Blackboard

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 had 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.

Uploading Content Files to Course Files

Files can be uploaded in to Course Files in different ways. Files can be located and uploaded by browsing a local drive. Files can be uploaded using a drag-and-drop function. A single file or multiple files and folders can be uploaded in one action. There are options for multiple and single uploads. All supported file types can be saved to Course Files.

Using the Browse Function

When files are uploaded, they are added to the folder currently displayed in the content frame. Files can be moved to other folders at any time.

1. In the Control Panel, click on the **Files** selection to expand the menu.
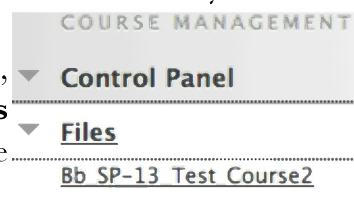
COURSE MANAGEMENT
▼ **Control Panel**
▼ **Files**
    Bb SP-13 Test Course2

2. Click the **Course ID link.** This opens the Course Files area, where stored files will be displayed.

3. Click on the **Course Files folder** where the files will be uploaded.

4. On the Action Bar, click the **Upload button** to reveal a drop-down list, and select **Upload Files**.
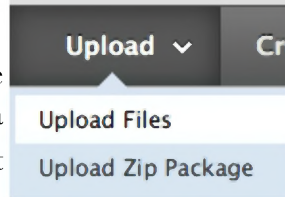
5. Look to the upper right corner of the page and select **Single File** to upload one file, or to upload a package (.zip) file without unzipping it. Select **Multiple Files** to upload more than one file with the same operation.
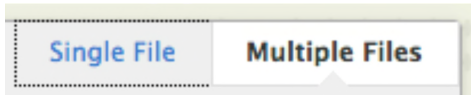
6. Click the **Browse** button to find and select the file(s) and/or folders to upload, then click **Open** in the dialog box.
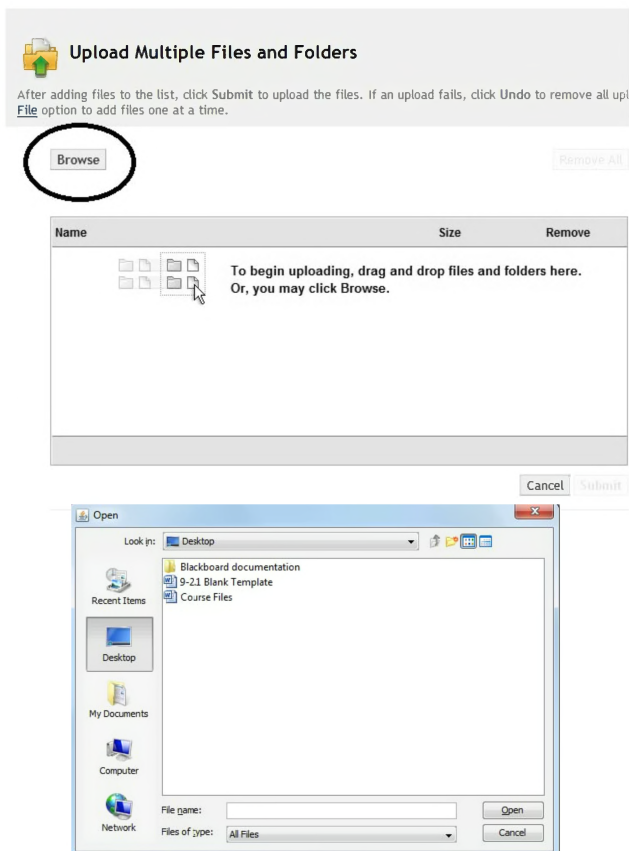
7. The selected file(s) and/or folders are added to the system upload list. The contents of folders will display individually in the upload list, but after they are uploaded, they will be contained in their parent folder in the directory.

8. Repeat steps 5 & 6 to upload additional files and folders.

NOTE: Attempting to upload a file with the same name as an existing file will generate a prompt to overwrite the previously uploaded file.

9. When finished with selecting files and folders to add to the Course Files repository, click **Submit**. A status bar will display the progress of the upload.

Using the Drag-and-Drop Function

Use the drag-and-drop function to upload a single file, multiple files, or one or more folders.

1. In the Control Panel, click on the **Files** selection to expand the menu.

2. Click the **Course ID link**. This opens the Course Files area, where stored files will be displayed.

3. Click on the **Course Files folder** where the files will be uploaded.

4. On the Action Bar, click the **Upload button** to reveal a drop-down list, and select **Upload Files.**

5. Look to the upper right corner of the page and select **Multiple Files**.

6. Once on the Upload Multiple Files page, you can begin dragging files and folders from the local drives to the upload box, as pictured below. To

select multiple files and folders at a time, hold down the CTRL (PC) or COMMAND (Mac) key while clicking on the files and folders to upload.

7. Selected files and folders will appear in the upload box.

8. When finished dragging files to the Course Files upload box, click **Submit**. A status bar will display the progress of the upload.

Uploading Zipped Package Files

Files and folders can be zipped into a package and uploaded into Course Files. Zipped files can be automatically unzipped, keeping the folder structure and links intact. This is especially useful for developing a complete Web site or other linked content offline using an authoring tool and then uploading the entire site. Alternatively, keep the file zipped and use it as an attachment that can be downloaded and unzipped by users on their local drive.

To upload and automatically unzip a package:

1. In the Control Panel, click on the **Files** selection to expand the menu. Click the **Course ID link.** This opens the Course Files area, where stored files will be displayed.

2. Create a folder for the contents of the zipped package, and/or click on the folder where the files will be stored.

3. Within the folder, click the **Upload button** to access the drop-down list and select **Upload Package.**

4. Click the **Browse button** and locate the file on your local drive.

5. After selecting the package file, click **Submit**. The zipped package will automatically unzip in the selected Course Files folder.

6. To link the unzipped files to a content area so that it will display as a unit, attach the first or start page (e.g. "index.html") to a content item. Users will then click the file link and the material will display with all links, images, and navigation intact.

To upload a zipped package without unzipping:

1. In the Control Panel, click on the **Files** selection to expand the menu.

2. Click the **Course ID link**. This opens the Course Files area, where stored files will be displayed.

3. Create a folder for the zipped package, and/or click on the folder where the file will be stored.

4. Within the folder, click the **Upload button** to access the drop-down list and select **Upload Files.**

5. Look to the upper right corner of the page and select **Single File.**

6. On the Upload Single File page, click the **Browse button** to locate the zipped file on a local drive.

7. After selecting the package file, click **Submit**. The zipped package will remain zipped in the selected Course Files folder.

Overwriting a File

Files that are uploaded to Course Files with the same name as an existing file will generate a prompt to overwrite the existing file with the new file. Overwriting a file is permanent and cannot be undone. However, keeping the same name will allow any instances of the file throughout the course to be updated automatically with the new version. To keep both versions, change the name of one file or add it to a different folder.

Linking Content to Files & Folders

With the Blackboard 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. Each course had 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. Links to course content are not broken when files are modified or moved from one Course Files folder to another.

Linking to Course Files

Once files have been added to Course Files, they can be linked to most areas in a course, such as learning modules, content items, blogs, announcements, tasks, wikis, test instructions, and the Discussion Board. Some course areas do not allow you to link files, such as assignments or individual wiki pages.

Attaching Course Files to Content Items

1. Navigate to the desired content area.

2. Click the **Build Content button** and select **Item** from the Create column.

3. On the Create Item page, type a name in the provided field, then enter desired content into the Text Editor.

4. In the Attachments section, click the **Browse Course button.**

5. On the Select File or Folder page, select one or more files and folders.

6. After selecting the desired files, click the **Submit button.**

7. Back on the Create Item page, you may type Link Titles for the attached files if you do not wish to display the files with only the file names.

8. Select desired availability options, then click the **Submit button.** The content item's attached files will now be linked to the Course Files repository.

Viewing a File's Course Links

The 360° View report provides a list of all the course areas that have been linked to the file. This is critical to determining where changes to the file will occur in the course, such as which links will break if the file is deleted. Other information is provided in this report including file name, file type, file size, last edited date, and user permissions.

1. In the Control Panel, click on the **Files** selection to expand the menu.

2. Click the **Course ID link**. This opens the Course Files area, where stored files will be displayed.

3. Click the **gray double-down arrows** next to the file or folder you wish to rename, then select **360° View** from the drop-down menu.
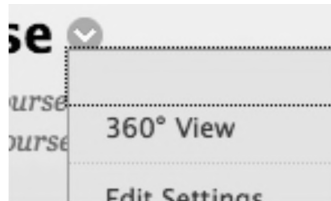
4. The report will open in a new browser window or tab. When finished viewing the report, close the tab or window.