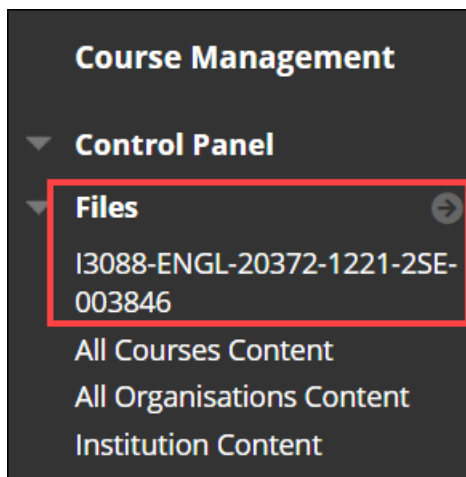


[STAFF] Working with Blackboard Files (Content Collection)

Introduction and Adding Files.....	1
Navigating	3
Creating Folders.....	4
Moving and Copying Files	4
Renaming Files or Folders	4
Creating an HTML Link using 360° View or Edit Settings View	5

Introduction and Adding Files

Many people use Blackboard as a way of making resources such as handouts and presentations available to students.



Blackboard's **Files** area is where all of these files sit – anything you have brought into your course will be stored in the Files area within that course. Over time, these files can build up and become disorganised, or have a number of different versions of files.

To access your **Files**, click on the **Files link** under **Control Panel**. This will reveal a list of content storage areas; your course will be first in the list. Click on your course title to access the Files for the course you are in.

When thinking about building future courses in Blackboard, it's worth considering a different method of bringing files into Blackboard – one which is easier to manage and stands less chance of becoming disorganised.

This method essentially copies the files from your computer (P drive, OneDrive, pen drive, etc.) into the Blackboard Files area. Once the files have been copied to your course, you can make them available to students using the usual methods of adding items or files to content areas.

The benefits of using this method are:

1. It's quick and easy to bring files over to Blackboard (you can bring in whole folders of files in one go).
2. It replicates your existing file management structure (i.e. on your own computer).
3. It makes updating files much easier.
4. You can link to the same file from various points in the course.
5. It makes the rolling forward of courses from one year to the next easier to manage.

To make use of this method of file management we recommend the following:

1. Ensure all files for your course are saved in a well-structured folder (with sub-folders if necessary) on your computer.
2. Drag and drop these files into your Blackboard course Files area. You can drag and drop an entire folder and its contents and structure will be copied over to Blackboard. Activity 1 takes you through the steps.
3. Create items in Blackboard that link to these files rather than the ones on your computer.

To ensure your files can be viewed by all relevant users, please refer to the guide on [File Permissions in Blackboard](#)

Activity 1 - Adding Files to Blackboard Using Drag and Drop

1. From the Control Panel, click on **Files**
2. When the Files area opens, you will see the name of the Blackboard unit you are currently working in. Click on this name to see files that belong to this unit.
3. Click on the **Upload** button and choose **Upload Files**. If the window shows Upload Single File, click on the Multiple Files button at the top right.
4. Do NOT click Browse. Open **My Computer** in a separate window.
5. Open up the folder containing the files/folder you wish to drag in
6. Make sure you can see both the My Computer window and the Blackboard window (you may need to resize one or both of these windows)
7. **Drag and drop** the files/folder into the Upload area in Blackboard.
8. Click the **Submit** button.

Activity 1b - Uploading a single file into the Files area

1. Click **Upload > Upload Files**
2. Click **Single File** to the top right of the page.
3. Click **Choose File** and navigate to the file on your computer.

4. If the file has the same filename and you wish to overwrite the old version, click the check box 'If selected, the system automatically overwrites the existing file with the same name'.
5. Click **Submit**.

Navigating

In the Files area, clicking on the name of any folder will open it up and show the list of contents. Clicking directly on the name of a **file** will open that file up for **preview** purposes – it does not select the file or enable you to edit it.


At the bottom right of the content list, you are told how many items there are on this page and how many altogether, e.g. Displaying 1 to 25 or 89 items. If there is more than one page, you can click through them. There are options to **Show All** or **Edit Paging** if you wish to see more (or fewer) items on a page.

Each file or folder has a drop-down menu to the right, which gives you options to **Edit Settings**, set **Permissions**, **Copy**, **Move**, **Delete**, or **Open** (again for preview in the case of files). The **360° view** option enables you to copy the file's URL to create a link in your content area. We do NOT recommend using the 360° degree view for folders, as students should not be accessing your folders in this way. [See Activity 6 for creating a link using the 360° degree view.](#)

The check box to the left of each file or folder allows you to select it, or select multiple files or folders, to perform the actions shown above and below the content list, e.g. **Copy**, **Move**, **Delete**.

Other information in the content collection list view includes the **File Type**, when it was **Edited**, the **Size**, and **Permissions**. You will not normally need to alter permissions, unless you have copied across html files in a Learning Module. There is guidance on using Permissions with Html files in the Knowledge Base.

The standard view in the Content Collection is **List**, but you can also choose **View Thumbnails** from the buttons on the top right. This view has a sliding bar to increase the size of the thumbnail.

If you are in a folder, to get back to the parent folder click the  icon on the top left.

Activity 2 – Navigating the Content Collection

Spend a couple of minutes navigating around your Content Collection.

1. Try the **View Thumbnails** view and make the thumbnails bigger
2. **Preview** a file
3. Select **Edit Settings** from the drop-down menu next to a file or folder and see what options you get
4. Try changing the number of items displayed

Creating Folders

Creating new folders or sub-folders in the Content Collection is straightforward.

Activity 3 – Create a Folder

1. In the Content Collection, navigate to where you want to create a new folder. This may be at root level, or you may wish to create a sub-folder within an existing folder.
2. Click **Create Folder**.
3. Give the folder a meaningful and concise name.
4. Click **Submit**.

Moving and Copying Files

You can **move** files from one folder to another in the Content Collection, or from the root level into a folder. If you have attached a file to an item or created a direct link to it from the content area, moving it within the Files area will NOT break the link.

Activity 4 – Moving a File

1. **Select the file** you want to move by clicking the check box to the left of it, then click **Move** at the top or bottom of the content list. Alternatively, click the drop-down menu to the right of the file, and click Move.
2. **Browse** to the folder you wish to move the file to – you could use your new folder (if there is another file with the same name in the destination folder, you have the option to overwrite it by clicking the check box).
3. Click **Submit**.
4. Check that your file is now in the new location.

You can move **multiple** files by selecting each one using the checkbox to the left and then clicking move.

You can also **Copy** files. This will create a duplicate of the original file in a different folder. Any links to the original file will be unaffected.

Renaming Files or Folders

As with moving files, changing the name of a file or folder will not affect links from the content area. However, if you have your files stored on your computer or pen drive as well, be aware that uploading a revised version of the file with the original name will no longer give you the option to overwrite the file in Bb9.

Activity 5 – Renaming a File

1. Click on the **drop-down menu** to the right of the file you are going to rename.

2. Choose **Edit Settings**.
3. Change the name of the file.
4. Click **Submit**.

Creating an HTML Link using 360° View or Edit Settings View


As well as attaching files to items in the content area, you can also create an html link within the text. If you use the **permanent URL**, the link won't be broken even if you later move the file to another folder.

Activity 6 - Create an HTML link to a File in the Content Collection

To obtain the URL:

1. Click the drop-down menu to the right of the file.
2. Choose **360° View** OR **Edit Settings**
3. Copy the **Permanent URL**

To create a link from this in an item:

1. In your item, type some link text, highlight it then click the **hyperlink** icon 
2. Paste the URL you copied
3. Click **Submit**
4. Test your link

We do NOT recommend using the 360° degree view for folders, as students should not be accessing your Content Collection.