



## File Manager

File Manager is the area where all your course files are stored. File Manager provides a central location to work from, although you can create and edit files from other locations within your course.

You can use File Manager to:

- manage files, including storing and accessing files, sorting by file type, creating folders, copying or moving files to folders, and deleting files.
- create HTML files, which you can later add to the Home Page, folders, and learning modules.
- edit HTML files.
- upload files from your local computer, which you can later add to the Home Page, folders, and learning modules.

File Manager by Tab	
<b>Build</b>	File Manager is accessible from My Blackboard and from the Build tab. In File Manager, you can: <ul style="list-style-type: none"><li>• manage files, including creating folders, copying or moving files, zipping files, and deleting files.</li><li>• create and edit HTML files.</li></ul>
<b>Build</b>	From both the Build and Teach tabs, you can use File Browser to get files from My Files, Class Files, or your local computer.
<b>Teach</b>	

**\*Standard only in Blackboard Learning System – Vista License**

❖ TERMS TO KNOW	
<b>My Files</b>	<ul style="list-style-type: none"> <li>the area where you can create and store personal files.</li> <li>each user has their own My Files area that is always private and cannot be accessed by others.</li> <li>you can access My Files from My Blackboard and from any course in which you are enrolled.</li> </ul>
<b>Class Files</b>	<ul style="list-style-type: none"> <li>the area where you can create, store, and manage files for your course</li> <li>section designers and instructors enrolled in the course can access this area.</li> </ul>
<b>**Repository</b>	<ul style="list-style-type: none"> <li>the area where you can access public files that have been saved at parent learning contexts.</li> <li>only section designers can access this area to copy or subscribe to files.</li> </ul>
<b>**Template Manager</b>	<ul style="list-style-type: none"> <li>the area where you can access public files that have been saved in templates in parent learning contexts.</li> <li>only section designers can access this area to copy or subscribe to files.</li> </ul>

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## The File Manager Interface

To access your class files, click the name of your course.

To access personal files, click *My Files*.

By default, when you enter File Manager, the folders and files for your current course are displayed. For example, in the image above, the Astronomy 214 Files area is selected.

- Folders appear in the left frame.
- Folders and files appear in the right frame, which contains four columns:
  - Title**, which indicates the name of the file or folder.
  - Type**, which indicates the file type.

- **Last Modified**, which provides the date and time that the file or folder was last modified.
- **Size**, which provides the file size.

#### Navigating in File Manager

To view personal folders and files, click **My Files**.

To view the contents of a folder in the left frame, click its **Expand** icon. The folder opens, displaying the contents.

To view the contents of a folder in the right frame, click the linked folder name. The folder opens, displaying the contents.

## Managing Files

You can perform a variety of file management functions, including:

- Getting files
- Sorting files
- Creating folders
- Copying and moving files
- Deleting files and folders
- Renaming files
- Extracting zipped files

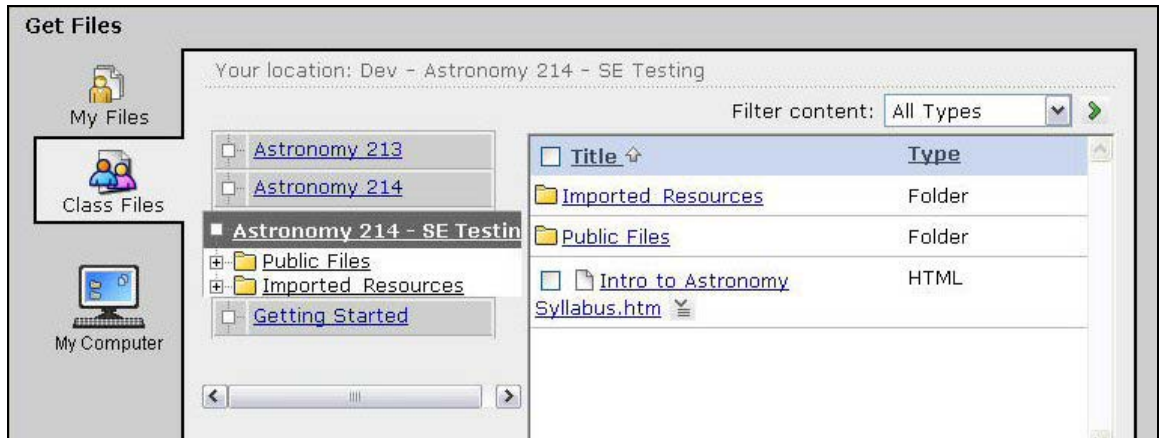
#### Getting Files

You can use the Get Files feature to:

- copy files from My Files and Class Files.
- upload files from your local computer.

⇒ To get files:

1. Navigate to the folder where you want to place the file that you are getting.
2. Click **Get Files**. The Content Browser appears.



3. Locate the file that you want to get and click **OK**. The file is copied.

## Sorting by File Type

By default, File Manager displays all folders and files. Within a folder, you can filter by file type. For example, you can choose to display only HTML files.

To sort by file type, from the *Filter content* drop-down list, select the type of content you want to display and click the **Go** arrow icon. Only content of the specified type is listed.

### Creating Folders

You can create folders to organize content.

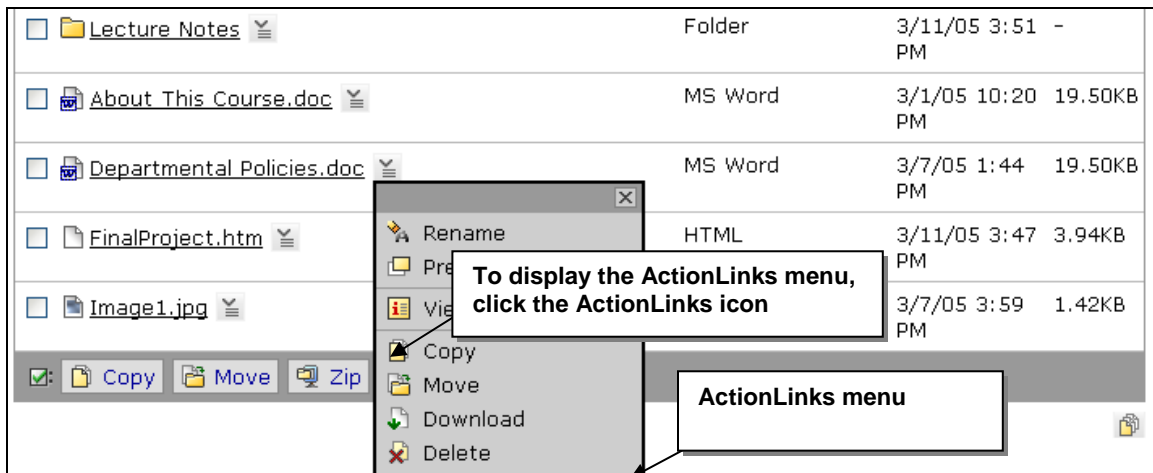
To create a folder:

1. Click **Create Folder**. A pop-up screen appears.
2. Enter a Title for the folder and click **OK**.

### Using the ActionLinks Menu to Manage Files

You can use ActionLinks menus to:

- extract zipped files.
- rename files and folders.
- preview files.
- copy and move files and folders.
- download files.
- delete files and folders.



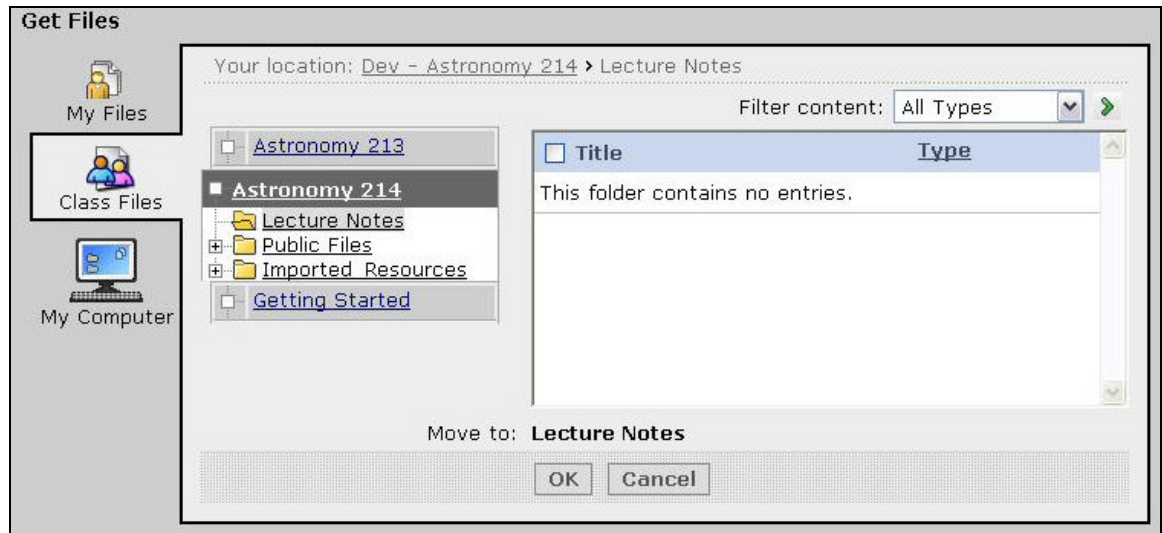
To rename a file:

1. Locate the file and, from its ActionLinks menu, click **Rename**. The Rename pop-up screen appears.
2. Enter a new file name and click **OK**.

To preview a file, locate the file and, from its ActionLinks menu, click **Preview**. A new screen appears, with a preview of the file.

To copy or move a file to a different folder:

1. Locate the file and, from its ActionLinks menu, click **Copy** or **Move**. The Content Browser appears.



2. Select the location to move or copy the file and click **OK**. The file is moved or copied.

To download a file to your local computer:

1. Locate the file and, from its ActionLinks menu, click **Download**. The File Download pop-up screen appears.
2. Click **Save** and select the location where you want to save the file.
3. Click **Save** again.

About File Subscriptions  
(available in Vista)

Files that reside outside your course in a sharable location, such as **Repository** or **Template Manager**, can be added to your course by either copying the files or by creating file subscriptions.

Unlike file copies, file subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your course.

Whenever you use the **Content Browser** to get a file that is stored in a sharable location, you must indicate whether you want to subscribe to the file or copy the file.

Subscribing to the file creates a file subscription which is stored in your course's **File Manager**. All file subscriptions display the **Subscribed to a remote file** icon next to the **ActionLinks** icon.

EXAMPLE	There is a file in Repository that you want to use in multiple courses. From within each course, you create a file subscription to the file. When the file in Repository is updated, the changes will be reflected in the file copies in each course.
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In File Manager, some actions that are available on files are not available on file subscriptions; you cannot edit, rename, copy, download, or zip file subscriptions. However, you can perform the following tasks:

- create file subscriptions
- preview file subscriptions
- view file subscription information
- move file subscriptions
- delete file subscriptions

You can also cancel file subscriptions. This replaces the file subscription with a file copy; changes to the original file will no longer be reflected in your course. This gives you ownership of the copied file and all file options become available to you.