

BLS

for the rest of us

<http://bls.dal.ca>

Login with your **NetID** and **Password**

Find your course in the Course List

You should see 3 tabs*:



Build is for adding **content**, re-organizing pages, and administrative work

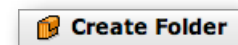
Teach is for adding **Grades**, and other things like quizzes and discussions

Student View is just a quick way of previewing exactly what students see

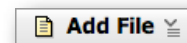
Adding Files to BLS:

When you click **Build**, you will be taken to the home page for the course (the first page users see when they log in).

It's best to organize your content in folders, so we click:
Type in a name, and optionally a description.



Next, we can add multiple files to this folder:
Click "Add File -> Browse for Files"



In the window that follows, Click "My Computer", then browse for the files
OR drag them right into the "Open" window.

Click "Open" and the files will be uploaded to the BLS servers, and a link to the file will be automatically added to the page.

You can now click the arrow to the right of the file's link and select
"Customize Link" if you want to change its name, or add a description.

* If you don't see 3 tabs, contact your Department Secretary, or Academic Computing to be added to your course.