

Using **Course Files**

Blackboard Learn 9.1
Last updated: December 2011

**© 2011 Blackboard Inc.
All rights reserved.**

The content of this manual may not be reproduced or distributed without the express written consent of Blackboard Inc. Users acknowledge that the manual, and all copyright and other intellectual and proprietary rights therein, are and at all times shall remain the valuable property of Blackboard and its licensors, or their respective successors or assignees. Users agree to respect and not to alter, remove, or conceal any copyright, trademark, trade name, or other proprietary marking that may appear in the manual.

Blackboard, the Blackboard logo, and Blackboard Learn are either registered trademarks or trademarks of Blackboard Inc. in the United States and/or other countries.

Table of Contents

Course Files Overview	5
Course Files vs. the Content Collection	6
Viewing Files and Folders in Course Files	7
Using List and Thumbnails Views in Course Files.....	9
Creating and Editing Folders in Course Files	11
Hands-on Activity.....	14
Adding Files to Course Files	15
Using the Drag-and-Drop Function	16
Using the Browse Function	20
Using the Browse My Computer Function	23
Files Added Automatically to Course Files	26
Hands-on Activity.....	28
Uploading a Zipped Package in Course Files	29
Uploading a Zipped Package in the Course.....	32
Creating HTML Objects in Course Files.....	36
Creating Reusable Content in Your Course	39
Hands-on Activity.....	42
About Web Folders (WebDAV)	43
Setting Up a Web Folder for Windows®.....	44
Setting Up a Web Folder for Mac OS®	46
Ask Dr. C	49
Hands-on Activity.....	50
Linking to Content in Course Files	51

Linking a File or Folder in Course Files to a Content Item	52
Linking an HTML Object in Course Files to the File Content Type	55
Viewing a File's Course Links	59
Deleting Files Linked in Course Files	61
Hands-on Activity.....	63
Managing Files and Folders in Course Files	64
Renaming, Copying, and Moving Files and Folders.....	65
Overwriting a File in Course Files	68
Ask Dr. C	70
Downloading Files and Folders from Course Files	71
Searching Files and Folders in Course Files.....	72
Hands-on Activity.....	74
Controlling Access to Course Files	75
About Permission Types	76
Editing Permissions	77
Hands-on Activity.....	81
Resource: Recognized File Types.....	82

Course Files Overview

Creating and maintaining a repository of materials is an important part of developing an online course. With Course Files, instructors have access to all of their files for a specific course. They can organize, view, manage, and link to those files as suits their needs.

Course Files provides file storage on the Blackboard server for a single course. Course Files within each course displays content for that specific course, not for other courses taught by an instructor. Instructors can create folders and subfolders in Course Files to organize their content in a way that is logical to them.

You can move a large amount of content from your computer or network drive to Course Files in one action or upload files while creating content. Once content is in Course Files, you can link it to any place in your course where attaching files is available. Course Files has support for WebDAV allow direct upload, editing, and management of files in the Course Files area from your computer desktop or through WebDAV capable applications.

Content in the repository is considered content for reuse. Therefore, you can delete links to files in your course, yet the files themselves remain in Course Files, where you can link to them again. Also, if you modify or move a file to another Course Files folder after it is linked in your course, the link will not be broken.

Students cannot upload files to Course Files. They may only browse for and attach files from their computers when participating in the course, and those files are not added to Course Files. They can view files in the course that are linked from Course Files. These links are automatically assigned Read permission, meaning your students can view the files.

Learning Outcomes

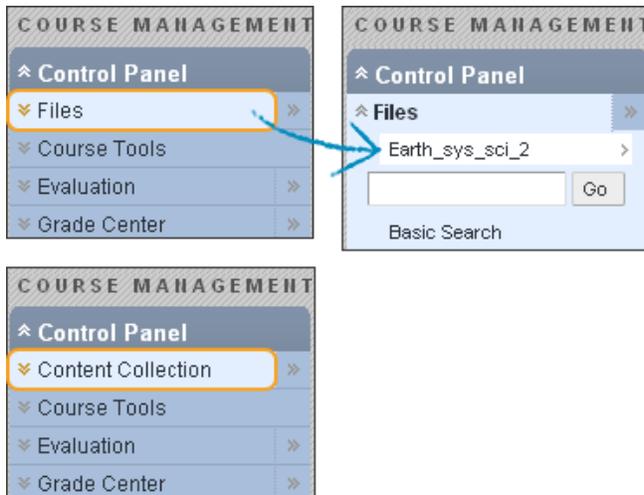
After reviewing this material, you will be able to:

- Explain the differences between Course Files and the Content Collection.
- View files and folders on the main Course Files page.
- Use List and Thumbnails Views in Course Files.
- Create and edit folders in Course Files.

Course Files vs. the Content Collection

Course Files is the file repository available with all Blackboard Learn courses. However, if your school licenses content management, the Content Collection is the file repository.

The first section in the Control Panel shows where an instructor's files are stored. Click **Files** to expand the section and click the Course ID to open Course Files in the content frame.



Course Files

- Content is stored for a single course.
- Content cannot be shared across courses.
- Students do not have access to store or share files.

Content Collection

- Content can be stored for multiple courses taught by the instructor.
- Content can be shared across courses and with other users.
- Students may have access to store or share files.

Viewing Files and Folders in Course Files

The Course ID is the title of the top-level folder that contains the folders and files you have added to your course.

Course Files Features

The screenshot shows the 'Files: earth_sys_sci' interface. On the left is the 'COURSE MANAGEMENT' sidebar with a 'Control Panel' and 'Files' section. The main area displays a list of files and folders. Callouts A-F point to specific features: A (Action Bar), B (Folder name), C (Contextual menu), D (Edited column), E (Permissions icon), and F (View List/View Thumbnails buttons).

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>	Folder	assessment notes	Aug 26, 2010 9:06:25 AM	48 KB	
<input type="checkbox"/>	Doc	chapter1_lecture.doc	Aug 26, 2010 9:06:25 AM	26.5 KB	
<input type="checkbox"/>	Image	earth.png	Aug 27, 2010 8:25:51 AM	38.2 KB	
<input type="checkbox"/>	PPT	earth_sys.ppt	Aug 27, 2010 8:22:21 AM	2.43 MB	
<input type="checkbox"/>	Folder	group information	Aug 26, 2010 9:54:16 AM	64.9 KB	
<input type="checkbox"/>	Folder	images	Aug 26, 2010 9:06:26 AM	379.0 KB	
<input type="checkbox"/>	Doc	lecture_1_notes.doc	Aug 26, 2010 9:06:26 AM	43 KB	
<input checked="" type="checkbox"/>	Doc	policies_and_dates.doc	Aug 26, 2010 9:06:27 AM	26.5 KB	
<input type="checkbox"/>	Doc	research_paper.doc			

Contextual menu for 'policies_and_dates.doc':

- > Open
- > Open With Browser
- > 360° View
- > Edit Settings
- > Overwrite File
- > Permissions
- > Alignments (None)
- > Download Package
- > Copy
- > Move
- > Delete

- A. Perform an action on one file or multiple files and folders at one time. Select an item's check box and click the function on the Action Bar, such as **Download Package**, **Copy**, **Move**, or **Delete**.
- B. Click a folder's name to view its contents.
- C. Click an item's Action Link to access the contextual menu and select an option, such as **Copy**, **Move**, or **Delete**.

- D. Sort a column by clicking the column heading or the caret.
- E. In the **Permissions** column, click the icon to view and change who can see, edit, delete, and manage the file or folder.
- F. Toggle between **View List** (default view) and **View Thumbnails**.

Using List and Thumbnails Views in Course Files

You can view files and folders in Course Files as a list of file names or as thumbnail icons. Click the links at the top of the page to switch views.

View List

The default view of the files and folders in Course Files is a list of file names with standard small icons in the **File Type** column.

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>		assignment_checklist.doc	Aug 1, 2009 5:34:04 PM	26.5 KB	
<input type="checkbox"/>		checklists	Oct 21, 2009 10:50:20 AM	1 KB	
<input type="checkbox"/>		erupting_volcano.jpg	Oct 20, 2009 2:12:27 PM	16.3 KB	
<input type="checkbox"/>		headshot.png	Aug 11, 2009 12:11:03 PM	26.8 KB	

Thumbnails View

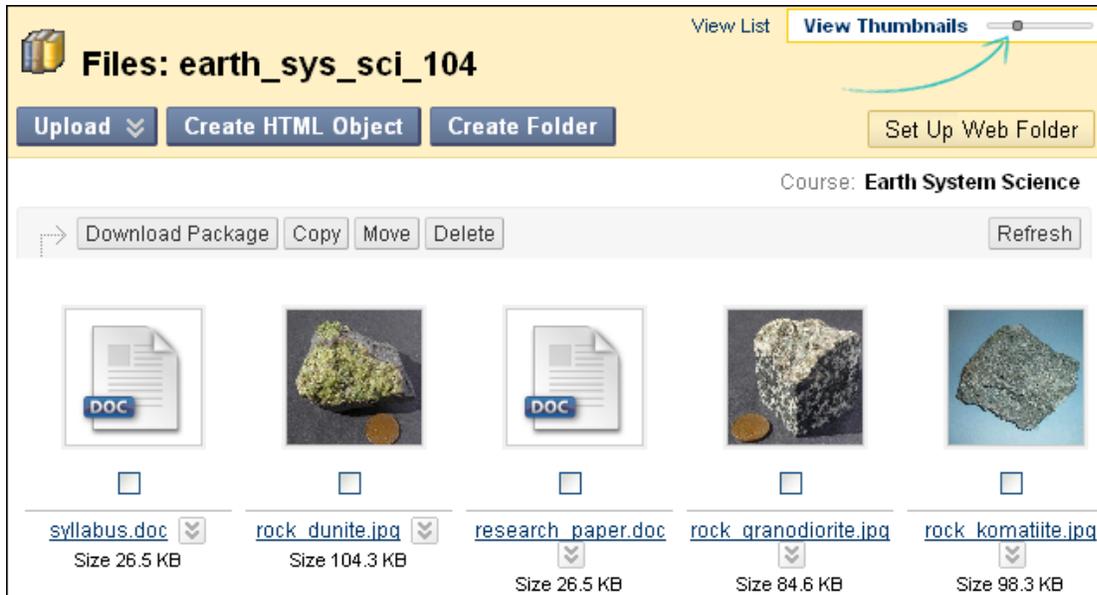
To make it easier to locate items in Course Files, you can view thumbnail icons of each item. The system remembers which view you have chosen and it remains until you change the view.

Click **View Thumbnails** at the top of the screen to switch views.

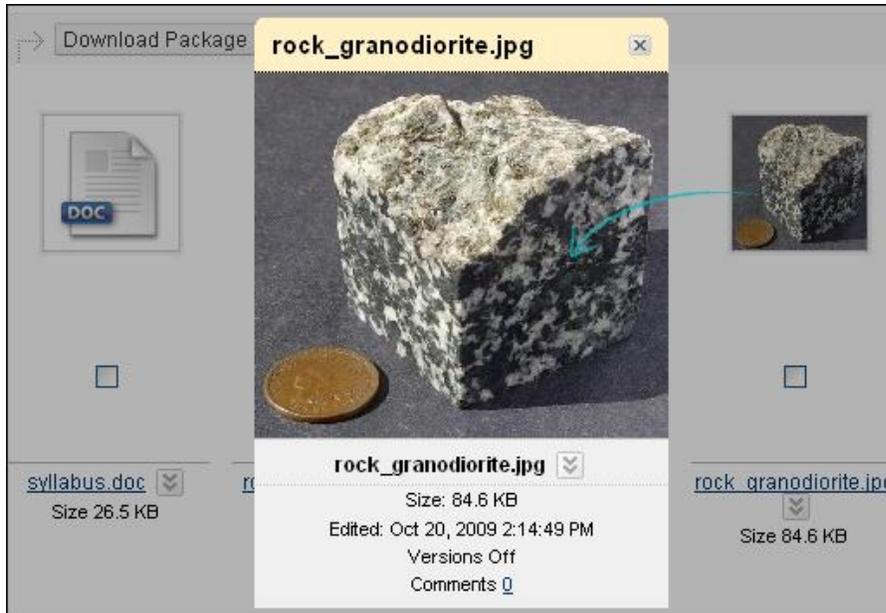
<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>		assignment_checklist.doc	Aug 1, 2009 5:34:04 PM	26.5 KB	
<input type="checkbox"/>		checklists	Oct 21, 2009 10:50:20 AM	1 KB	
<input type="checkbox"/>		erupting_volcano.jpg	Oct 20, 2009 2:12:27 PM	16.3 KB	
<input type="checkbox"/>		headshot.png	Aug 11, 2009 12:11:03 PM	26.8 KB	

In the thumbnail view, a larger icon represents each file and folder. Any action you can perform on a file or folder in list view can also be performed on a file or folder in thumbnails view.

Use the slider to change the size of the thumbnails. The thumbnails view displays the image of the item for image file types, such as PNG and JPEG. For all other file types, the standard icon representing the file type is shown.



Click an image to preview it. Click the **X** to close the preview window.



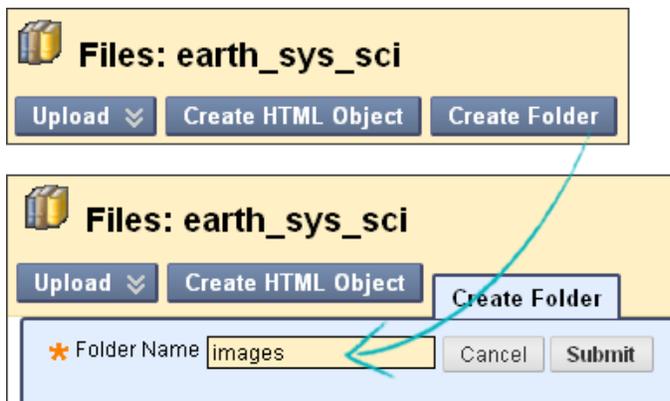
Click an icon to view more information. Click the file's name to open the document, such as a PDF or Microsoft® PowerPoint® presentation. Click a folder's icon to view the contents of the folder.

Creating and Editing Folders in Course Files

Instructors can create the Course Files folders and subfolders needed to organize their files. Creating a logical filing system makes it easy to locate and link to files when creating content in a course. The folder structure in Course Files is separate from folders in a Content Area of a course and has no impact on the presentation of content.

QUICK STEPS: Creating a Folder

1. In Course Files, click **Create Folder** on the Action Bar.
2. Type a **Folder Name**.
3. Click **Submit**.



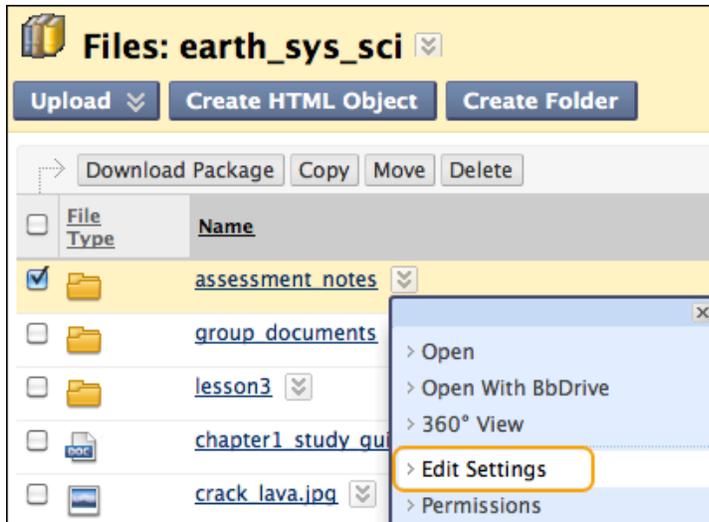
The folder appears in the list. Click the folder's title to create one or more subfolders to further organize content.

Editing Folder Names

You can edit the name of any folder except the top-level Course ID folder. Changing a folder's name does not break any links to content in your course.

QUICK STEPS: Editing a Folder's Name

1. Click a folder's Action Link to access the contextual menu.
2. Select **Edit Settings**.



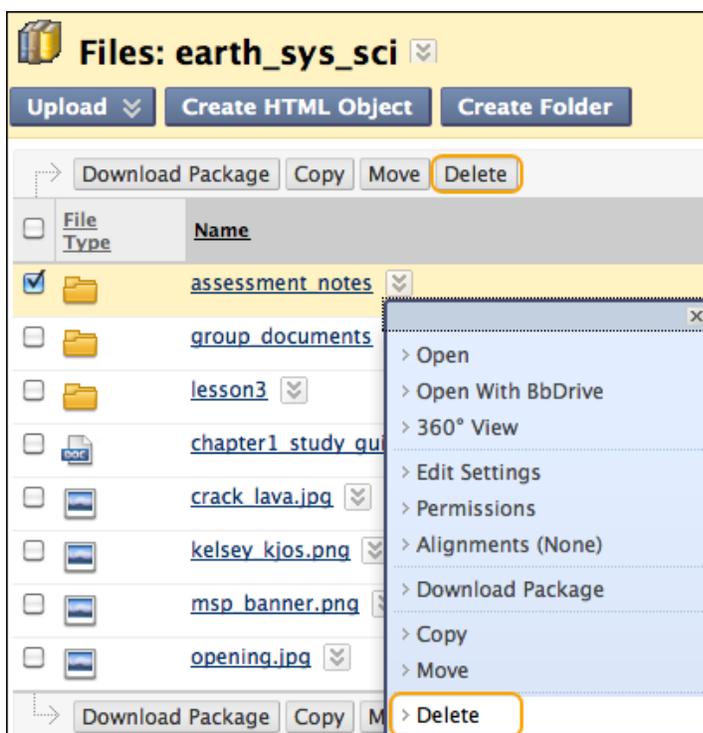
3. On the **Edit Settings** page, type a new **Folder Name**.
4. Click **Submit**. The new folder name appears in the list.

Deleting a Folder

You can delete any folder except the top-level Course ID folder. If you delete a folder, the contents of the folder are permanently deleted and the links to that content in the course are broken. You are notified that the **Delete** action will result in broken links. In the course, the broken links appear with an "Invalid File" statement next to them.

QUICK STEPS: Deleting a Folder

1. Click a folder's Action Link to access the contextual menu.
2. Select **Delete**. Alternatively, you can delete items by selecting their check boxes and clicking **Delete** on the Action Bar.



3. A warning appears. Click **OK** to verify the deletion.
4. Click **Submit**.

Hands-on Activity



For this activity, use your Practice Course.

Access and Explore Course Files

Make no changes to the files in Course Files at this time.

- In the **Control Panel**, expand **Files** and select the Practice Course folder so Course Files opens in the content frame.
- Select the **Unit 2** folder.
- Sort the contents of the folder by **Size**.
- In the **Permissions** column, click the icon to view who can see, edit, delete, and manage one of the files. Click **OK** to return to Course Files.

NOTE: You can use the breadcrumbs to navigate to previous Course File's folders you have accessed.

View Files and Folders in Course Files

- Switch to the thumbnails view. Use the slider to change the size of the icons that appear.
- Click the icon for an image file to view additional information about the file. Click the **X** to close the box.
- Click any file's Action Link to view the contextual menu. Click the **X** to close the contextual menu.
- Click the icon for the **group_presentation.doc** to view additional information about the file. Click the **X** to close the box.
- Click a folder icon to view the contents of the folder.
- Return to list view for Course Files.

Create Folders in Course Files

- In the folder of your choice, create two folders.
- Edit the name of one of the folders you created.
- Delete one of your folders.

Important: Do not delete any of the existing folders or files, as they are needed in other activities.

Adding Files to Course Files

Instructors can add files and folders to Course Files in multiple ways, including when course content is created. All supported file types can be saved to Course Files. The recognized file types are listed in the "Resource" section at the end of this manual.

Students cannot upload files to Course Files. They may only browse for and attach files from their computers when participating in the course, and those files are not added to Course Files.

Methods to Add Files

You can add content in four ways:

- Upload files and folders into Course Files, either one at a time or in batches, using the drag-and-drop function or the browse function.
- Upload files when you create content in your course. Files uploaded from your computer using the **Browse My Computer** function are added automatically to the top-level folder in Course Files.
- Create content using the Text Editor and save it as an HTML Object.
- Use WebDAV for direct upload, editing, and management of files in Course Files from your computer desktop or through WebDAV capable applications.

Learning Outcomes

After reviewing this material you will be able to:

- Use the browse and drag-and-drop function to upload files and folders to Course Files.
- Use the **Browse My Computer** function to add files when creating content in your course.
- Upload and unzip files in Course Files.
- Create HTML Objects in Course Files.
- Create reusable content in your course.
- Set up Web Folders.

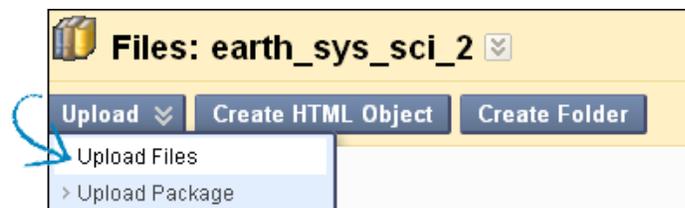
Using the Drag-and-Drop Function

You can use the drag-and-drop function to upload a single file, multiple files, or one or more folders to Course Files. After uploading, you can move files and folders to other folders as needed.

Uploading multiple files and folders in one action and using the drag-and-drop function require a Java-plug-in. If the plug-in is not available or an accessible option is needed, select **Single File** at the top of the page to browse for and upload files one at a time.

QUICK STEPS: using the drag-and-drop function

1. Click the Course Files folder where the files will be uploaded or upload files to the top-level folder.
2. On the Action Bar, point to **Upload** to access the drop-down list.
3. Select **Upload Files**.

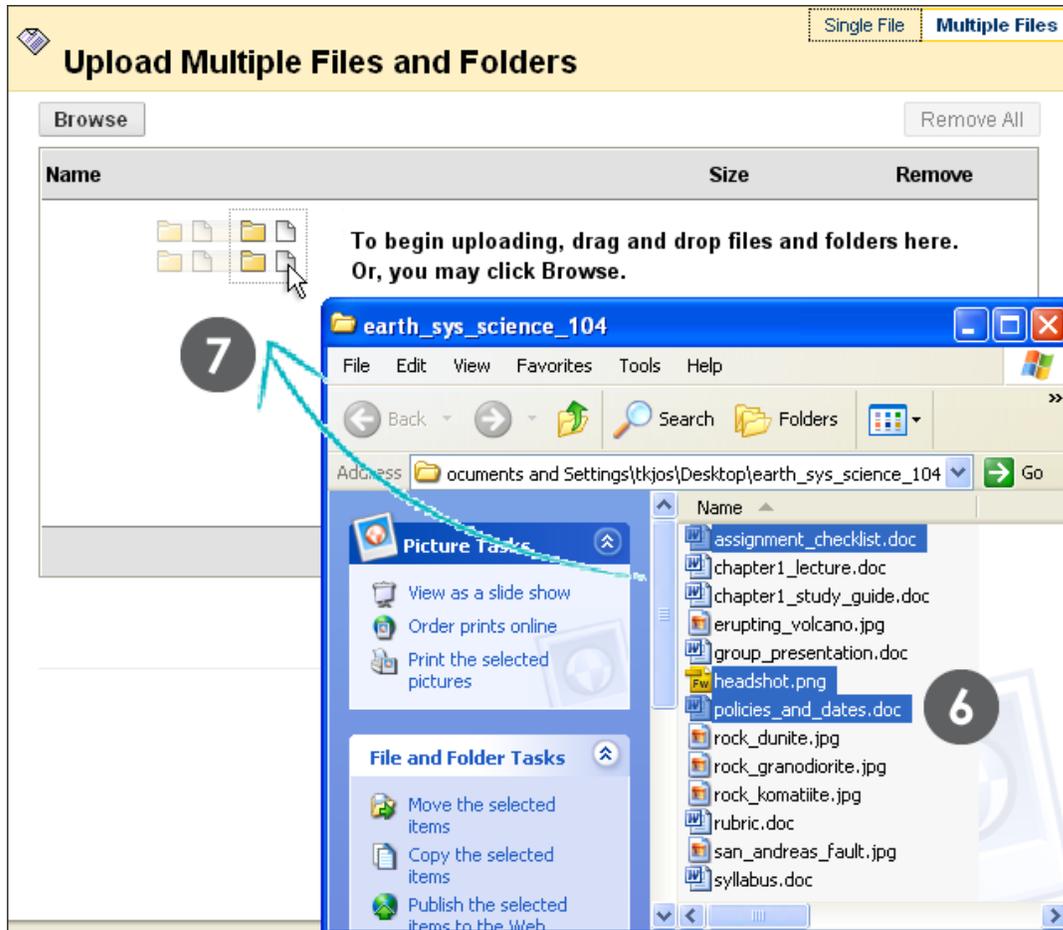


4. Select **Multiple Files** at the top of the page, if needed. The **Upload Multiple Files and Folders** page appears.



5. On your computer, open the folder containing the files and folders to upload. Position the folder next to the **Upload Multiple Files and Folders** page.

6. For Windows, to select multiple files and folders in a list, press the **SHIFT** key and click the first and last items. To select files and folders out of sequence, press the **CTRL** key and click each item needed. For Macs, press the **COMMAND** key instead of the **CTRL** key.
7. Press the files and drag them into the upload box on the **Upload Multiple Files and Folders** page. Attempting to upload a file with the same name as an existing file generates a prompt to overwrite the current file when the files are uploading.



- The files and folders appear in the upload box. Continue to add files and folders from your computer, if needed. View the total size of the files ready to upload at the bottom of the **Size** column. To delete a file in the list, click the **X** in the **Remove** column.

Name	Size	Remove
assignment_checklist.doc	22.5 KB	X
chapter_1_review.doc	26.5 KB	X
deadlines.doc	22.5 KB	X
images		X
erupting_volcano.jpg	16.3 KB	X
rock_dunite.jpg	104.3 KB	X
rock_granodiorite.jpg	84.6 KB	X
387.1 KB Total		

Buttons: Browse, Remove All, Cancel, Submit

NOTE: The contents of folders appear individually in the upload list, but after they are uploaded, they are contained in their parent folders.

- Click **Submit**. A status bar displays the progress of your upload.

Upload progress: 14%

Name	Size	Status
chapter_1_review.doc	26.5 KB	✓
deadlines.doc	22.5 KB	✓
images		
erupting_volcano.jpg	16.3 KB	✓
rock_dunite.jpg	104.3 KB	81%
rock_granodiorite.jpg	84.6 KB	0%
rock_komatiite.jpg	88.2 KB	0%
387.1 KB Total		

10. A message appears stating that the **Upload completed successfully** and a check mark appears in each file's **Status** column. After a moment, the files and folders appear in the selected folder in Course Files.

✓ Upload completed successfully

Name	Size	Status
images		
erupting_volcano.jpg	16.3 KB	✓
rock_dunite.jpg	104.3 KB	✓

Using the Browse Function

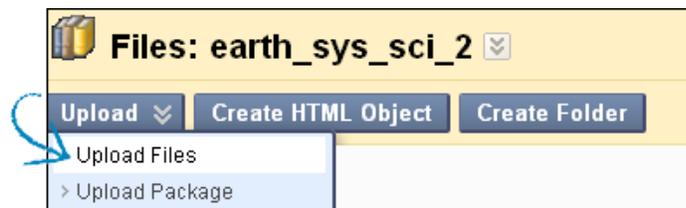
You can use the browse function to upload a single file, multiple files, or one or more folders to Course Files. After uploading, you can move files and folders to other folders as needed.

Uploading multiple files and folders in one action and using the browse function require a Java plug-in. If the plug-in is not available or an accessible option is needed, select **Single File** at the top of the page to browse for and upload files one at a time.

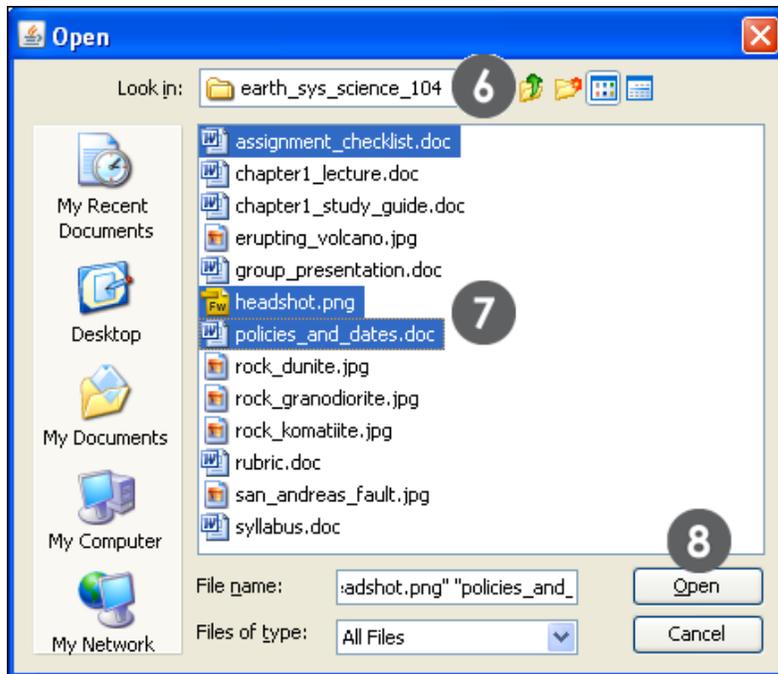
NOTE: Mac users may need to allow Java to run for a moment before they can upload files.

QUICK STEPS: Using the Browse Function

1. Click the Course Files folder where the files will be uploaded or upload files to the top-level folder.
2. On the Action Bar, point to **Upload** to access the drop-down list.
3. Select **Upload Files**.



4. Select **Multiple Files** at the top of the page, if needed. The **Upload Multiple Files and Folders** page appears.
5. On the **Upload Multiple Files and Folders** page, click **Browse** and open a folder on your computer containing the files and folders to upload.
6. For Windows, to select multiple files and folders in a list, press the **SHIFT** key and click the first and last items. To select files and folders out of sequence, press the **CTRL** key and click each item needed. For Macs, press the **COMMAND** key instead of the **CTRL** key. Click **Open**. Attempting to upload a file with the same name as an existing file generates a prompt to overwrite the current file when the files are uploading.



- The files and folders appear in the upload box. Continue to add files and folders from your computer, if needed. View the total size of the files ready to upload at the bottom of the **Size** column. To delete a file in the list, click the **X** in the **Remove** column.

Browse		Remove All
Name	Size	Remove
assignment_checklist.doc	22.5 KB	X
chapter_1_review.doc	26.5 KB	X
deadlines.doc	22.5 KB	X
images		X
erupting_volcano.jpg	16.3 KB	X
rock_dunite.jpg	104.3 KB	X
rock_granodiorite.jpg	84.6 KB	X
387.1 KB Total		

NOTE: The contents of folders appear individually in the upload list, but after they are uploaded, they are contained in their parent folders.

- Click **Submit**. A status bar displays the progress of your upload.

Upload progress: 14%

Name	Size	Status
chapter_1_review.doc	26.5 KB	✓
deadlines.doc	22.5 KB	✓
images		
erupting_volcano.jpg	16.3 KB	✓
rock_dunite.jpg	104.3 KB	81%
rock_granodiorite.jpg	84.6 KB	0%
rock_komatite.jpg	98.3 KB	0%
387.1 KB Total		

9. A message appears stating that the **Upload completed successfully** and a check mark appears in each file's **Status** column. After a moment, the files and folders appear in the selected folder in Course Files.

✓ **Upload completed successfully**

Name	Size	Status
images		
erupting_volcano.jpg	16.3 KB	✓
rock_dunite.jpg	104.3 KB	✓

Using the Browse My Computer Function

When you create content in a course, you can browse for a file on your computer and link to it. Files uploaded using the **Browse My Computer** function are added to the top-level folder in Course Files. You do not have the option to select a different folder when uploading the file. By default, files added to your course in this way are assigned the Read permission and all enrolled users can view them. When students upload files from their computers, the files are not added to Course Files.

If an uploaded file has the same name as a file already in the top-level folder, the new file is saved with a number appended to the name. For example, **course_assignment.doc** becomes **course_assignment(1).doc**.

NOTE: Some files added to your course are not saved in Course Files, such as when creating test questions and wiki pages. For a complete list, see the next section, "About Files Added Automatically to Course Files."

In the following steps, a file is uploaded to a content item in a Content Area. The **Browse My Computer** steps are similar when used in other course areas or with tools, such as the Discussion Board or Announcements.

1. On the **Create Item** page in the **Attachments** section, click **Browse My Computer** to search for a file on your computer. The file name appears in the **File Name** column.
2. Type a **Link Title** so the file name does not appear in the course.

NOTE: Click **Do not attach** to remove the selected file.

Create Item

* Indicates a required field. Cancel Submit

1. Content Information

* Name

Color of Name Black

Text Text Editor is: ON

Normal | 3 | Arial | **B** | *I* | U | $\frac{a}{b}$ | x^2 | x^2 |

| | | | | | |

Download the attached document for a detailed list of deadlines, guidelines for the written portion, source citation information, and instructions for submitting the final project.

Path: [body](#)

Save as HTML Object

2. Attachments

Attach File 1

Attached files	Link Title	File Action
<div style="border-bottom: 1px solid #ccc; padding: 2px;">File Name</div> <div style="padding: 2px;"> project_instructions.doc</div>	<div style="border-bottom: 1px solid #ccc; padding: 2px;">Link Title</div> <div style="padding: 2px;"><input type="text" value="Project Instructions"/></div>	<div style="border-bottom: 1px solid #ccc; padding: 2px;">File Action</div> <div style="padding: 2px;">Create a link to this file Do not attach</div>

Adding Files Using the Text Editor Functions

Alternatively, you can use the Text Editor functions to add files. Files uploaded using the Text Editor are added to Course Files in the top-level folder. Adding a file using the Text Editor offers more control over where the file's link appears in relationship to other text. Also, you can select the **Launch in a new window** option and add **Alt Text**. For example, if an image is attached, you may want the image to open in a new window so it can be viewed alongside other course content. Alternative text appears when a user moves the mouse pointer over the link and it is read by screen readers. These selections are not available in the **Attachments** section of the **Create Item** page.

Text

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x²

Download the attached document for a detailed list of deadlines, guidelines for the written portion, source citation information, and instructions for submitting the final project.

Insert Content Link

Cancel Submit

1. Select Content Link

Attach File Browse My Computer Browse Course Source URL

Attached files

File Name	Content Link Options
 project_instructions.doc	Name of Link to File <input type="text" value="Project Instructions"/> Alt Text <input type="text"/> <small>Alt text defines what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them.</small> Launch in new window <input checked="" type="radio"/> Yes <input type="radio"/> No

[Do not attach](#)

Result

The file uploaded to the content item appears as a link in the Content Area and is added to Course Files in the top-level folder. You can move the file to a different folder in Course Files and the link in the course will not be broken.

Files Added Automatically to Course Files

You can add files to Course Files in two ways:

- Upload files directly into Course Files. Then, link the files in your course when content is created.
- Upload files when creating content in your course and those files are added automatically to Course Files.

When you use **Browse My Computer** to upload files from your computer, most files are added automatically to Course Files. You do not need to add the same files directly to Course Files if they have been uploaded into a course area.

Example

In a Content Area, you create a content item named *Course Schedule* and click **Browse My Computer** to upload a file from your computer that details the due dates for all assignments and tests. The file appears as a link in the content item and is also added automatically to Course Files in the top-level folder. You can link to the file again in one or more course areas.

Most files are added automatically to Course Files when creating content. Examples include:

- Files uploaded to content types from the **Build Content** drop-down list, such as Item, File, URL, Image, Audio, Video, Syllabus, and Course Link
- Files uploaded when creating assignments
- Files uploaded when creating announcements
- Files uploaded to descriptions and instructions in tests
- Course banner files uploaded to the course entry point
- Files uploaded using the functions in the Text Editor for journals and blogs, and when creating a wiki
- Files uploaded to the Discussion Board using the Text Editor or the **Attachments** section
- Files uploaded when creating HTML Objects
- Imported course packages; attached files must fit requirements above

Some files are NOT added automatically to Course Files when creating content because of potential privacy issues or the type of file. Examples include:

- Test question files
- Self and Peer Assessment files
- Files added to journals and blog entries in the **Journal/Blog Entry Files** section
- Files added to wiki pages and the wiki Home Page
- Course Cartridge files
- SCORM files
- Glossary files
- Student files added when participating in course activities, such as uploading an assignment document or adding files when creating journal entries

Hands-on Activity



For this activity, use your Practice Course. All the steps to perform the operations are not listed. Refer to the steps in the manual as needed.

Upload Files Using the Browse Function

- If you need files to use in these activities, follow these instructions: On the Course Menu, click **Workshop Resources**. In the **Course Files** item, click the zipped package named **uploading.zip** and save it to your computer. Unzip the package and move the folder to your desktop.
- In Course Files, navigate to the folder you want to add multiple files to.
- Upload three or four files in one action using the **Browse** function and searching for the folder you downloaded from **Workshop Resources**.
- Before clicking **Submit**, remove one file.
- View your additions to the folder in Course Files.

Upload Files Using the Drag-and-Drop Function

- On your computer, open the folder you downloaded from **Workshop Resources**.
- Use the drag-and-drop function to upload two more files to Course Files. Do **not** click **Submit**.
- If you have another folder on your desktop, use the drag-and-drop function to upload the folder.
- Click **Submit**. All the files and the folder are added in one action.
- View your additions to the folder in Course Files.

Uploading Files Using Browse My Computer

- Create a content **Item** in a Content Area. Type a **Name** and add information to the **Text** box.
- Under **Attachments**, click **Browse My Computer** to search for a file to upload from your computer. Select a file that you have not uploaded to Course Files in another activity. Type a **Link Title**. Click **Submit**.
- In the Content Area, view the new content **Item** and file attachment.
- In Course Files, note that the file you uploaded from your computer has been added automatically to the top-level folder. You can reuse this file and link to it in other course areas.

Uploading a Zipped Package in Course Files

You can zip files and folders into a package and upload it into Course Files. You can choose to upload the zipped file and unzip its contents, keeping the folder structure and links intact, or keep the file zipped.

Example: Unzip file

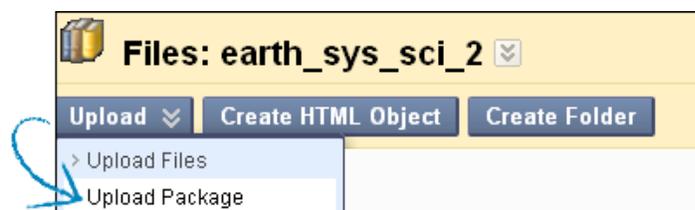
You create a lesson with several interrelated pages with navigation, images, external links, and documents. The contents are zipped into a package. You add the zipped package to Course Files using the **Upload Package** option. When a zipped package is added in this way, the system unzips its contents. When you create content in your course, you can create a link to the unzipped package by selecting a starting page. In the course, students click the starting page link and view the lesson. You can edit any part of the lesson's content and overwrite just the edited file or files without removing and uploading a new zipped file. All links remain intact in your course.

Example: File remains intact

You want to include several images for students to use in a presentation and use the **Upload Files** option to add the zipped file to Course Files. The file remains zipped. When you create content in your course, you can create a link to the zipped file. In the course, students click the link to the zipped file, download it to their computers, unzip the package, and are able to use the contents.

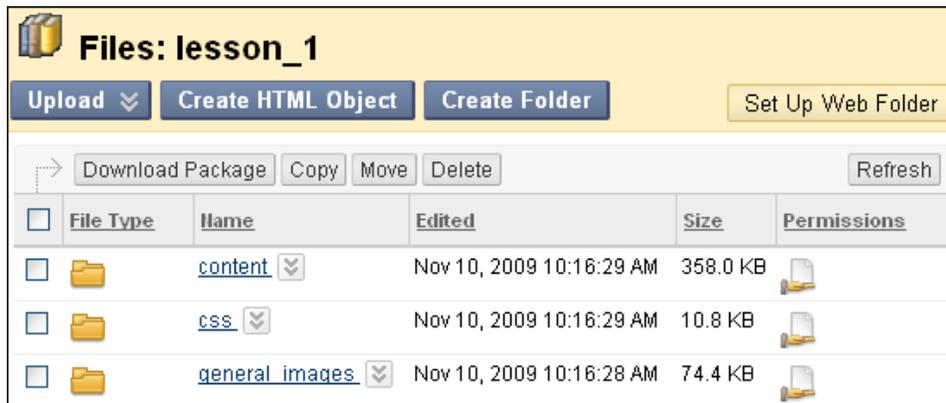
QUICK STEPS: Adding a Zipped Package to Course Files

1. Create a folder in Course Files for the contents of the unzipped package, if needed. When unzipping a package with many files and folders, it can be helpful to contain the contents in a folder. In our example, we created a **lesson_1** folder.
2. Click the name of the new folder.
3. On the Action Bar, point to **Upload** to access the drop-down list.
4. Select **Upload Package**. Select **Upload Files** to keep the file zipped.



5. On the **Upload Package** page, click **Browse** to locate the file on your computer.
6. Click **Submit**. The zipped package unzips in the selected folder.

In the following example, the zipped package contents were unzipped in the **lesson_1** folder. The zipped package contained three folders.



The screenshot shows a file management interface for a folder named "Files: lesson_1". At the top, there are buttons for "Upload", "Create HTML Object", "Create Folder", and "Set Up Web Folder". Below these are buttons for "Download Package", "Copy", "Move", "Delete", and "Refresh". The main area contains a table with the following data:

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>	Folder	content	Nov 10, 2009 10:16:29 AM	358.0 KB	
<input type="checkbox"/>	Folder	css	Nov 10, 2009 10:16:29 AM	10.8 KB	
<input type="checkbox"/>	Folder	general_images	Nov 10, 2009 10:16:28 AM	74.4 KB	

Next Steps

In the course area, from the **Build Content** drop-down list, create a **File** and use the **Browse Course** function to search for the start page for the unzipped content. In the course area, students click the link for the lesson's start page and can view the lesson contents in order with all links intact. You can rename the start page link and manage permissions for the files and folders in the unpackaged zip.

Create File

* Indicates a required field. Cancel Submit

1. Select File

* Find File Browse My Computer Browse Course

Selected File File Name **page_1.htm**

Manage Permissions Give users Read access to all files and folders in the folder
 Give users Read access to this file only
 Give users Read access to selected files in folder Browse

Select a Different File

* Name

Color of Name Black

Open in New Window Yes No

NOTE: If a description or instructions are necessary and a title cannot convey that meaning, you can use the **Item** content type instead of a **File**. When creating an **Item**, use the **Attach File** function in the Text Editor to select the starting page so the **Launch in new window** option is available.

As needed, you can edit one or more files, and you do not need to upload a new zipped file and select a starting page. Edit the individual file that needs updating and overwrite it in Course Files. The changes show in the course area and no links are broken. Overwriting files and folders is discussed later in this manual.

Uploading a Zipped Package in the Course

You can zip files and folders into a package and upload it directly into the course when creating content. You can choose to upload the zipped file and unzip its contents, keeping the folder structure and links intact, or keep the file zipped. In our example, a zipped package is uploaded and unzipped when creating the **File** content type.

QUICK STEPS: Adding a Zipped Package in the Course

1. Open a course area, such as a Content Area, Learning Module, Lesson Plan, or folder.
2. Ensure **Edit Mode** is **ON**.
3. On the Action Bar, point to **Build Content** to access the drop-down list.
4. Select **File**.
5. On the **Create File** page, click **Browse Course** to start the process to unzip the file and add the contents to Course Files. Continue on to step 6.

-OR-

If you want the file to remain zipped, click **Browse My Computer**, select the file on your computer, type a name, and submit.

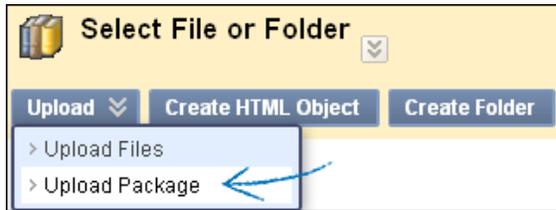


6. On the **Select File or Folder** page, click **Create Folder** on the Action Bar and type a **Folder Name**.

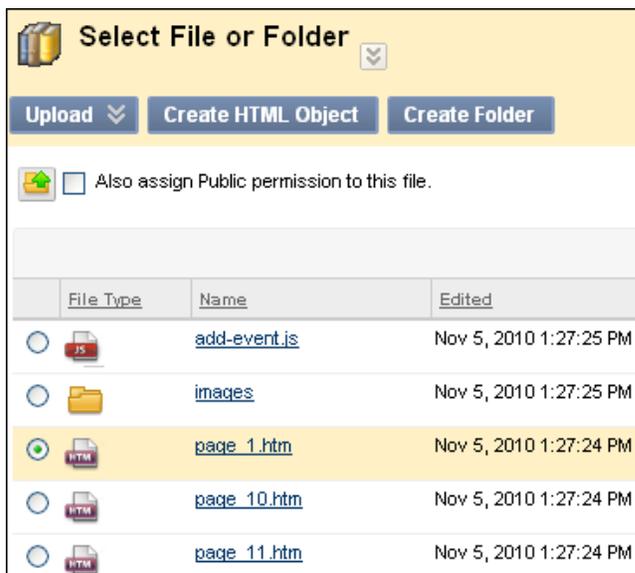


7. Click **Submit**. The new folder is added to the list of files and folders.
8. Click the folder's name to open it.

9. On the Action Bar, point to **Upload** to access the drop-down list.
10. Select **Upload Package** to unzip the file.



11. On the **Upload Package** page, click **Browse** to locate the zipped package on your computer.
12. Click **Submit**. The zipped package unzips automatically in the selected folder.
13. On the **Select File or Folder** page, select the check box for the start page for the unzipped contents.



14. Click **Submit**.

15. On the **Create File** page:

- For **Manage Permissions**, select the option for the appropriate permissions for users. Students receive Read permission by default.
- Type a **Name** so the file name does not appear in the Content Area. You cannot add descriptions to the file content type, as only the link to the file appears. The **Name** becomes the link students click to access the content. Ensure the **Name** is descriptive so students understand why this content has been added and how to use it. Click **Select a Different File** to remove the selected file.
- Select **Yes** or **No** for **Open in New Window**. If **No** is selected, the content appears in the content frame and users have access to all course navigation, such as the breadcrumbs and the Course Menu. If **Yes** is selected, the content appears in a new window or tab and can be viewed alongside other course content.
- Select the **Standard Options** for availability, tracking, and date and time restrictions.

16. Click **Submit**.

Create File

* Indicates a required field.

Cancel Submit

1. Select File

* Find File

Selected File

File Name **page_1.htm**

Manage Permissions

Give users Read access to all files and folders in the folder

Give users Read access to this file only

Give users Read access to selected files in folder

* Name

Color of Name Black

Open in New Window Yes No

2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Display Until

NOTE: If a description or instructions are necessary and a title cannot convey that meaning, you can use the **Item** content type instead of a **File**. When creating an **Item**, use the **Attach File** function in the Text Editor to select the starting page so the **Launch in new window** option is available.

Result

When a zipped package is unzipped, students will click the link for the lesson's start page in the course area and be able to view the lesson contents in order with all links intact. The page will open in a new window or tab and can be closed to return to the course area.

At any time, you can edit one or more files, and you do not need to upload and link to a new zip. Edit the individual file you need to update and overwrite it in Course Files. The changes show in the course area and no links are broken.

When a zipped package remains intact, students click the link for the zipped package in the course area and are able to download the zipped package to their computers where they can unzip it.

Creating HTML Objects in Course Files

Within Course Files, you can create new items using the Text Editor. These items are called HTML Objects. An HTML Object is a type of reusable content. If your school licenses content management, you can create other types of reusable content also.

You create HTML Objects in Course Files using the **Create HTML Object** function on the Action Bar. You can add formatted text, files, images, external links, multimedia, and Mashups to an HTML Object using the Text Editor functions. You can link HTML Objects to one or more locations in your course as a file attachment. As needed, you can make a change to an HTML Object stored in Course Files and the change is reflected in all instances where the HTML Object is linked in your course.

NOTE: If this feature is not available, the Blackboard administrator at your school may have disabled the feature.

QUICK STEPS: Creating HTML Objects in Course Files

1. Click the Course Files folder where the HTML Object will be created or create it in the top-level folder.
2. On the Action Bar, click **Create HTML Object**.



3. On the **Create Reusable Object** page, type a **Name**. This will be the file name in Course Files.
4. Type information in the **Content** box. Optionally, use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups. Any files you add from your computer are saved in Course Files in the top-level folder.
5. Click **Submit**. The HTML Object appears in the selected folder in Course Files. The system adds the .html extension to the HTML Object file name in Course Files.

Create Reusable Object 5

* Indicates a required field. Cancel Submit

1. Information

* Name 3
 If selected, the system automatically overwrites the existing file with the same name.

Content

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² | [List Icons] [Link Icon] [Image Icon] [Table Icon] [Media Icon] [Code Icon]

Download the attached file with the due dates for all assignments, tests, chat sessions, and a group presentation schedule. 4
[deadlines.doc](#)

Path: [body](#)

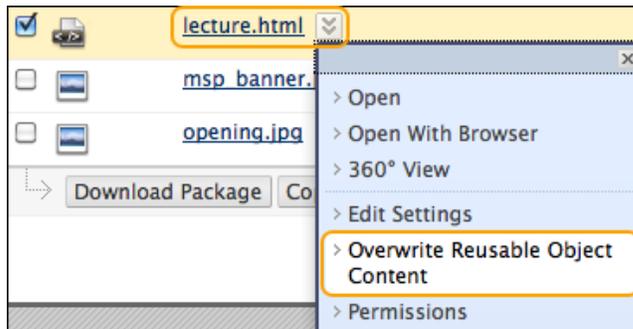
If you delete an HTML Object from your course where it is linked, it is not deleted from Course Files. The link to the HTML Object in your course is deleted. To delete an HTML Object from your course completely, you must delete it from Course Files. If the file is linked in your course, a warning message appears alerting you that the deletion will introduce broken links. You may cancel the deletion and view the **360° View** report to see where the file is linked before continuing the deletion. The report is discussed later in the manual.

Editing HTML Objects

You can make a change to an HTML Object stored in Course Files and the change is reflected in all instances where the HTML Object is linked in your course.

QUICK STEPS: Editing HTML Objects in Course Files

1. In Course Files, click the Action Link for the HTML Object to access the contextual menu.
2. Select **Overwrite Reusable Object Content**.



3. On the **Edit Reusable Object** page, make the changes needed.
4. Click **Submit**.

Creating Reusable Content in Your Course

When you create content in your course using the Text Editor, you can save the content as an HTML Object and add it to a folder in Course Files. An HTML Object is a type of reusable content. If your school licenses content management, you can create other types of reusable content also.

You can reuse an HTML Object in your course as a file attachment by linking to it in Course Files. The same content can appear in multiple course areas where students may need it as they progress through your course.

NOTE: If this feature is not available, the Blackboard administrator at your school may have disabled the feature.

Example

You create a content item in the *Getting Started* Content Area named "Group Guidelines" and save it in Course Files as an HTML Object. Next, in the *Assignments* Content Area, you create a new content item and link to the Group Guidelines file from Course Files. By adding the same information to the *Assignments* Content Area, students have easy access to the guidelines when they are working on their group assignment.

In the following steps, a content item is created in a Content Area and saved in Course Files as an HTML Object.

QUICK STEPS: Creating HTML Objects in the Course

1. Access the Content Area.
2. On the Action Bar, point to **Build Content** to access the drop-down list.
3. Select **Item**.
4. On the **Create Item** page, type a **Name**. The **Name** will be the file name in Course Files.
5. Type information in the **Text** box. Optionally, use the Text Editor functions to format the text.
6. Under **Attachments**, locate the appropriate file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**. To learn more, see the "Using the Browse My Computer Function" section.
 - To upload a file from Course Files, click **Browse Course**. To learn more, see the "Linking a File or Folder in Course Files to a Content Item" section.

NOTE: Alternatively, you can use the Text Editor functions to add files. Files uploaded using the Text Editor are added to Course Files in the top-level folder. Adding a file using the Text Editor offers more control over where the file's link appears in relationship to other text. Also, you can select the **Launch in a new window** option and add **Alt Text**. For example, if an image is attached, you may want the image to open in a new window so students can view it alongside other course content. Alternative text appears when a user moves the mouse pointer over the link and it is read by screen readers. These selections are not available in the **Attachments** section of the **Create Item** page.

7. At the bottom of the Text Editor, select the **Save as HTML Object** check box.
8. Click **Browse** to select the Course Files folder to save the file to. By default, the top-level folder is chosen if another folder is not selected.

Create Item

* Indicates a required field. Cancel Submit

1. Content Information

* Name **4**

Color of Name Black

Text Text Editor is: ON

5

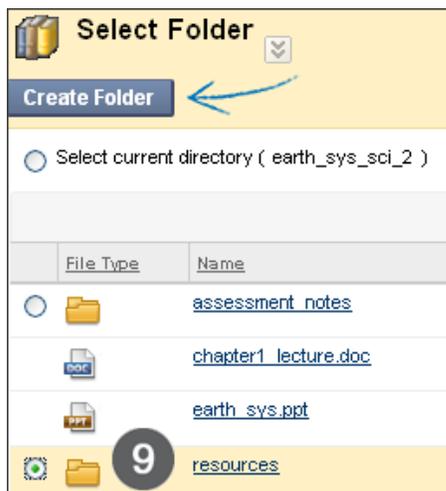
1. A group leader must be selected who communicates with the instructor.
2. The group may contain no more than four members.
3. Each group member will individually complete the required reading for each assignment.

7 Save as HTML Object Course File location: **8** Browse...

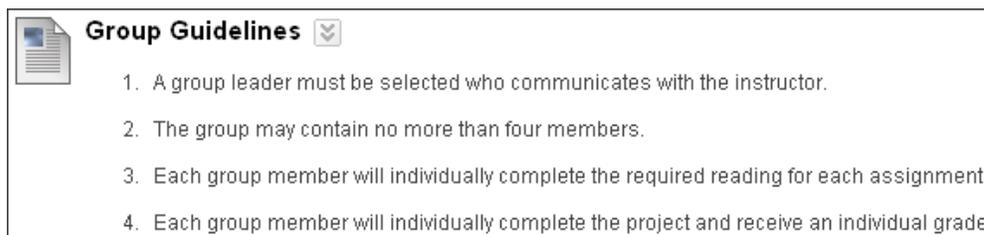
2. Attachments **6**

Attach File Browse My Computer Browse Course

9. On the **Select Folder** page, select the folder. Create a new folder from this page, if needed.



10. Click **Submit**.
11. On the **Create Item** page, select the **Options** for availability, tracking, and date and time restrictions.
12. Click **Submit**. The new content item is added to the Content Area and is also saved in Course Files in the selected folder as an HTML Object. The system adds the .html extension to the HTML Object file name in Course Files.



You can edit the HTML Object in Course Files and the changes are reflected in your course where it is linked.

Hands-on Activity



For this activity, use your Practice Course.

Upload and Unzip a Package

- This time use the **uploading.zip** file without unzipping it on your desktop. **Reminder:** If you need a new copy, it is located in the **Workshop Resources** Content Area in the Practice Course.
- In Course Files, navigate to the folder you want to add the contents of the zip to. Create a folder for the contents named "lesson_1."
- Upload the zipped file to the folder you created using the **Upload Package** function.
- View your additions to the folder in Course Files.

Upload and Keep a File Zipped

- In the Course Files folder of your choice, upload the **uploading.zip** file from your computer again, but this time keep the file zipped. What function will you choose to accomplish this?
- Once you have uploaded the file, note the icon that appears with a zipped package.

Create an HTML Object in Course Files

- Navigate to the Course Files folder you want to create content in. Use **Create HTML Object** on the Action Bar to create the new content. Use the Text Editor **Attach File** function to add a file to the new content. Attach a file you have not uploaded to Course Files in another activity.

NOTE: If you chose a folder other than the top-level folder to create your content in, note where the attached file was added in Course Files.

Create Reusable Content in the Course

- In a Content Area, create a content **Item** and add information to fit your needs. Select the **Save as HTML Object** check box.
- Click **Browse** to select the Course Files folder you want to save the file to. Follow the steps to select the folder and submit the new content **Item**.

NOTE: The new content **Item** is added to the Content Area and is also saved as an HTML Object in Course Files in the selected folder.

About Web Folders (WebDAV)

WebDAV is used for sharing files over the Internet and is compatible with most operating systems. When used with Blackboard Learn, WebDAV is a means for users to add to and access content in Course Files, as if it were any other network drive or folder on their computers.

When WebDAV—or a Web Folder—is set up, you can manage all the files for your course from your computer, dragging in content from multiple drives and folders and organizing it as needed.

Note: When using a Mac, you will set up a Shared Location rather than a Web Folder.

You can perform other actions on the files and folders in a Web Folder because the folder structure is visible and can be navigated. Also, it is possible to edit a file directly in a Web Folder, without downloading it, editing it, and uploading it again. For users who have moved pre-9.1 content containing HTML files, they can use a Web Folder to access their files for editing in the program of their choice.

Many users are accustomed to using WebDAV and prefer to continue to use this method for file management.

NOTE: If this feature is not available, the Blackboard administrator at your school may have disabled the feature.

Web Folder Actions

You can perform the following actions on files and folders using WebDAV with Course Files:

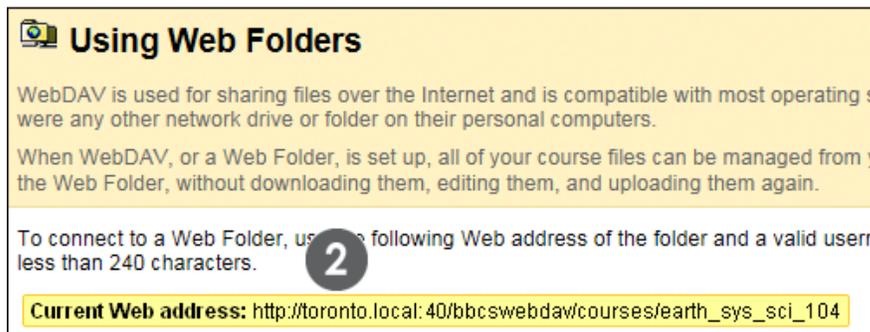
- Add files and folders.
- Browse the contents of folders in Course Files.
- Open, view, and edit files, such as a Microsoft® Word file.
- Create folders.
- Move, copy, rename, and remove files and folders.

Setting Up a Web Folder for Windows®

To connect to a Web Folder, use the web address of the Course Files folder and a valid username and password.

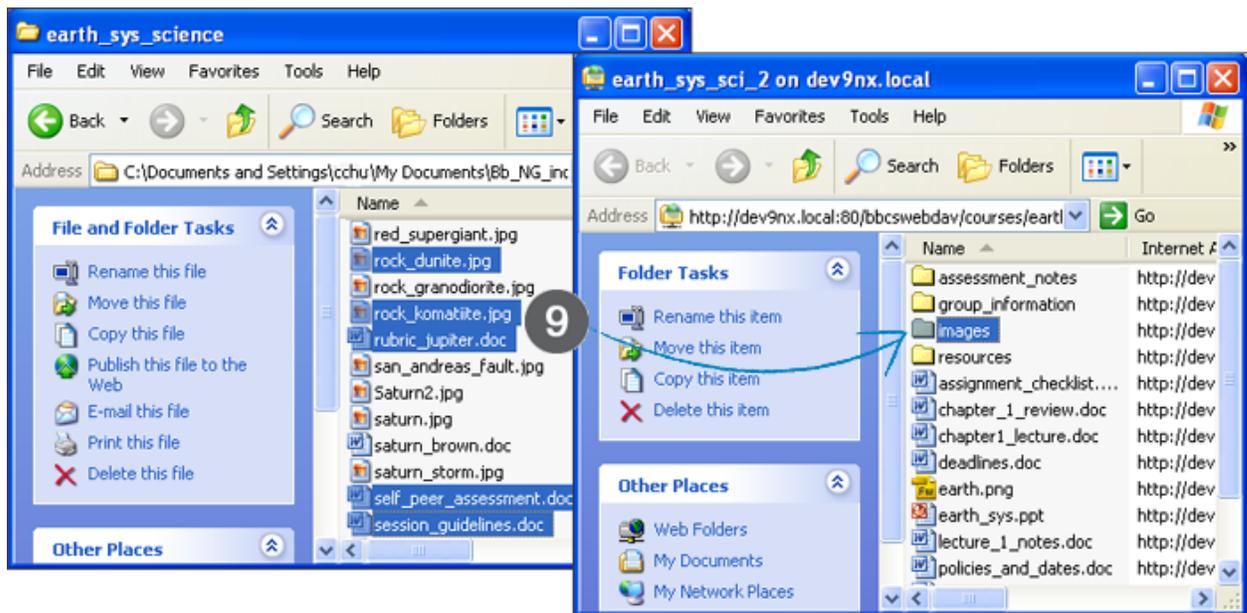
QUICK STEPS: Setting up a Web Folder for Windows

1. In Course Files, click **Set Up Web Folder** on the Action Bar of the top-level folder. Starting from this location ensures WebDAV access to all folders contained in Course Files. Any folder may be selected inside Course Files; however, the Web Folder path must be less than 240 characters. Each folder selected has a different address.
2. On the **Using Web Folders** page, right-click and copy the URL that appears for **Current Web address**. You will paste the address in later steps.



3. From the **Start Menu** in Windows, select **Documents > My Documents**. Select **My Network Places** in the left frame.
4. Select **Add a network place** from the **Network Tasks** menu.
5. In the **Add Network Place Wizard**, select **Choose another network location** to create a shortcut.
6. Paste the URL for the Web Folder you copied earlier and click **Next**.
7. Type your Blackboard Learn username and password, if prompted. Type a name for the network place and click **Next**. Click **Finish** to close the wizard. You may be prompted again for a username and password.

8. The Web Folder opens and displays the files and folders in the Course Files folder. Locate the appropriate folder to which to add files or folders. Locate the folder on your computer containing the files and folders you want to transfer.
9. With your folder and the Web Folder open, move one or more files and folders between them using the drag-and-drop function. Click a file and press, and then drag it to the destination folder. Release the mouse button and it is dropped in the folder. Files and folders dragged to the Web Folder are copied to Course Files. Also, files and folders from the Web Folder can be copied to your computer. Alternatively, use copy and paste rather than the drag-and-drop function.



10. In Course Files, click **Refresh** on the Action Bar to view the added files.

After all files and folder have been copied, disconnect from the Web Folder. If you do not disconnect, the server connection remains open until the computer is shut down. If you use a computer that others use, they have access to everything in your Course Files.

When you need to use the Web Folder in the future, access **My Network Places** and select the Web Folder shortcut you created.

Setting Up a Web Folder for Mac OS®

To connect to a Web Folder, called a Shared Location for the Mac, use the web address of the Course Files folder and a valid username and password.

QUICK STEPS: Setting up a Web Folder for Mac OS

1. In Course Files, click **Set Up Shared Location** on the Action Bar of the top-level folder. Starting from this location ensures WebDAV access to all folders contained in Course Files. Any folder may be selected inside Course Files; however, the Shared Location path must be less than 240 characters. Each folder selected has a different address.
2. On the **Using Shared Locations** page, copy the URL that appears for **Current Web address**. You will paste the address in later steps.



Files: earth_sys_sci_104

View List View Thumbnails

Upload Create HTML Object Create Folder Set Up Shared Location



Using Shared Locations

WebDAV is used for sharing files over the Internet and is compatible with most operating systems. It is used to share files over the Internet and is compatible with most operating systems, as well as any other network drive or folder on their personal computers.

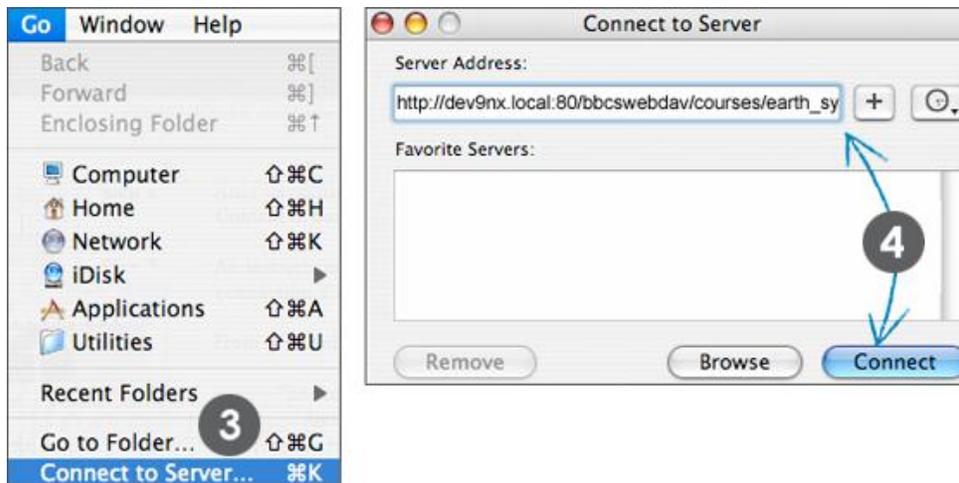
When WebDAV, or a Web Folder, is set up, all of your course files can be managed from your personal computer, without downloading them, editing them, and uploading them again.

To connect to a Web Folder, use the following Web address of the folder and a valid username and password, which must be less than 240 characters.

Current Web address: http://toronto.local:40/bbcswebdav/courses/earth_sys_sci_104

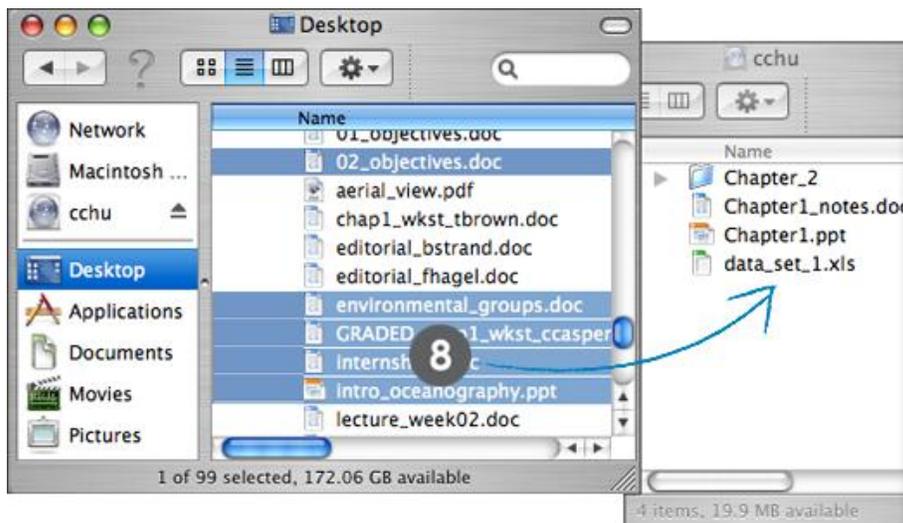
3. On the **Finder** bar, select **Go > Connect to Server**.
4. In the **Connect to Server** window, paste the URL you copied into the **Server Address** box. Click **Connect**.

TIP: Click the plus sign next to the pasted address to add it to **Favorite Servers**. You can select the address and not copy it each time. In the future, start with step 3 to connect to this Shared Location.



5. If the **WebDAV File System Authentication** window appears, type your Blackboard Learn login username and password. Click **OK**.
6. Once you are connected to the Shared Location, the Mac network icon appears on your desktop. Double-click the icon to open the Shared Location, which displays the files and folders in your Course Files folder. Locate the appropriate folder to upload files or folders to.
7. Locate the folder on your computer containing the files and folders you want to transfer.

8. With your folder and the Shared Location open, move one or more files and folders between them using the drag-and-drop function. Click a file and press, and then drag it to the destination folder. Release the mouse button and it is dropped in the folder. Files and folders dragged to the Shared Location are copied to Course Files. Also, files and folders from the Shared Location can be copied to your computer. Alternatively, use copy and paste rather than the drag-and-drop function.



9. In Course Files, click **Refresh** on the Action Bar to view the added files.

NOTE: After using the Shared Location, some files may appear with duplicate file names that begin with "._" or ".DS Store." You can safely delete them from Course Files.

When all files and folders have been copied, close the window and drag the Mac network icon to the trash to disconnect from the Shared Location. If you do not disconnect, the icon and server connection remain open until the computer is shut down. If you use a computer that others use, they will have access to everything in your Course Files.

Ask Dr. C



In the following table, Dr. C discusses Web Folders and the benefits to using them. Dr. C is our Blackboard Learn expert.

Your question	Dr. C's reply
<p>In Course Files, when uploading files and folders, the Browse function and the drag-and-drop function work great. When might I want to use Web Folders instead?</p>	<p>Some users have been using WebDAV technology for a long time and prefer to continue to use this method. They can see the entire structure of the folders in Course Files and move files and folders as needed in the hierarchy.</p> <p>If you plan on moving a large number of files and folders or want to reorganize the contents in Course Files, you can do it quickly using Web Folders.</p> <p>Also, the added benefit of being able to edit files in a Web Folder is useful to some users. You do not have to download files to your computer, edit, save, and upload. With a Web Folder, you can open the document, edit, and save it. No downloading or uploading required!</p>

Hands-on Activity



For this activity, use your Practice Course.

Use a Web Folder With Course Files

- From the top-level folder of Course Files, set up a Web Folder.
- In the Web Folder, delete a file you added to Course Files. Do **not** delete any file originally found in Course Files.
- Use the drag-and-drop function to move files and folders between your computer and the Web Folder.
- Use copy/paste to upload a file from your computer to the Web Folder.
- In the Web Folder, open a Microsoft® Word document, edit it, and save it.
- In Course Files, click **Refresh** on the Action Bar to view your additions. Open the document you edited and view the changes.
- Ensure that the file you deleted is removed.
- When you are finished, disconnect from the Web Folder.

Linking to Content in Course Files

After files are added to Course Files, you can link to them when creating content in your course. For example, you can link to a file in Course Files when creating content items, a syllabus, calendar events, tasks, and announcements. Also, you can link an HTML Object in Course Files to the File content type.

Once files are linked, they are assigned the Read permission by default and can be viewed by all enrolled users. You can delete the links to files in your course, yet the files themselves remain in Course Files, where you can link to them again.

NOTE: Files do not need to be in Course Files before content is created in your course. Wherever attaching files is available, click **Browse My Computer** to select a file. To learn more, see the "Using the Browse My Computer Function" section.

Learning Outcomes

After reviewing this material, you will be able to:

- Link content in Course Files to a content item.
- Link an HTML Object in Course Files to the file content type.
- View a file's course links in Course Files.
- Delete files linked to Course Files.

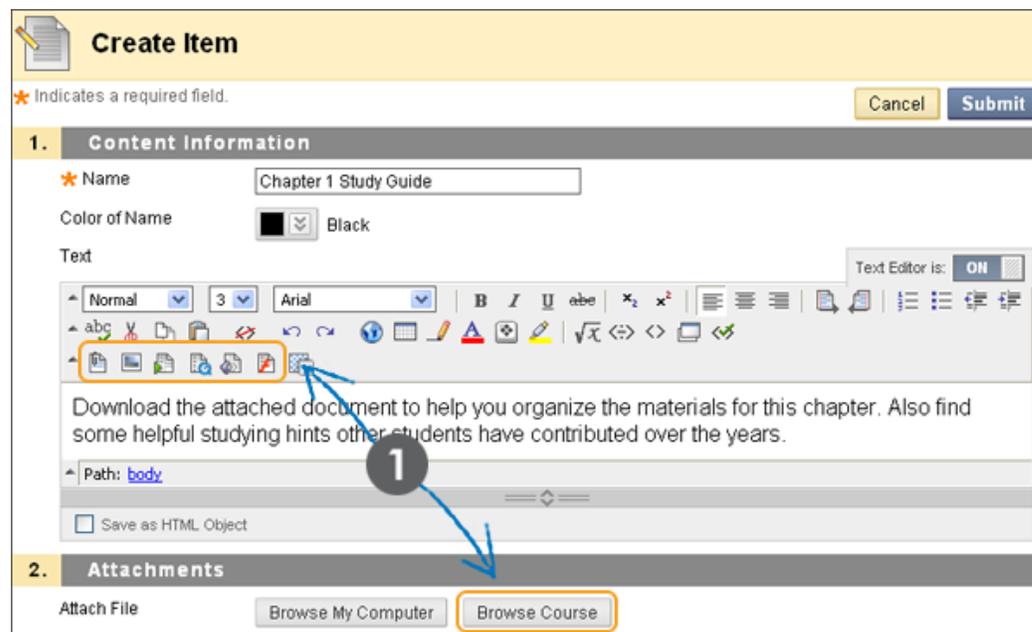
Linking a File or Folder in Course Files to a Content Item

In the following steps, a file from Course Files is linked to a content item created in a Content Area. Wherever attaching files is available, click **Browse Course** to select a file when creating content. Some course tools do not allow linking to files in Course Files, such as when creating individual wiki pages or test questions.

QUICK STEPS: Linking to a File or Folder in Course Files

1. On the **Create Item** page in the **Attachments** section, click **Browse Course** -OR- use one of the functions in the Text Editor to attach a file.

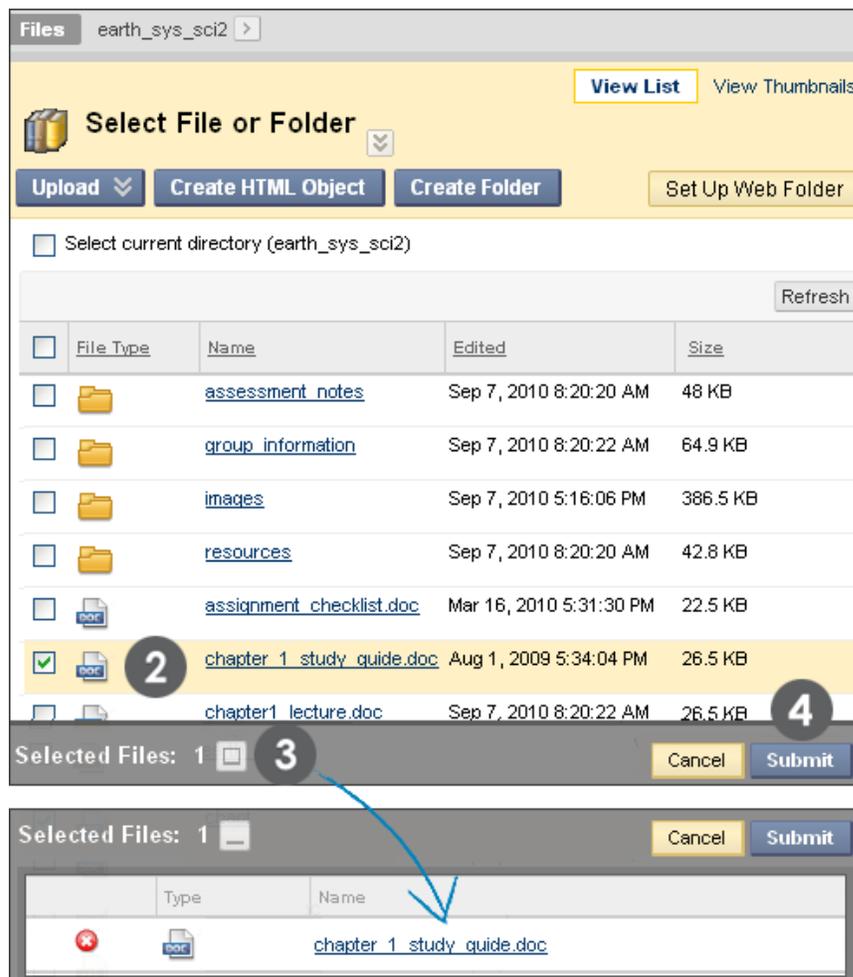
NOTE: Adding a file using the Text Editor offers control over where the file's link appears in relationship to other text. Also, you can select the **Launch in a new window** option and add **Alt Text**. For example, if an image is attached, you may want the image to open in a new window so students can view it alongside other course content. Alternative text appears when a user moves the mouse pointer over the link and it is read by screen readers. These selections are not available in the **Attachments** section of the **Create Item** page.



The screenshot shows the 'Create Item' form with the following elements:

- Header:** 'Create Item' with a document icon, 'Cancel' and 'Submit' buttons, and a note: '* Indicates a required field.'
- Section 1: Content Information**
 - Name:** 'Chapter 1 Study Guide' (required field)
 - Color of Name:** 'Black' (dropdown menu)
 - Text:** A rich text editor with a toolbar. The 'Attach File' icon is highlighted with a red box. A blue arrow points from this icon to the 'Browse Course' button in the Attachments section below. A large black circle with the number '1' is placed over the arrow.
 - Text Content:** 'Download the attached document to help you organize the materials for this chapter. Also find some helpful studying hints other students have contributed over the years.'
 - Path:** 'body'
 - Save as HTML Object
- Section 2: Attachments**
 - Attach File:** A section containing three buttons: 'Browse My Computer', 'Browse Course' (highlighted with a red box), and 'Attach Folder'.

2. On the **Select File or Folder** page, navigate to the file or folder needed and select its check box. You can link multiple files and folders to the content item. Use caution when linking to a folder as students receive the Read permission by default on all the folder's contents. Read permission allows students to view all the files and subfolders in the folder.
3. Click the **Show List** function, represented by the full square, to open the **Selected Files** area to view your selections. To remove any file or folder, click the **X**.
4. Click **Submit**.



5. On the **Create Item** page, type a **Link Title** so the file name does not appear in the Content Area. Click **Do not attach** to remove the selected file.
6. Select the **Options** for availability, tracking, and date and time restrictions.
7. Click **Submit**.

2. Attachments

Attach File

Attached files

File Name	Link Title 5	File Action
chapter_1_study_guide.doc	Chapter 1 Study Guide	Create a link to this file Do not attach

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No **6**

Select Date and Time Restrictions

Display After

Display Until

4. Submit **7**

Result

The content item appears in the Content Area with the selected file linked to Course Files. Students can view and download any files attached to content in Course Files.

Week 1

Chapter 1 Study Guide

Attached Files: [Chapter 1 Study Guide](#) (26.5 KB)

Download the attached document to help you organize the materials for this chapter. Also find some helpful studying hints other students have contributed over the years.

NOTE: You can make a change to a file stored in Course Files and the change is reflected in all instances where the file is linked in your course.

Linking an HTML Object in Course Files to the File Content Type

You can add an HTML Object in Course Files to the file content type in a course area. The file content type can be viewed as a page within the course or as a separate piece of content in a separate browser window or tab. The file content type allows you to create content without descriptions, allowing for less scrolling in course areas. To learn more about creating an HTML Object, see the “Creating HTML Objects in Course Files” section.

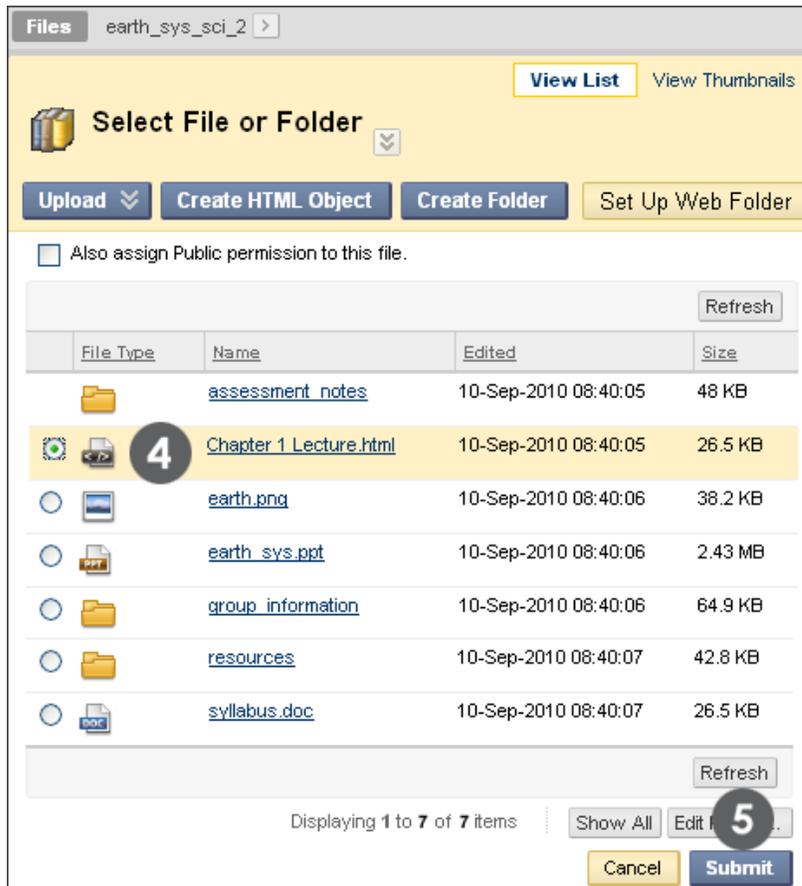
QUICK STEPS: Linking an HTML Object to the File Content Type

In the following steps, the file content type is created in a Content Area.

1. In a Content Area, point to **Build Content** on the Action Bar to access the drop-down list.
2. Select **File**.
3. On the **Create File**, click **Browse Course**.

The screenshot shows a 'Create File' dialog box. At the top, there is a yellow header with a document icon and the text 'Create File'. Below the header, there is a note '* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. A progress bar shows three steps: '1. Select File', '2. (unlabeled)', and '3. (unlabeled)'. Under step 1, there are three buttons: 'Find File' (with an asterisk), 'Browse My Computer', and 'Browse Course'.

- On the **Select File or Folder** page, you can only select one item. Navigate to the HTML Object needed and select its check box. HTML Object file names have the .html extension.
- Click **Submit**.



- For **Manage Permissions**, select the option for the appropriate permissions for users. Students receive Read permission by default.
- Type a **Name** so the file name does not appear in the Content Area. You cannot add descriptions to the file content type, as only the link to the file appears. The **Name** becomes the link students click to access the content. Ensure the **Name** is descriptive so students understand why this content has been added and how to use it. Click **Select a Different File** to remove the selected file.
- Select **Yes** or **No** for **Open in New Window**. If **No** is selected, the content appears in the content frame and users have access to all course navigation, such as the breadcrumbs and the Course Menu. If **Yes** is selected, the content appears in a new window or tab and student can view it alongside other course content.
- Select the **Standard Options** for availability, tracking, and date and time restrictions.

10. Click **Submit**.

Create File

* Indicates a required field. Cancel Submit

1. Select File

* Find File Browse My Computer Browse Course

Selected File **Chapter 1 Lecture.html**

6 Manage Permissions

- Give users Read access to all files and folders in the folder
- Give users Read access to this file only
- Give users Read access to selected files in folder

Browse

Select a Different File

* Name **7**

Colour of Name Black

Open in New Window Yes No **8**

2. Standard Options

Permit Users to View this Content Yes No **9**

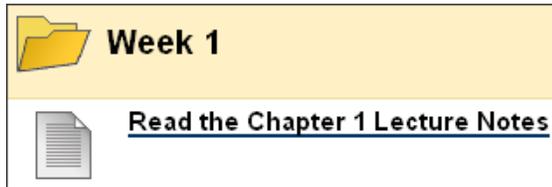
Track Number of Views Yes No

Select Date and Time Restrictions

<input type="checkbox"/> Display After	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Display Until	<input type="text"/>	<input type="text"/>	<input type="text"/>

Result

The file content type appears in the Content Area. Students click the file's title to access the content. Students can view and download any files attached to the HTML Object when it was created or edited.



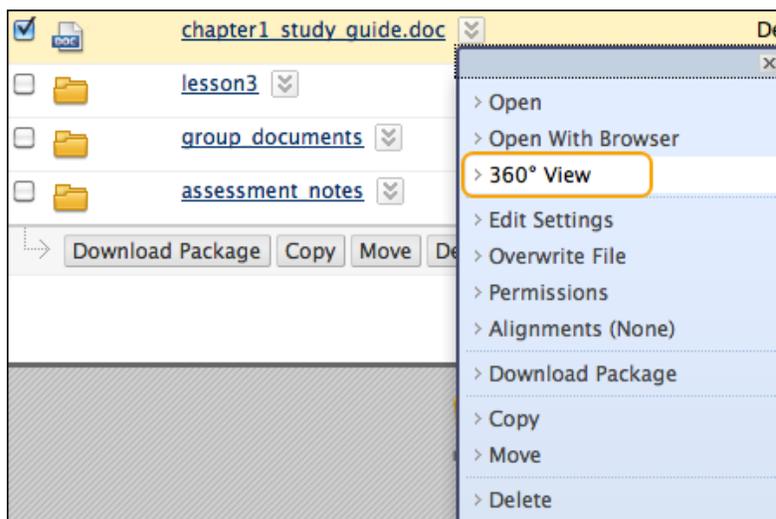
NOTE: You can make a change to an HTML Object stored in Course Files and the change is reflected in all instances where the file is linked in your course.

Viewing a File's Course Links

You can view information about a file stored in Course Files. The **360° View** report includes the file's properties, such as name, file type, file size, and when it was last edited. You can also view the permissions assigned to users. Since you can reuse files in a course, the 360° View report lists all of the course areas a file has been linked to. You can view the report to determine which links in the course will break if a file is deleted or where changes will occur if the file is edited.

QUICK STEPS: Viewing Course Links in Course Files

1. In Course Files, click a file's Action Link to access the contextual menu.
2. Select **360° View**.



360° View Report

policies_and_dates.doc Date of report: 9/10/2010

Table of Contents Collapse All

About this File

Properties

B

Name:	policies_and_dates.doc
Preview:	(Click to view this file from the Web browser.) /courses/earth_sys_sci_2/policies_and_dates.doc
Web Folder URL:	http://winn.local/bbcswebdaw/courses/earth_sys_sci_2/policies_and_dates.doc
Permanent URL:	http://winn.local:80/bbcswebdawxid-5317_1
File Type:	application/msword
File Size:	26.5 KB
Created By:	Blackboard Administrator
Created On:	Friday, 10 September 2010 08:40:06 o'clock EDT
Last Edited By:	Blackboard Administrator
Last Edited:	Friday, 10 September 2010 08:40:06 o'clock EDT

[Back to top](#)

File Activity

Permissions **C**

User/User List	Read	Write	Remove	Manage
Earth System Science - Sec 2 (earth_sys_sci_2): All Course Users (User List)	✓			
Earth System Science - Sec 2 (earth_sys_sci_2): Course Builder (User List)	✓	✓	✓	✓
Earth System Science - Sec 2 (earth_sys_sci_2): Instructor (User List)	✓	✓	✓	✓
Earth System Science - Sec 2 (earth_sys_sci_2): Teaching Assistant (User List)	✓	✓	✓	✓

[Back to top](#)

Links

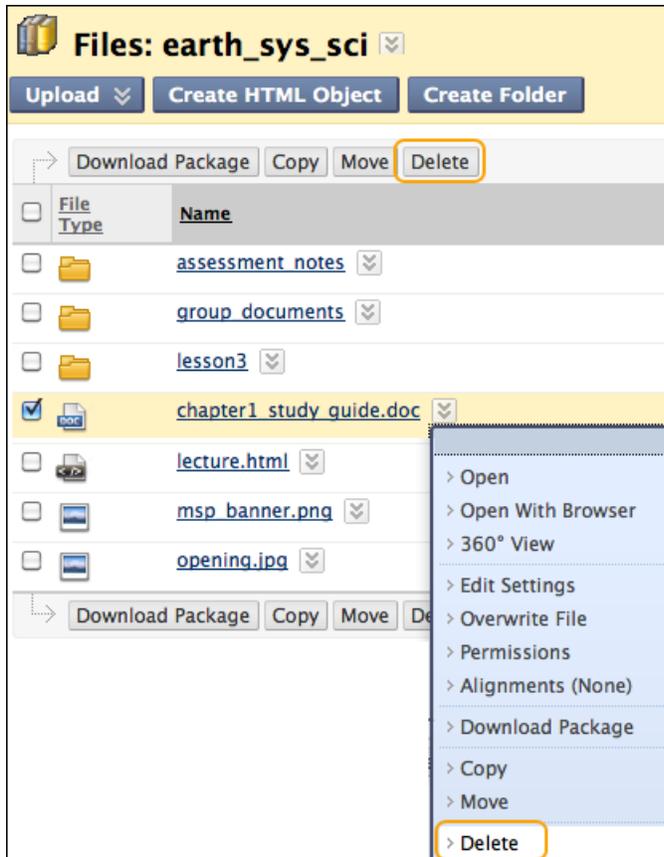
Course ID	Course Name	Instructor Name	Course Items
earth_sys_sci_2	Earth System Science - Sec 2	Cathy Chu	Item: Policies and Due Dates D
earth_sys_sci_2	Earth System Science - Sec 2	Cathy Chu	Blog Entry: Instructor file added in Text Editor

[Back to top](#)

- A. The file name appears at the top of the report.
- B. Click a heading's double arrows to collapse or expand a section.
- C. View the **Permissions** assigned to users.
- D. View where the file is linked in your course. In our example, the file is linked to a content item and a blog entry.

Deleting Files Linked in Course Files

If you delete a link to a file or folder in your course, it is not deleted from Course Files. The link to the file or folder in the course is deleted. To delete the file or folder from your course completely, you must delete it from Course Files. Use the **Delete** function in the file or folder's contextual menu or select its check box and click **Delete** on the Action Bar.



If you choose to delete a file or folder in Course Files that is linked in your course, a warning message appears alerting you that the file or folder is currently linked in your course and the deletion will introduce broken links.

If multiple files or folders selected for deletion are linked in your course, a **List Files with Links** page appears to notify you that broken links will occur in your course. Select the check boxes for the files or folders to delete, or cancel the deletion and view the **360° View** report to see where each file or folder is linked before continuing the deletion. To learn more, see the "Viewing a File's Course Links" section.



List Files with Links

1. Select File(s) to Delete

<input checked="" type="checkbox"/>	Name	360° View
<input checked="" type="checkbox"/>	earth sys.ppt	
<input checked="" type="checkbox"/>	lecture 1 notes.doc	
<input checked="" type="checkbox"/>	Unit 3	

Hands-on Activity



For this activity, use your Practice Course.

Link to Files and Folders in Course Files

- In the Content Area of your choice:
 - Create a content **Item**. In the **Attachments** section, click **Browse Course** and link to a Word document in Course Files. Type a **Link Title** for the file.
 - Create a **File** and link to the HTML Object in Course Files you created earlier. **Reminder:** Use a descriptive name so students understand why this content has been added and how to use it.
 - Create another content **Item**, but this time, link to a folder. Type a **Link Title** for the folder.
- Change **Edit Mode** to **OFF** and view the items and file in the Content Area as a student. Click the folder link to see how the content appears for students.

NOTE: With **Edit Mode OFF**, you will see all the contents of the linked folder as the instructor. If any files have permissions removed for students, they will not see those individual files in the linked folder when they are logged in. Permissions is discussed later in this manual.

View a File's Links in Course Files

- View the **360° View** report for any of the files you linked in your course from Course Files.

Managing Files and Folders in Course Files

With Course Files, you can rename, move, copy, overwrite, download, and perform a quick search for files and folders.

Learning Outcomes

After reviewing this material, you will be able to:

- Rename files and folders.
- Move files and folders.
- Copy files and folders.
- Overwrite a file.
- Download files and folders from Course Files.
- Search for files and folders in Course Files.

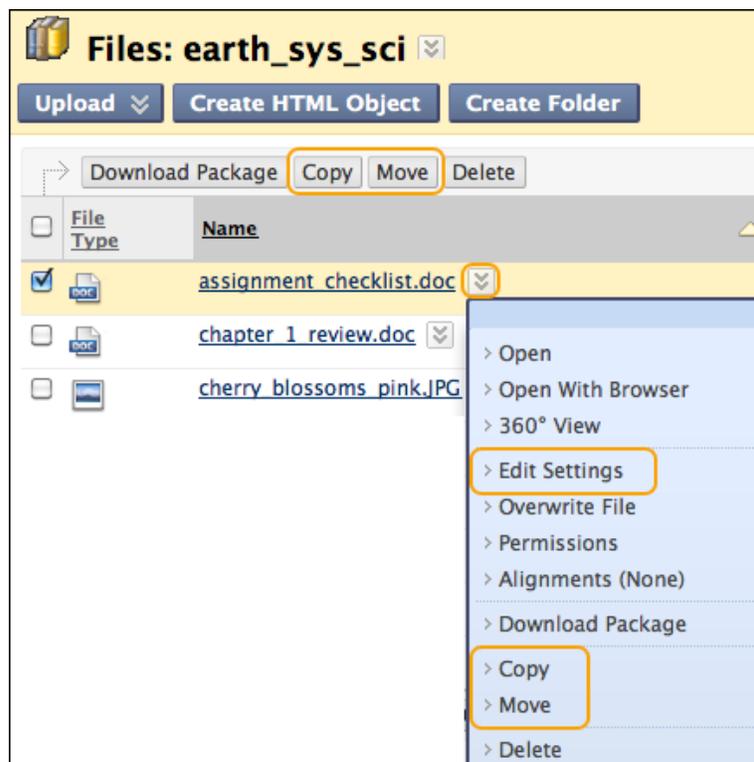
Renaming, Copying, and Moving Files and Folders

You can move a file to a different folder, and you can move a folder into another folder. When files and folders are renamed or moved, any links to content in your course remain intact.

You can rename, copy, and move any file and any folder except the top-level Course ID folder.

QUICK STEPS: Renaming, Copying, and Moving Files and Folders

1. In Course Files, click a file or folder's Action Link to access the contextual menu.
2. Select **Copy** or **Move**. Alternatively, select multiple check boxes and select **Copy** or **Move** on the Action Bar. To rename a file or folder, select **Edit Settings** from the contextual menu.



3. On the **Copy** or **Move** page, click **Browse** to select a destination folder for the file or folder.



Move /courses/astron_101/Information/as

* Indicates a required field.

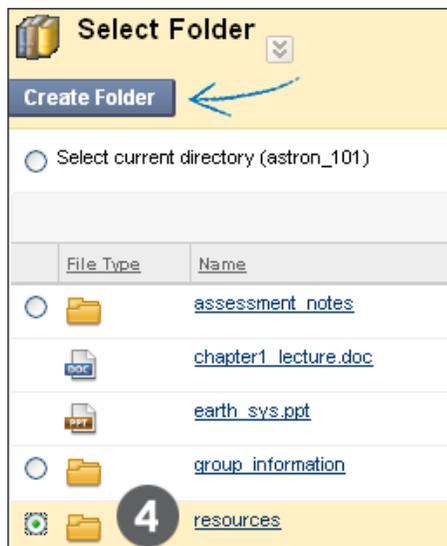
1. Content Information

<u>"Name"</u>	<u>"Size"</u>	<u>"Edited"</u>
 assignment_checklist.doc	22.5 KB	Aug 23, 2010 7:51:00 A

2. Destination **3**

* Destination

4. On the **Select Folder** page, you can:
 - Select a folder to copy or move the file or folder to.
 - Click a folder's name to select a subfolder.
 - Select **Select current directory** on the Action Bar to copy or move a file or folder from a subfolder to the top-level Course Files folder.
 - Click **Create Folder** on the Action Bar and create a new folder in the current folder.



Select Folder

←

Select current directory (astron_101)

File Type	Name
	assessment_notes
	chapter1_lecture.doc
	earth_sys.ppt
	group_information
	4 resources

5. Click **Submit** on the **Select Folder** page.
6. Click **Submit** again on the **Copy** or **Move** page. The copied or moved file or folder appears in the folder selected.

Result

Copied Files and Folders

When a folder is copied, links to the content in the folder are NOT copied. The content remains linked to the files inside the original folder. The files inside the copied folder lose their original permissions and inherit any new ones associated with its new parent folder.

Moved Files and Folders

When a file or folder is moved, the links to content in the course remain intact. If a file is moved to a different folder, it maintains its original permissions. It does not inherit permissions associated with the parent folder. The same is true for all files in a moved folder. Permissions is discussed later in the manual.

Overwriting a File in Course Files

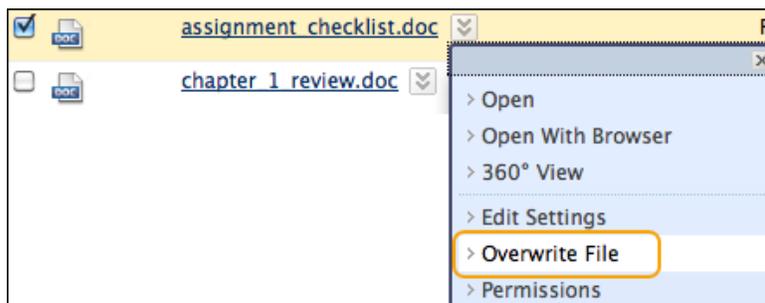
You can edit and overwrite individual files in Course Files while maintaining the course links to those files.

Example

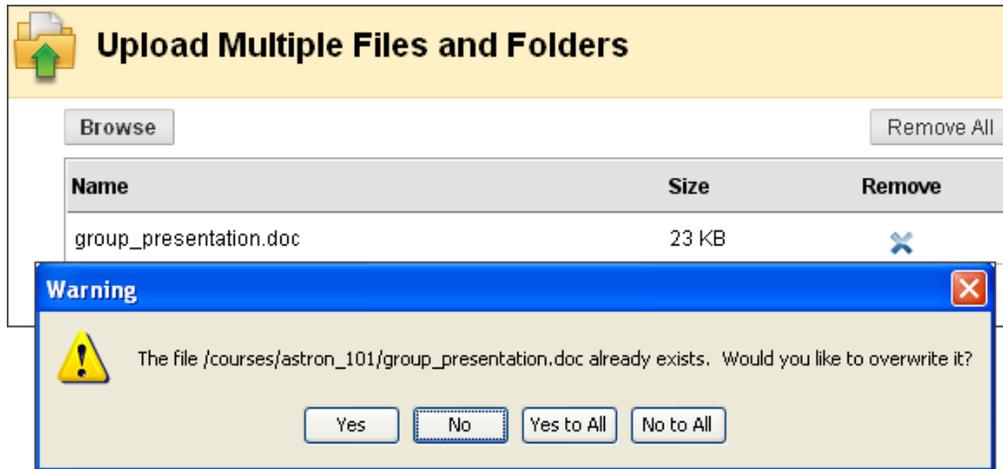
You create a link to the syllabus file in Course Files when creating a content item in the *Getting Started* Content Area. Later, changes need to be made to the file. You edit a copy of the file on your computer and upload the new version of the syllabus to Course Files using the **Overwrite File** function. The link to the file in the Content Area remains intact. Students see the revised content when the syllabus is accessed in the course.

Two Methods to Overwrite a File

1. In Course Files, use the **Overwrite File** function in a file's contextual menu to browse for the edited file on your computer. The system overwrites the existing file in Course Files with the same name, even if the file from your computer has a different name. If the file is linked in the course, the link remains intact and the edits appear.



2. A file uploaded to Course Files with the same name as an existing file generates a prompt to overwrite the existing file with the new file. Overwriting a file is permanent and cannot be undone. To keep both versions, change the name of one file or store one of the files in a different folder.



Result

When you edit or overwrite a file, changes made to the file appear in your course. The link in your course does not need to be edited. For example, you can edit and overwrite one or more files in an unzipped package, such as a lesson linked in your course. The entire unzipped package does not need to be removed and uploaded again. The link to the lesson will remain intact in your course.

File names and link titles in your course do not change when files are **overwritten** in Course Files. For example, if the original linked file in your course is named *group_presentation.doc* and the file is overwritten with *group_information.doc*, the original file name of *group_presentation.doc* remains in your course. This is different than some familiar workflows, such as in Windows Explorer, but it enables you to easily change content without creating new links.

Ask Dr. C



In the following table, Dr. C discusses the difference between renaming and overwriting a file.

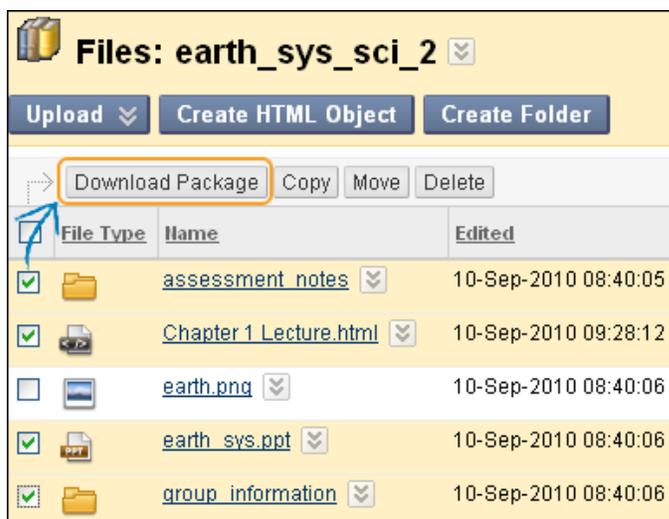
Your question	Dr. C's reply
<p>I uploaded an edited file to Course Files and my changes do not show in my course. Did I miss a step?</p>	<p>As long as you rename files while in Course Files, your links will remain intact. If you rename a file on your computer, and upload it to Course Files, you are adding a new file. Any edits you made to the newly named file will not show in the course because you are not linked to the new file; you are linked to the original file. You need to establish a new link to the new file.</p> <p>However, if you overwrite the original file in Course Files, the system overwrites the file with its original name, regardless of what you renamed it while it was on your computer. The course link to the file remains intact.</p>

Downloading Files and Folders from Course Files

You can select files and folders in Course Files and download them to your computer as a zipped package. This is helpful if you want to reuse selected files and folders in other courses or edit several files and folders offline.

QUICK STEPS: Downloading a Package

1. In Course Files, select the check boxes next to the files and folders to add to the zipped package.
2. On the Action Bar, click **Download Package**.



3. In the pop-up window, select **Save** and click **OK** to save the zipped package to your computer. The file name for the file is the Course ID with the ZIP extension.

Result

Files and folders that you edit on your computer and upload again into Course Files retain their links in your course, as long as the original file names remain. If you change the name of a file or folder while it is on your computer, a new file or folder is added to Course Files when uploading. The edits made to the file or folder will not show in the course where it is linked. When uploading, you can overwrite files that may have been renamed while on your computer to ensure course links remain intact.

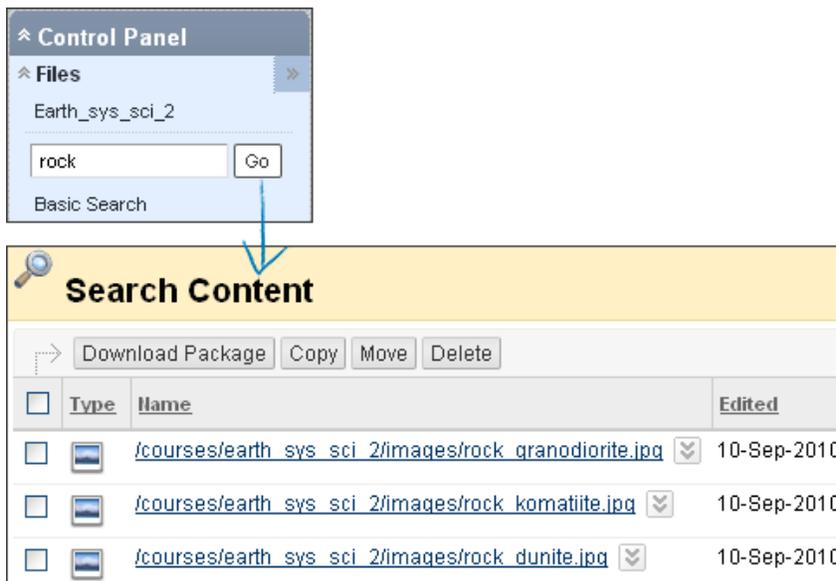
Searching Files and Folders in Course Files

You can search for files and folders within Course Files using the Search function in the **Files** section of the **Control Panel**.

NOTE: If this feature is not available, the Blackboard administrator at your school may have disabled the feature.

Quick and Basic Search

To perform a quick search of Course Files, expand the **Files** section of the **Control Panel**. Type a keyword or text string in the text box and click **Go** to perform a quick search. Searches are **not** case-sensitive. Results appear on the **Search Content** page. The search produces files and folders in the specific course, not from across courses.



The image shows two screenshots from the Blackboard interface. The top screenshot shows the 'Control Panel' with the 'Files' section expanded for the course 'Earth_sys_sci_2'. A search box contains the text 'rock' and a 'Go' button is next to it. A blue arrow points from the 'Go' button to the 'Search Content' page below. The 'Search Content' page has a yellow header with a magnifying glass icon and the text 'Search Content'. Below the header are buttons for 'Download Package', 'Copy', 'Move', and 'Delete'. A table lists search results with columns for 'Type', 'Name', and 'Edited'.

<input type="checkbox"/>	Type	Name	Edited
<input type="checkbox"/>		/courses/earth_sys_sci_2/images/rock_granodiorite.jpg	10-Sep-2010
<input type="checkbox"/>		/courses/earth_sys_sci_2/images/rock_komatiite.jpg	10-Sep-2010
<input type="checkbox"/>		/courses/earth_sys_sci_2/images/rock_dunite.jpg	10-Sep-2010

Alternatively, click **Basic Search** under the text box in the **Files** section to open the **Basic Search** page in the content frame. A Basic Search locates files and folders based on a keyword or single text string AND allows file contents to be searched. Select the check box for **Search File Contents**. File contents are indexed periodically, so new content may not be found immediately. Searching file contents can increase the search time.



Hands-on Activity



For this activity, use your Practice Course.

Move and Rename Files and Folders

- In Course Files, move a folder to another folder. Use a folder you added to Course Files in a previous activity. Do **not** move other folders at this time.
- Rename a file you added in a previous activity. Do **not** rename any files that were in Course Files originally.

Overwrite a File

- In the top-level folder of Course Files, click **group_presentation.doc** and save it to your computer. Make a change to the document, give it a new file name, and save it.
- In Course Files, click the Action Link for **group_presentation.doc** and select **Overwrite File**. Browse for the edited file with the new file name on your computer. Click **Submit**.
- In Course Files, note the file name is the original name. Click **group_presentation.doc** and open the file. Note that your changes in the document show.

Download Files and Folders from Course Files

- In Course Files, download a selection of files and folders to your computer and view one or two items.

Search Files and Folders

- Expand the **Files** area of the **Control Panel**.
- Type "red" in the text box and click **Go** to perform a quick search.
- On the **Search Content** page, click one of the images to preview it.

Question: How do you search the **contents** of files?

Controlling Access to Course Files

Instructors determine who can view and perform actions on their files and folders available in Course Files by changing the permissions for users.

By default, the roles of Course Builder, Instructor, and Teaching Assistant receive Read, Write, Remove, and Manage permissions for files and folders uploaded directly to Course Files. Students do not receive any permissions for a file or folder until it is linked to content in a course. Once the file or folder is linked to content, it is assigned the Read permission for All Course Users, which includes all users enrolled in the course. Students can view and download the linked file or folder.

You can change the permissions for any file or folder in Course Files. For example, to prevent all teaching assistants from editing or deleting a particular file, change the permissions for the Teaching Assistant User List to Read permission.

Learning Outcomes

After reviewing this material, you will be able to:

- Describe the privileges assigned to each permission type.
- View permissions for files and folders in Course Files.
- Edit permissions on files and folders in Course Files.

About Permission Types

The following table describes the privileges for each type of permission.

Type of Permission	Privileges
Read	<ul style="list-style-type: none">• View and download
Write	<ul style="list-style-type: none">• Edit and overwrite• Add files and folders to a folder
Remove	<ul style="list-style-type: none">• Delete files from the folder or the folder itself
Manage	<ul style="list-style-type: none">• Control properties• Determine permissions on the Manage Permissions page

To **copy** a file or folder, users need Read permission for the file or folder (and all its files and subfolders) and Write permission for the destination folder.

To **move** a file or folder, users need Read and Remove permissions for the file or folder (and all its files and subfolders) and Write permission for the destination folder.

Editing Permissions

To view which permissions are currently assigned for your files and folders, click the icon in the **Permissions** column for the item. You make changes on the **Manage Permissions** page.

QUICK STEPS: Editing User Permissions

1. In Course Files, navigate to the folder or file.
2. Click the **Permissions** icon for the file or folder.

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>		syllabus.doc	Oct 21, 2009 10:41:56 AM	26.5 KB	2

- On the **Manage Permissions** page, next to the role in the **User/User List** column, click the Action Link to access the contextual menu.
- Select **Edit**.

NOTE: Delete removes the role and the permissions for the file or folder. To restore a deleted role, click **Add Course User List** on the Action Bar. On the **Add Course User List** page, add or edit one or more roles and set the permissions for the file or folder.

Manage Permissions: assessment_notes

Add Course User List

Delete

<input type="checkbox"/>	User/User List	Read	Write	Remove	Manage
<input type="checkbox"/>	Earth System Science - Sec 2 (earth_sys_sci_2): All Course Users (User List) ▾	✓			
<input type="checkbox"/>	Earth System Science - Sec 2 (earth_sys_sci_2): Course Builder (User List) ▾	✓	✓	✓	✓
<input type="checkbox"/>	Earth System Science - Sec 2 (earth_sys_sci_2): Instructor (User List) ▾	✓	✓	✓	✓
<input checked="" type="checkbox"/>	Earth System Science - Sec 2 (earth_sys_sci_2): Teaching Assistant (User List) ▾	✓	✓	✓	✓

Delete

- On the **Edit Permissions** page, select or clear the check box next to the **Permissions** type. For folders, select the **Overwrite** check box to make these permissions changes for all folder contents and subfolders and replace all existing permissions. When **Overwrite** is not selected, the selected permissions are **added** to all folder contents and subfolders, but previously existing permissions are not removed.
- Click **Submit**.

Edit Permissions: assessment_notes

Cancel Submit

1. Edit Permissions
Earth System Science - Sec 2 (earth_sys_sci_2): Teaching Assistant (User List)

2. Set Permissions

Permissions

Read

5 Write

Remove

Manage

3. Advanced Folder Options

Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite

- Click **OK** to return to Course Files.

About Editing Folder Permissions

When files are uploaded to folders, they inherit the same permissions as the parent folder. You can edit permissions after uploading files.

When a file is **copied** to a different folder, it loses its original permissions and inherits the permissions associated with its new parent folder. However, when a file is **moved** to a different folder, it maintains its original permissions. It does not inherit permissions associated with the parent folder.

Example: Editing and Overwriting Folder Permissions

Your teaching assistant has Read permission for a folder named *Course Notes*, and has Read and Write permissions for the *Week 1* file within that folder. You edit the *Course Notes* folder permissions and add Manage permission. Now your teaching assistant has Read and Manage permissions for the *Course Notes* folder and Read, Write, and Manage permissions for the file.



If the **Overwrite** option is selected, your teaching assistant has Read and Manage permissions for the folder and all files within it, including the *Week 1* file.

You can edit an individual file's permissions, even after using the **Overwrite** option for the entire folder.



Example: Copying and Moving Files into Folders

You add the following file and folder:

- File named *Terminology*. You assign Course Builders the Read and Write permissions.
- Folder named *Assignments*. You assign Course Builders no permissions.

If you **copy** the *Terminology* file to the *Assignments* folder, Course Builders have no permissions for the file in the *Assignments* folder. If you **move** the file, Course Builders retain the Read and Write permissions for the file.

Hands-on Activity



For this activity, use your Practice Course.

Set Permissions

- In Course Files, click the icon in the **Permissions** column next to a file that you added. Change its permissions. Do **not** change permissions for any files or folders originally in Course Files.

Resource: Recognized File Types

Blackboard Learn recognizes the following file types.

NOTE: Blackboard Learn can recognize additional file types and associated applications, if a MIME extension is added. Contact the Blackboard administrator at your school to learn more about adding MIME extensions.

Extension	File Type	Programs associated with the File Type
.aam	Multimedia	Adobe® Authorware® plug-in. Note that the .aam file is the starting point for a series of files that must be enclosed in a .zip file.
.aiff	Audio	Audio program
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh® compatible)
.doc	Text	Microsoft® Word or other word processor
.exe	Executable	Executable file
.gif	Image	Graphics program or web browser
.html, .htm	Web page	HTML editor or web browser
.jpg, .jpeg	Image	Graphics program or web browser
.jif	Image	Graphics program or web browser

Extension	File Type	Programs associated with the File Type
.mp3	Audio	Audio program
.mpe	Audio/Video	Audio program
.mpg, .mpeg	Audio/Video	Audio program
.moov, .movie	Movie	QuickTime® movie
.mov	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.png	Image	Portable Network Graphics
.ppt, .pps	Slideshow	Microsoft® PowerPoint® and PowerPoint® Player®
.qt	Movie	QuickTime™
.ram	Video	Real Audio Movie™
.ra	Audio	Real Audio Player™
.rm	Audio	Audio program
.rtf	Text	Rich Text Format
.swf	Multimedia	Adobe® Shockwave® plug-in
.tiff, .tif	Image	Graphics program or web browser
.txt	Text	Text or HTML editor, word processor

Extension	File Type	Programs associated with the File Type
.wav	Audio	Audio program
.wma	Audio	Audio program
.wmf	Graphic	Microsoft® Windows®
.wmv	Media/Audio	Microsoft® Windows®
.wpd	Text	WordPerfect® or other word processor
.xls	Spreadsheet	Microsoft® Excel®
.zip	Text	WinZip®