

Organise your files after importing



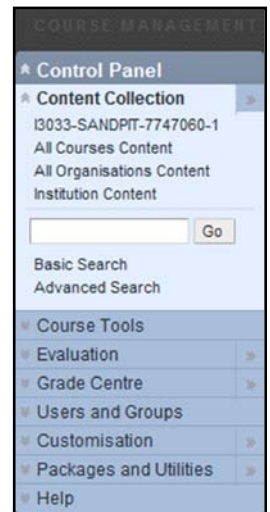
It is a good idea to organise your files as it makes it easier for you and others to locate them at a later date.

After you have imported your backup file from Blackboard Vista 8, the content is found in the **Content Collection**, under the **Control Panel**. Click on the folder with the **Course ID** to access the files for the course.

You'll see some files already set up as part of the faculty or school template in the **Content Collection**. You will also see a folder with a long name with the words **ImportedContent** in it; this contains the old content from Blackboard Vista 8.

Moving items

We will now move the contents of this folder out. To start, click on the folder.



Course Content: I3033-SANDPIT-7747060-1

The Content Collection provides central file storage for all content. Instructors can link to items anywhere in the Content Collection when creating content for this Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organisations or in all of the Courses in the Institution. [More Help](#)

[Upload](#) [Create Folder](#) [Set up Web Folder](#)

[Download Package](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>	Folder	banner_images	13-Feb-2011 16:00:19	24.6 KB	
<input type="checkbox"/>	Folder	I3033-SANDPIT-7747060-1 ImportedContent 20110302031848	02-Mar-2011 15:42:07	105.1 KB	

[Download Package](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

Select the top left check box to select all the files in the folder. You will notice that every check box in the page will automatically be selected. Then click on the **Move** button.

[Download Package](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

<input checked="" type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input checked="" type="checkbox"/>	Folder	documents	02-Mar-2011 15:18:48	24.6 KB	
<input checked="" type="checkbox"/>	PDF	PDFMailer111.pdf	11-Feb-2011 11:31:21	80.6 KB	

[Download Package](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

Under section **2. Destination** click on the **Browse** button. A new window will pop up.

Move Content

* Indicates a required field.

Cancel Submit

1. Content Information

Move the following content:

"Name"	"Size"	"Edited"
documents	24.6 KB	02-Mar-2011 15:18:48 by Elsa sou ying Lee
PDFMailer111.pdf	80.6 KB	11-Feb-2011 11:31:21 by Elsa sou ying Lee

2. Destination

Browse to select a destination folder for this content.

* Destination Browse

☐ If selected, the system automatically overwrites the existing file with the same name.

3. Submit

Cancel Submit

Click on the radio button next to **Select current directory** on the top left, then click on the **Submit** button. The window will then close.

Select current directory (I3033-SANDPIT-7747060-1) Course: **PLAYGROUND-mclssel4 Test**

Refresh

File Type	Name	Edited	Size
	banner images	13-Feb-2011 16:00:19	24.6 KB
	I3033-SANDPIT-7747060-1_ImportedContent_20110302031848	02-Mar-2011 15:42:07	105.1 KB

Refresh

Displaying 1 to 2 of 2 items | Show All Edit Paging...

Indicates a notification on this directory

Cancel Submit

You will notice that under section **2. Destination**, the **Destination** box is now filled. Click on the **Submit** button.


 **Move Content**

★ Indicates a required field.

Cancel Submit

1. Content Information

Move the following content:

"Name"	"Size"	"Edited"
 documents	24.6 KB	02-Mar-2011 15:18:48 by Elsa sou ying Lee
 PDFMailer111.pdf	80.6 KB	11-Feb-2011 11:31:21 by Elsa sou ying Lee

2. Destination

Browse to select a destination folder for this content.


★ Destination Browse

☐ If selected, the system automatically overwrites the existing file with the same name.

3. Submit

Cancel Submit

If you had files or folders that had the same name, you will be asked if you want to overwrite the files. This replaces the files with the ones you are moving. Click on **Submit** to confirm this.

 **Overwrite File**

Cancel Submit

1. Overwrite File

Overwrite the existing items:

/courses/I3033-SANDPIT-7747060-1/test/PDFMailer111.pdf

/courses/I3033-SANDPIT-7747060-1/test/documents


2. Submit

Cancel Submit


A notification will appear at the top to indicate that the items have been successfully moved.

Success: Item moved.


[View List](#) [View Thumbnails](#)




Course Content: I3033-SANDPIT-7747060-1_ImportedContent_20110302031848



The Content Collection provides central file storage for all content. Instructors can link to items anywhere in the Content Collection when creating content for this Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organisations or in all of the Courses in the Institution. [More Help](#)

[Upload](#)  [Create Folder](#) [Set up Web Folder](#)



Folder Empty

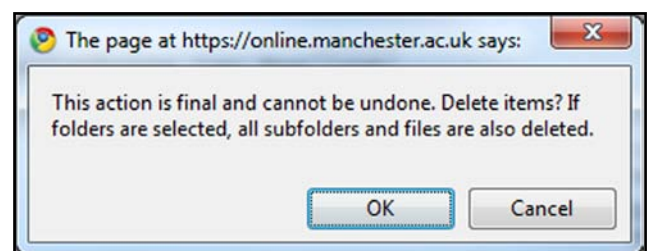
The **ImportedContent** folder should now be empty; you can verify this by checking the **Size** is 0. We can now delete this folder.

Delete items

To delete the folder click on the checkbox on the left of the folder icon, then click on the **Delete** button at the top.

The screenshot shows a file management interface with a toolbar at the top containing 'Download Package', 'Copy', 'Move', 'Delete', and 'Refresh'. Below the toolbar is a table with columns: File Type, Name, Edited, Size, and Permissions. The table lists four items: 'banner_images' (24.6 KB), 'documents' (24.6 KB), 'PDFMailer111.pdf' (80.6 KB), and 'I3033-SANDPIT-7747060-1 ImportedContent 201103 02031848' (Size: 0). The last item is selected, and its 'Delete' button is highlighted. At the bottom, it says 'Displaying 1 to 4 of 4 items' with 'Show All' and 'Edit Paging...' links.

A pop up window will appear warning you that once the items are deleted, this cannot be undone. Click on the **OK** button to confirm.



A notification will appear at the top to indicate that the items have been successfully deleted.

The screenshot shows a success notification at the top: 'Success: Items deleted.' Below this is a section titled 'Course Content: I3033-SANDPIT-7747060-1' with a description of the Content Collection and a 'More Help' link. There are buttons for 'Upload', 'Create Folder', and 'Set up Web Folder'. Below this is the same file management interface as before, but now only three items are listed: 'banner_images', 'documents', and 'PDFMailer111.pdf'. The 'ImportedContent' folder has been removed. At the bottom, it says 'Displaying 1 to 3 of 3 items' with 'Show All' and 'Edit Paging...' links.