

### What is the Course Files feature?

Creating and maintaining a repository of materials is an important part of developing a Blackboard course. With the Course Files feature, instructors have access to all of their files from a central location inside their course. They can manage, organize, and view those files to suit their needs.

Large amounts of content can be moved quickly from a local drive to Course Files. Once content is in the Course Files, it can be organized using folders and sub-folders. The organization of content in Course Files is separate from the organization of content presented in a course.

Each course has its own Course Files repository, so only content for that particular course is stored there. Content is not shared across courses taught by the same instructor. However, content in the Course Files area can be used in multiple places within the course just by linking to the specific file. All instances of content items linked to the repository can be updated or edited in the Course Files area, if saved with the same file name.

**Files that are linked to a content area from the Course Files are not deleted when the link in the content area is deleted.** The file still remains in the Course Files area and can be used again. Links to course content are not broken when files are modified or moved from one Course Files folder to another.

*It is also important to note that since files are not deleted from the files area when they are removed from a content area, when a course is copied all these files will be copied as well unless deleted also from the files area. It is*

*vitally important to clean up the files area before copying into another course. Repetitive copying from semester to semester without cleaning up the files area will cause you to quickly exceed your course quota.*

### Accessing Course Files:

1. Login to Blackboard.
2. Enter the course within which you would like to work.
3. In the Control Panel, click on the Files selection to expand the menu.
4. Click the Course ID link. This opens the Course Files area, where stored files will be displayed.

