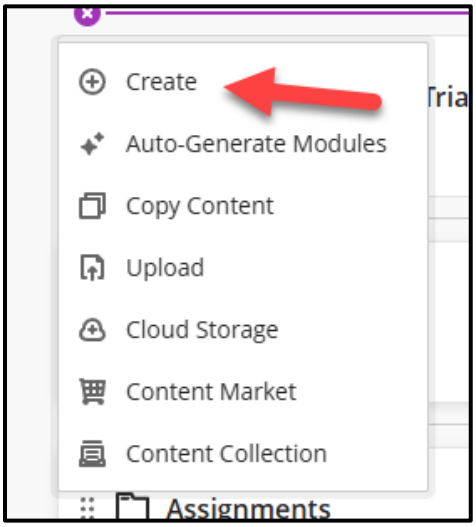
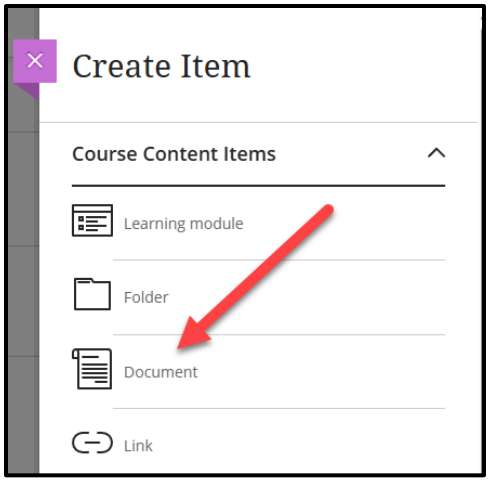
Adding or Embedding a .PDF File in a Content Folder or Learning Module

When embedding a .pdf document in Ultra, you will no longer need to copy the iframe code into an .html window. Ultra has simplified the process.

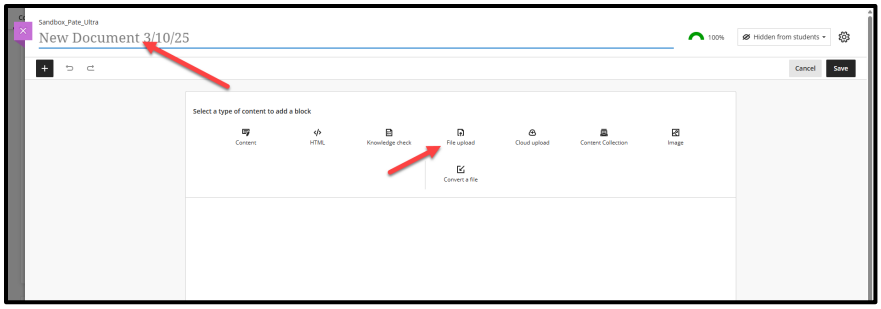
The first requirement is that a content folder will need to be created if one has not been already. Think of this as a container for documents and links. It is vital to stay organized when developing the class content hierarchy. Next, you will click the + sign at the bottom left of the newly created **Folder** or **Learning Module** to access the content choices available.



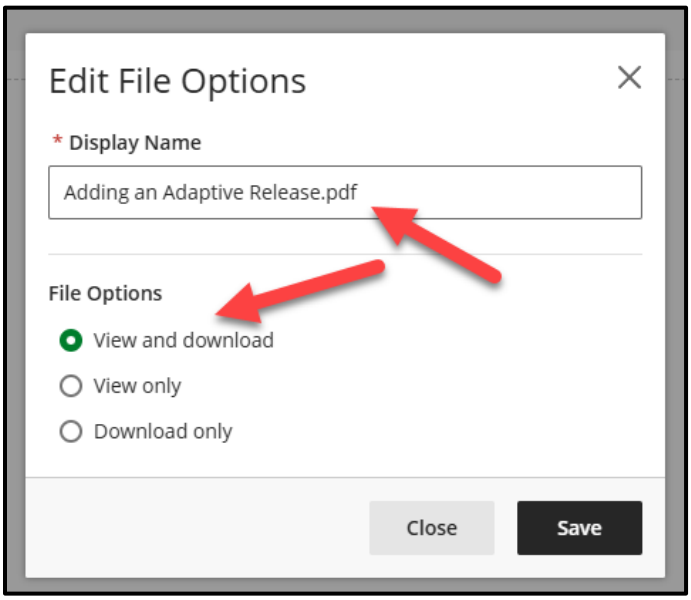
Here, you will select **Create.**



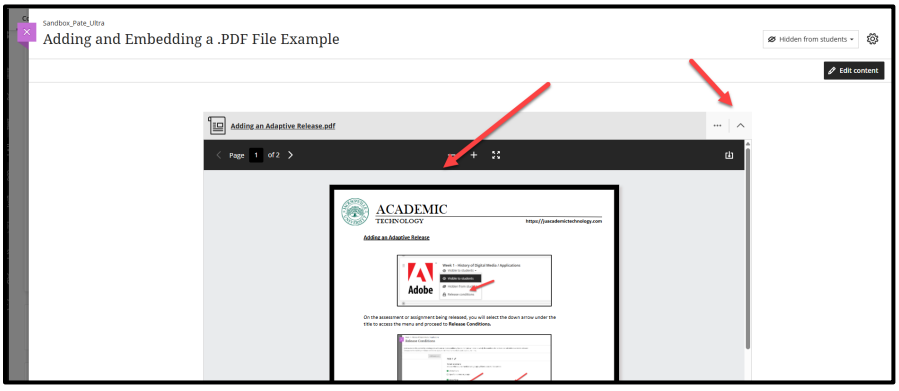
Choose **Document** if you are adding the file as an option inside the **Folder** or **Learning Module**.



Here, you will choose **File Upload** and select your .pdf file to upload.

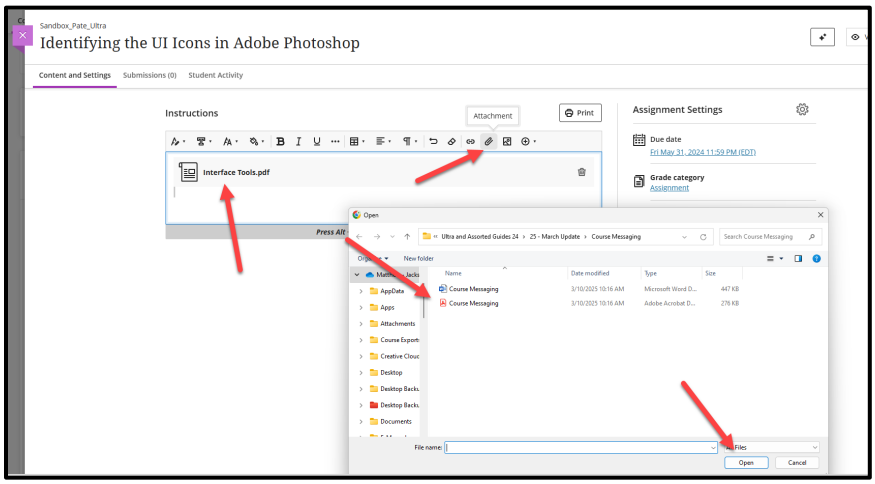


At the next step, you can change the name and select whether it is for **View and Download**. Click **Save**.

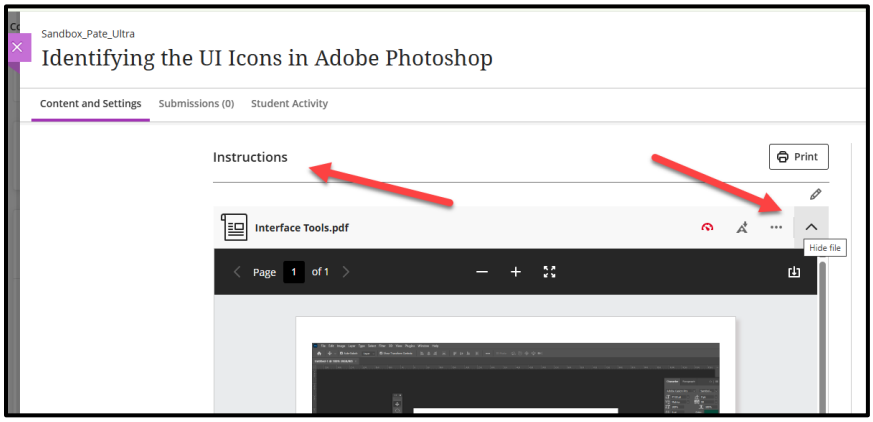


The .pdf file can now be opened and read inside the Blackboard window.

Since this is a stand-alone file, you will notice the **Document** icon appear once it is saved.



The second option is to place the .pdf within an assignment or assessment. This time, it will be uploaded as an attachment. Here, it will place the file in line with the assignment/assessment information presented. Anytime there is an attached file, Ultra will prompt you to choose whether the person accessing the file can **view and download, view only,** or **download only**. **A Download only** option will not give the person accessing the file a live view of the content.



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When the file upload and settings are complete you will need to make sure that the content is viewable to the student.