

## **Course Files**

**Course Files** provides central file storage for a course. Instructors can link to any of these items when creating content for the course. When an instructor changes an item, all links to the item in the course reflect those changes.

### ***Getting to the Course Files Area***

Click **Files** in the **Control Panel**. Click the course ID link. (It will look something like 12345\_A\_111.)

### ***Uploading Files and Folders of Files***

- You can upload files individually, multiple files at one time, or folders containing multiple files. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the single file option to add files one at a time.
- Click the **Upload** button. Select **Upload Files** from the menu.
- You can either click **Browse** to locate and upload the file(s), or you can simply drag and drop the file(s) into the box where indicated.
- After adding files to the list, click **Submit** to upload the files.
- If an upload fails, click **Undo** to remove all uploaded files and return to the parent folder.
- The files are now available to be added to a content area or attached to discussion board postings, emails, etc.
- The list of uploaded files may extend beyond what is viewable on the default screen. Use the **Show All / Edit Paging** buttons to modify the number of files visible.

### ***Uploading a Package***

Select **Upload Package** from the **Upload** menu to upload *and unpackage* a ZIP file.

### ***Creating a Reusable HTML Object***

You can create a document using Blackboard's text editor and additional tools to incorporate media, and then save the file for use in one or more places in your course site.

- Click **Create HTML Object**.
- Provide a name for the file, compose your text, and then click **Submit**.

## ***Creating a Folder***

- You can create and use folders to help organize your content area.
- Click **Create Folder**. Provide a name for the folder and click **Submit**.
- *Be sure to click on the folder name or icon to open the folder in order to upload documents to the folder.*

## ***Viewing Files and Folders***

Two options are available for viewing the Course files and folders:

- **View List**
- **View Thumbnails**
- Any action that can be performed on a file or folder in the List view can also be performed in the Thumbnails view.
- The default view is the **List** view, which has standard small icons in the File Type column. To view larger thumbnail icons of each item, click **View Thumbnails** at the top of the screen. Use the slider to change the size of the thumbnails. The selected view will remain in effect until the user changes the view.
- To view more information about a file, click its thumbnail.
- To view the contents of a folder, click its thumbnail or name.

## ***Item Actions***

One or more items can be selected for copying, moving, or deleting at the same time. Each item has a contextual menu (click the pull-down menu to the right of the item's name) that provides access to the following actions:

- **Open**: Preview the content in the browser.
- **360 degree View**: Display detailed information about an item.
- **Edit**: Change the name of the item.
- **Overwrite File** or **Overwrite Reusable Object Content**: Upload a different file to replace the current file or edit the reusable object data to replace the current content. For files, the new file will be assigned the same name as the one that it is replacing.
- **Download Package**: Compress the items into a ZIP package that can be saved to a local drive.
- **Copy**: Copy the item to another location.
- **Move**: Move the item to another location.
- **Delete**: Permanently remove the item. Any links to the item in the Course will be broken.
- **Permissions**: View and manage permissions assigned to the item.

*Attaching Files in the Course Files Area to Content Areas of Your Course Site*

- Once you have uploaded your files, you will want to attach them to documents in content areas such as Information, Content, Assignments, etc.
- Go to the content area from which you want to link to the file.
- Click **Build Content** and choose the appropriate content type (Item, File, Audio, Image or Video).
- To attach a file, click **Browse Course**. Click the document(s) that you wish to attach and then click **Submit**.