

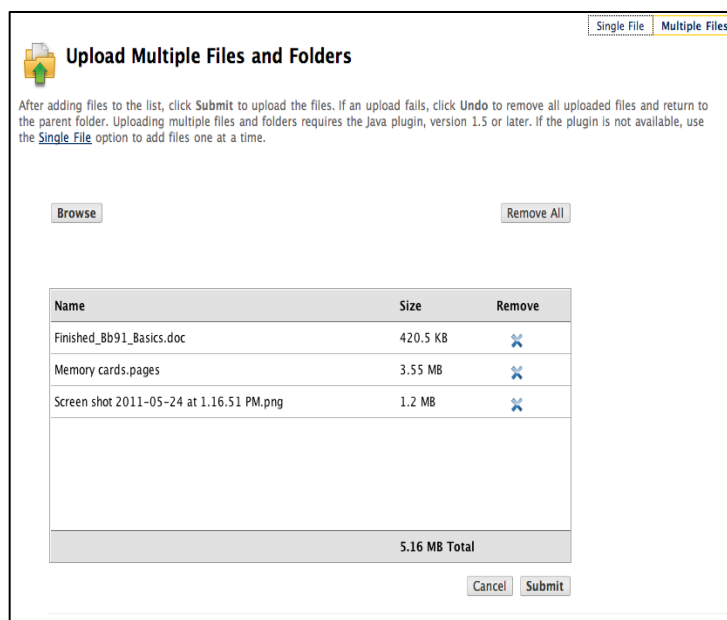
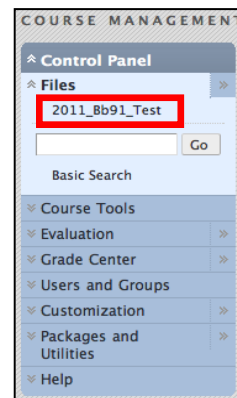
*This documentation provides an explanation of Course Files, a central storage area located within a Blackboard course. Within Course Files, instructors have access to all of their files along with the ability to manage, organize, and view those files as they need. Instructors can link to any previously uploaded items when creating content for the course. When an instructor changes an item, all links to the item in the course automatically reflect those changes.*

To access Course Files and upload files or folders:

1. Click on the arrows to the right of the **Files** menu in the Control Panel Dashboard on the left side of a Blackboard course page. If you have already uploaded files to this area, they will be displayed.
2. To upload a new file, hover over the **Upload** button and choose **Upload Files** from the drop-down menu that appears. The Upload Multiple Files and Folders page will open. Make sure that **Multiple Files** is selected in the upper right corner of your screen in order to upload more than one file at a time.
3. Click **Browse** to open an explorer window and navigate through your computer and drives to locate the files you wish to upload. Once you have selected a file, click **Choose**. The explorer window will close, and the file you

chose will be listed as a file to be uploaded.

4. Once you have selected all of the files that you would like to upload, click **Submit**. While the files are uploading, status bars will display the upload progress. Once all files are uploaded, you will be automatically directed back to the Files page.
5. To upload a zip folder, open the Files page and hover over **Upload** button. Choose **Upload Package** from the drop-down menu that appears. Click the **Choose File** button on the Upload Package page that opens to navigate your computer to find the desired folder. Once you have selected a zip folder, click **Submit** to begin the upload.



After you have uploaded files to your Blackboard course, they are available to you any time you need to link a file on the course page. To do this:

1. Open a content area and hover over the **Build Content** button. Select **File** in the left column of the drop-down menu that appears.
2. The Create File page will open. In Field 1 (Select File) you have the option to browse your computer or the course. Selecting **Browse Course** will open another window with all uploaded course files listed.
3. Select the files to be linked from the list and click **Submit** at the bottom of the window.

- You will be directed back to the Create File page to finish editing the file link settings. When you are finished, click **Submit**.

The screenshot shows the Blackboard Course Files interface for the course '2011\_Bb91\_Test'. On the left sidebar, there is a 'Files' section with a tree view showing '2011\_Bb91\_Test' and 'My Folder', and a 'Search Content' section with a search box and a 'Go' button. The main content area is titled 'Files 2011\_Bb91\_Test' and includes a 'View List' button (highlighted with a dashed box) and a 'View Thumbnails' link. Below this is a 'Select File or Folder' dropdown menu. A descriptive paragraph explains that Course Files is a central storage area for a single course, allowing instructors to manage, organize, and view files. Below the text are buttons for 'Upload', 'Create HTML Object', 'Create Folder', and 'Set Up Shared Location'. There is also a checkbox option: 'Also assign Public permission to this file.' At the bottom, a table lists the files and folders in the course.

File Type	Name	Edited	Size
Folder	<a href="#">My Folder</a>	Jul 5, 2011 12:19:07 PM	7.0 MB
Image	<a href="#">(biology)DefaultDesktop.jpg</a>	May 27, 2009 10:33:40 AM	368.5 KB
Image	<a href="#">(eclassroom)DefaultDesktop.jpg</a>	May 27, 2009 11:22:14 AM	882.7 KB
Image	<a href="#">(old)DefaultDesktop.jpg</a>	Nov 25, 2007 1:36:48 AM	1.32 MB
PDF	<a href="#">02_McCorkleAquatic-1.pdf</a>	Feb 15, 2011 3:59:10 PM	7.0 MB
PDF	<a href="#">03_WHAC-dev-1.pdf</a>	Feb 15, 2011 3:59:59	1.22 MB