.
7. The new page should display a folder with the same name as your archive. Click on this folder link to make certain all of your content unpackaged appropriately.