

Files & Folders

Blackboard Web Community Manager

Blackboard®

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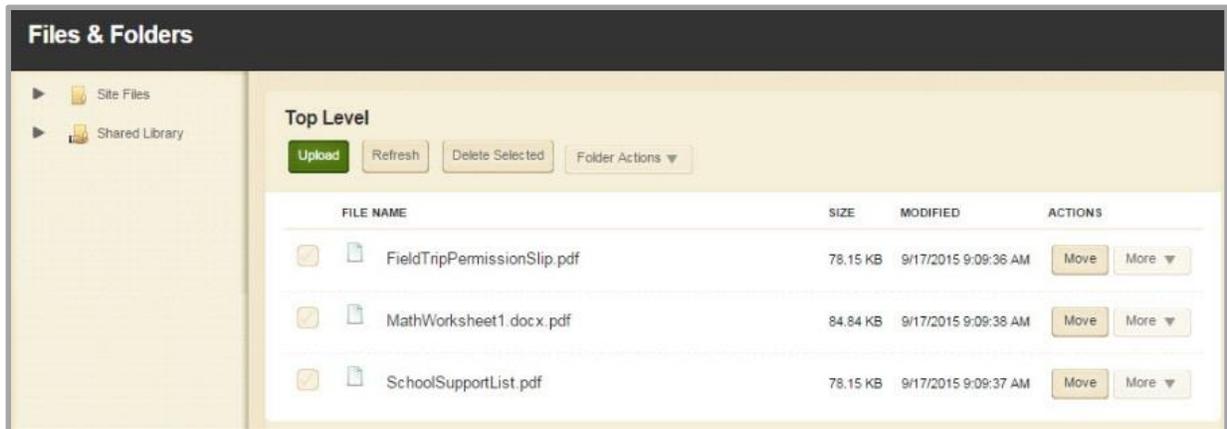
This guide covers all available features and functionality. Features included in your contract may vary.

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Introduction

In Blackboard Web Community Manager, *Files & Folders* is a designated area for uploading and storing files. Files & Folders is an excellent tool for pre-planning content for your workspace. Each Site, Subsite, Channel and Section Workspace has one dedicated Files & Folders area. You can think of Files & Folders as the locker in which you store all the files that you use in your workspace. Users with editing privileges to a workspace have access to its Files & Folders.



Access Files & Folders

You can access Files & Folders two different ways, on the **Tools** tab or by clicking Files & Folders in **Common Tools**. Each Site, Subsite, Channel and Section Workspace has its own Files & Folders area.

Site Workspace Files & Folders

Here's how you access the Site Workspace Files & Folders.

1. In Site Manager, navigate to the Site Workspace.
2. Click the **Tools** tab. The **Tools** tab displays.



3. Click *Files & Folders*. The Files & Folders window displays.
4. Manage folders and upload files as desired.

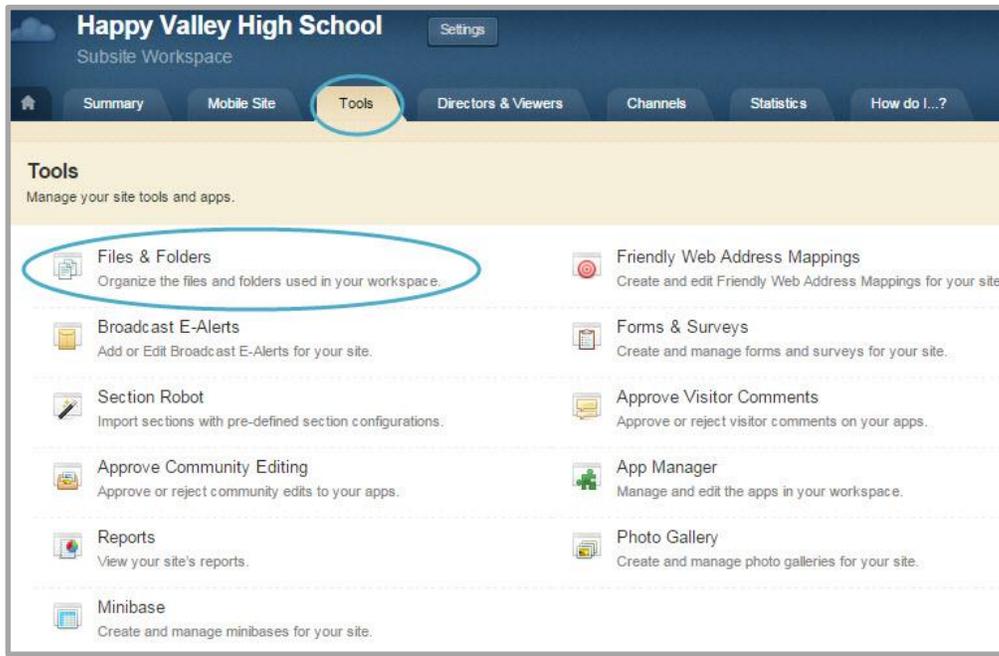
You can also click Files & Folders in **Common Tools** dashboard on the Site Workspace **Summary** tab.



Subsite Workspace Files & Folders

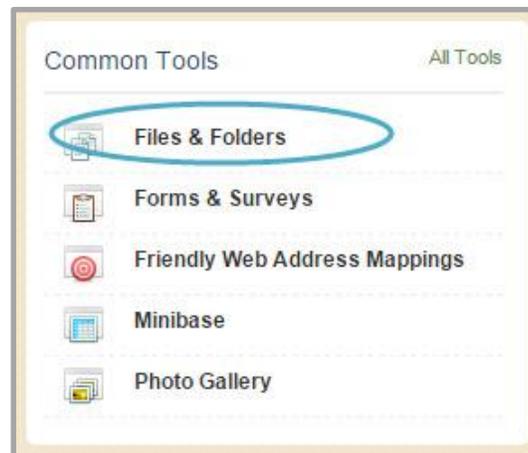
Here's how you access the Subsite Workspace *Files & Folders*.

1. In *Site Manager*, navigate to the appropriate Subsite Workspace.
2. Click the **Tools** tab. The **Tools** tab displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Manage folders and upload files as desired.

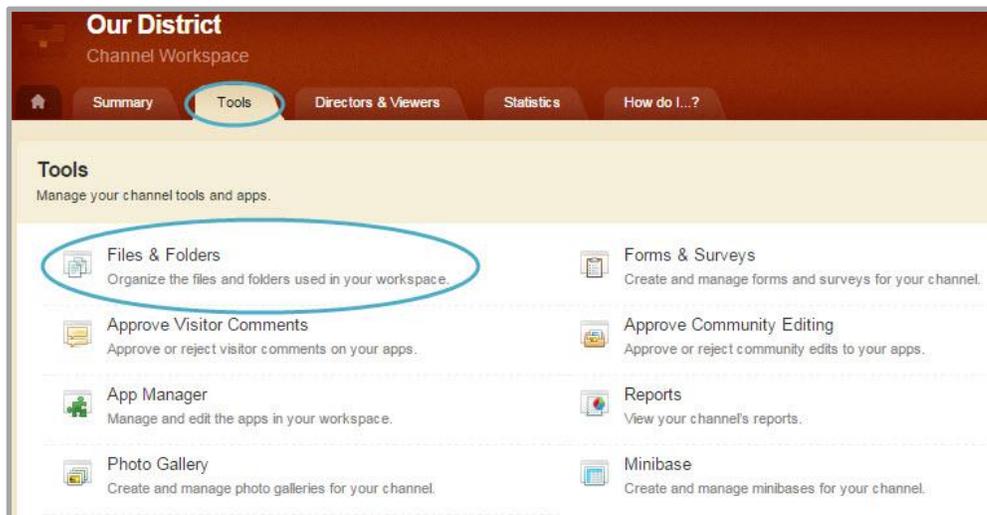
You can also click *Files & Folders* in **Common Tools** dashboard on the Subsite Workspace **Summary** tab.



Channel Workspace Files & Folders

Here's how you access the Channel Workspace *Files & Folders* from the **Tools** tab.

1. In *Site Manager*, navigate to the appropriate Channel Workspace.
2. Click the **Tools** tab. The **Tools** tab displays.

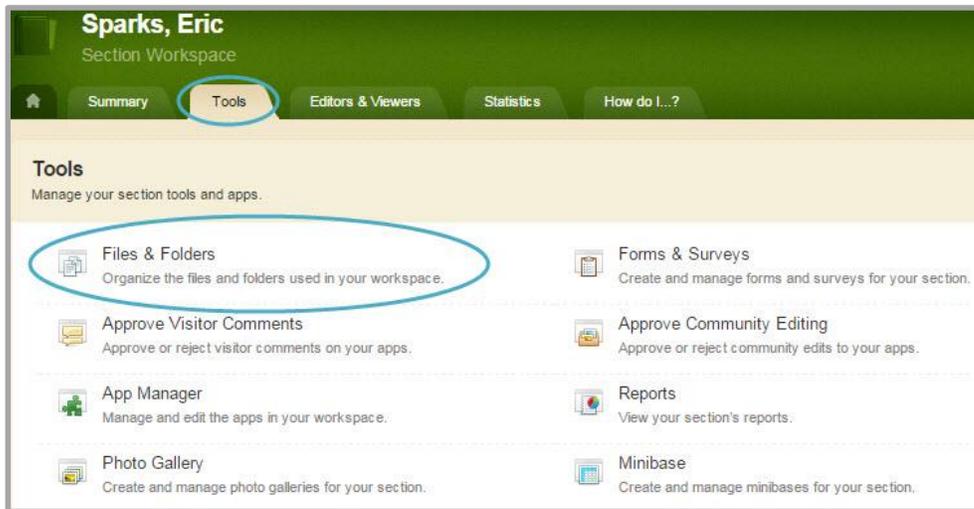


3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Manage folders and upload files as desired.

Section Workspace Files & Folders

Here's how you access the Section Workspace *Files & Folders* from the Tools tab.

1. In *Site Manager*, navigate to the appropriate Section Workspace.
2. Click the **Tools** tab. The **Tools** tab displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Manage folders and upload files as desired.

You can also click *Files & Folders* in **Common Tools** dashboard on the Section Workspace **Summary** tab.



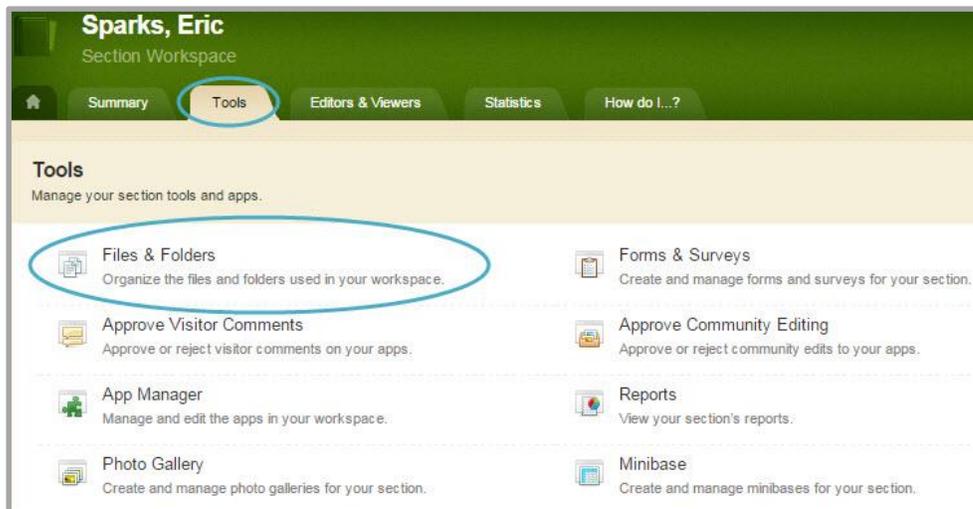
Manage Files in Files & Folders

In each Files & Folders Workspace you can upload, update, move, preview, rename, download and delete files.

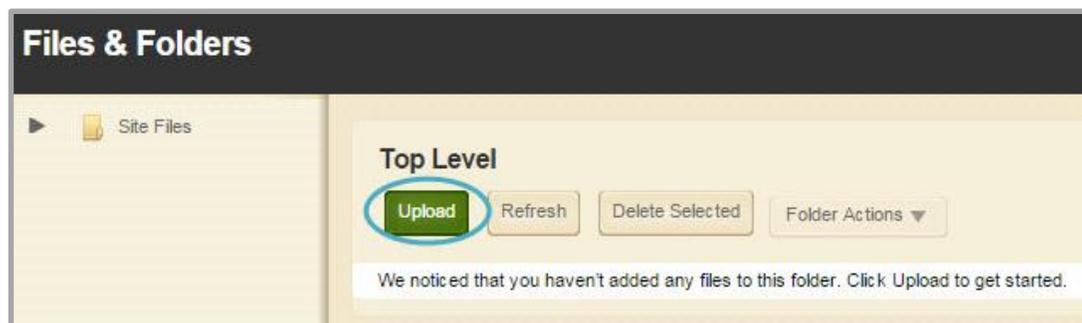
Upload a File

Here's how you upload a file to Files & Folders.

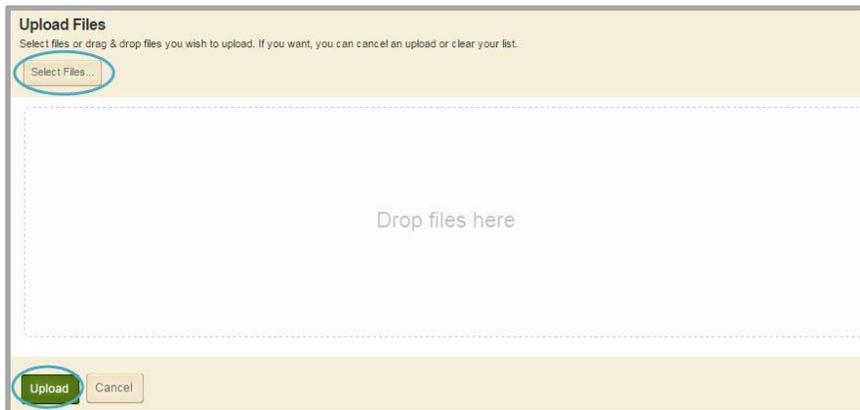
1. In *Site Manager*, navigate to a *Workspace*.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. If necessary, navigate to the subfolder to which you wish to upload the file.



5. Click **Upload**. The Upload Files dialog displays.



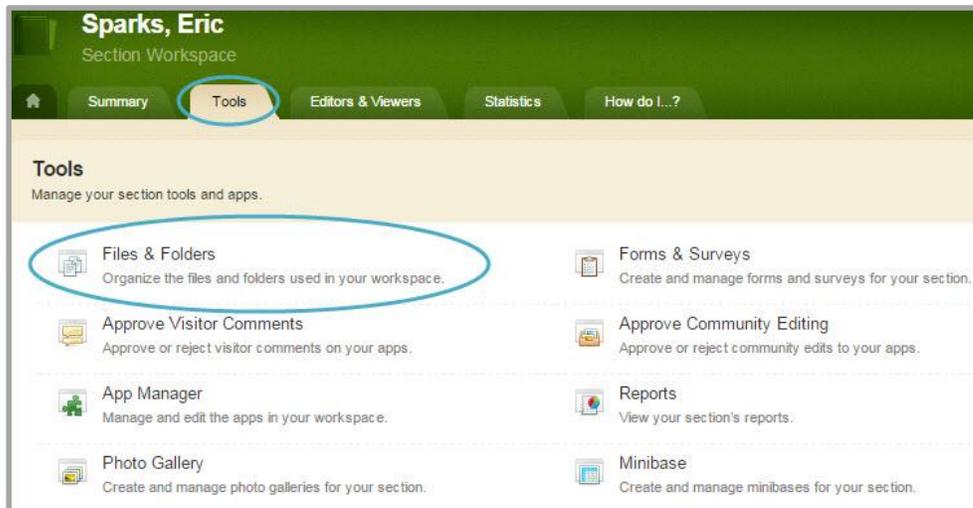
6. Click **Browse** and choose the file you wish to upload.
7. Click **Open**. The Upload Files dialog displays with the selected file listed.
8. Click **Upload**. The file is uploaded.



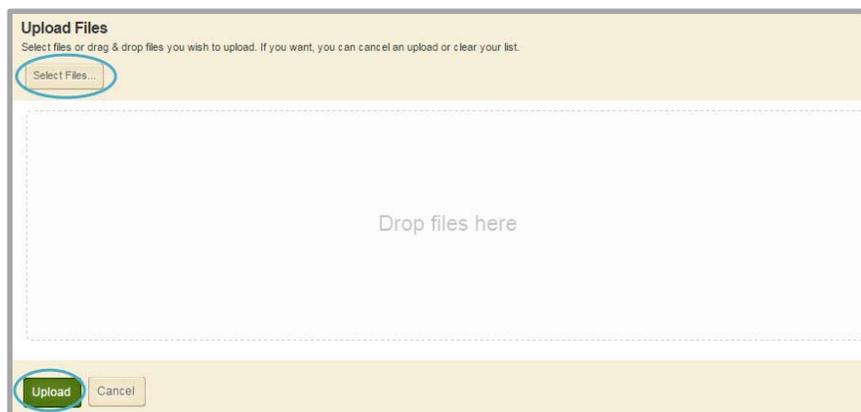
Upload Multiple Files

Here's how you upload multiple files to Files & Folders.

1. In *Site Manager*, navigate to a *Workspace*.
2. Click the **Tools** tab. A menu of tools displays.

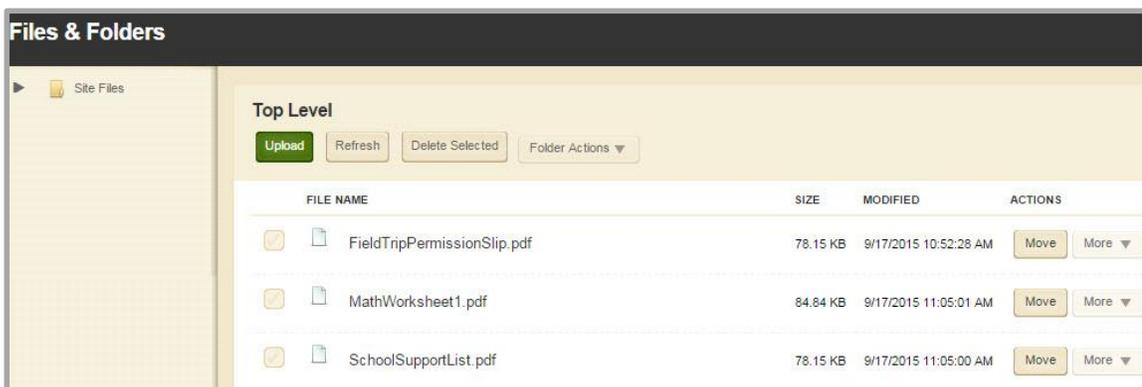


3. Click *Files & Folders*. The *Files & Folders* window displays.
4. If necessary, navigate to the subfolder to which you wish to upload the files.
5. Click **Upload**. The Upload Files dialog displays.



6. Click **Browse** and choose the files you wish to upload.
7. Click **Open**. The Upload Files dialog displays with the selected files listed.

8. Click **Upload**. The files are uploaded.



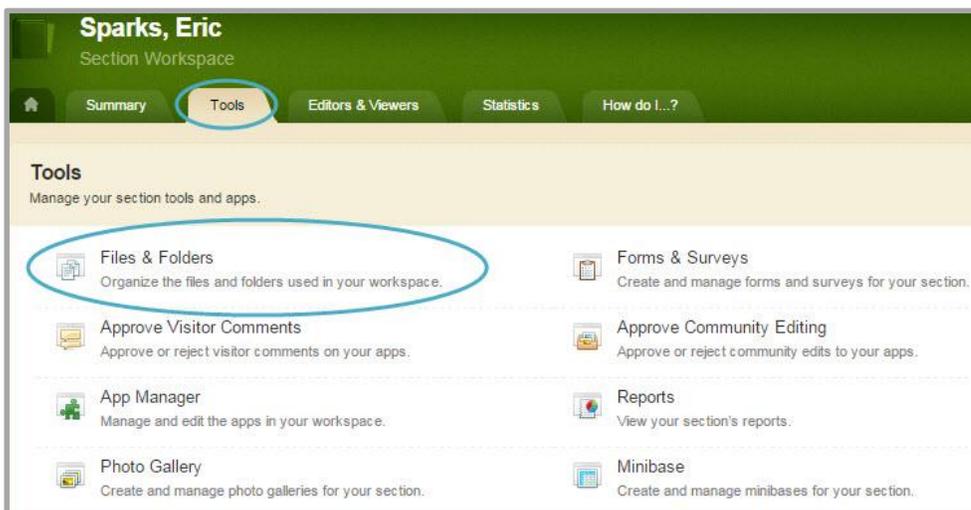
Multiple files can be selected to be uploaded simultaneously. For PC users, holding the Ctrl Key permits you to pick and choose multiple files to upload. Also, holding the Shift Key permits you to select a contiguous group of files. For Mac users, using the Command Key does the same. Pressing the Shift Key permits you to choose multiple files in a list.

Update a File

There may be times when you need to update a file to which you've already linked within your site. This process will save you the work of recreating each link. In order to do this, however, be certain the updated file has the same name and extension as the existing file.

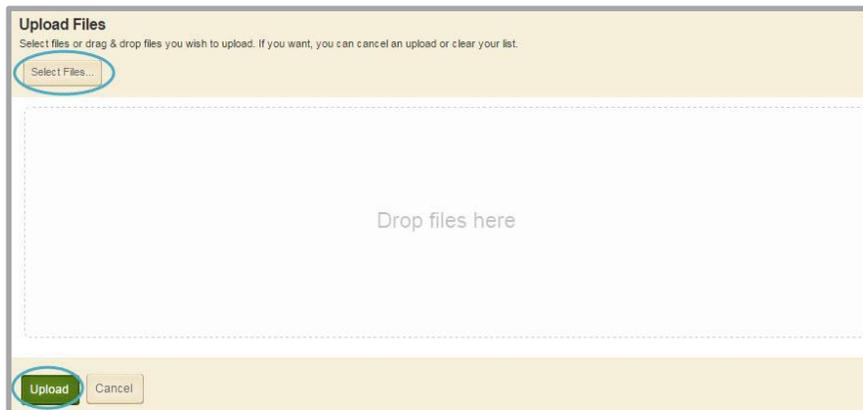
Here's how you update a file in Files & Folders.

1. In *Site Manager*, navigate to the Workspace containing the files you wish to update.
2. Click the **Tools** tab. A menu of tools displays.

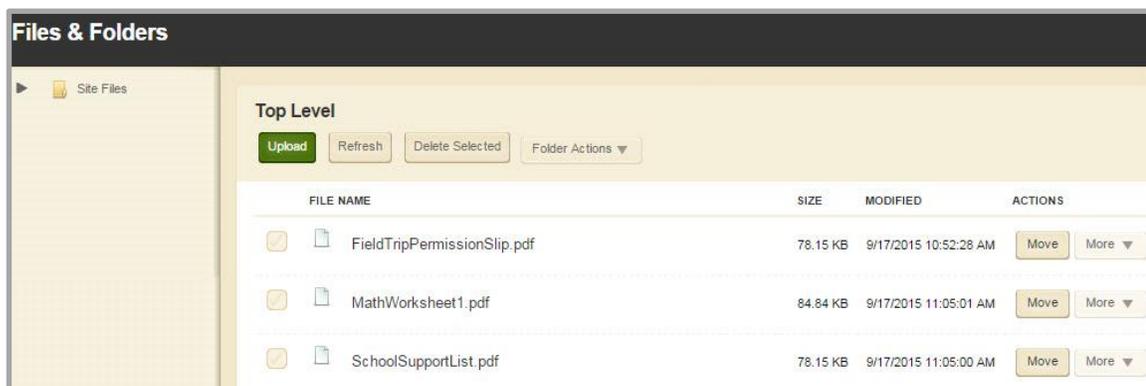


3. Click *Files & Folders*. The *Files & Folders* window displays.

- If necessary, navigate to the subfolder that contains the file.
- Click **Upload**. The Upload Files dialog displays.



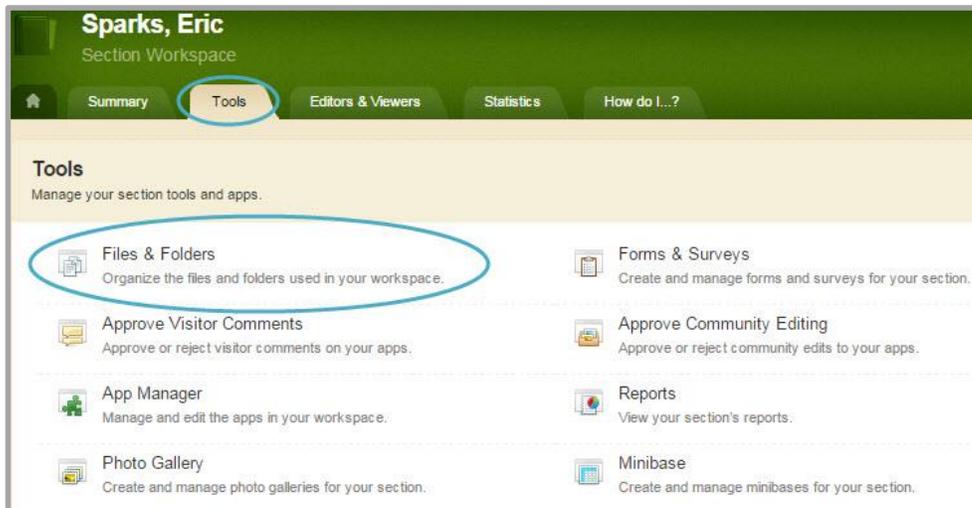
- Click **Browse** and choose the file you wish to upload.
- Click **Upload**. The Upload Files window closes. The updated version of the file overwrites the old version. Since they have the same name and extension, all links to the old file will now point to the newly updated file.



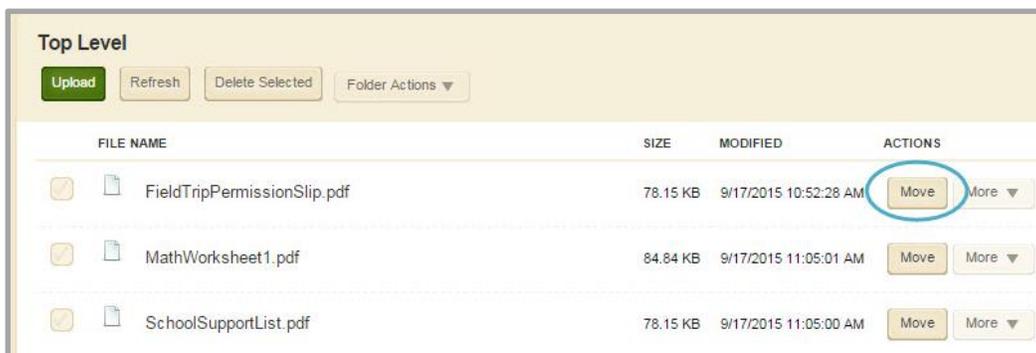
Move a File

Here's how you move a file to a different folder in Files & Folders.

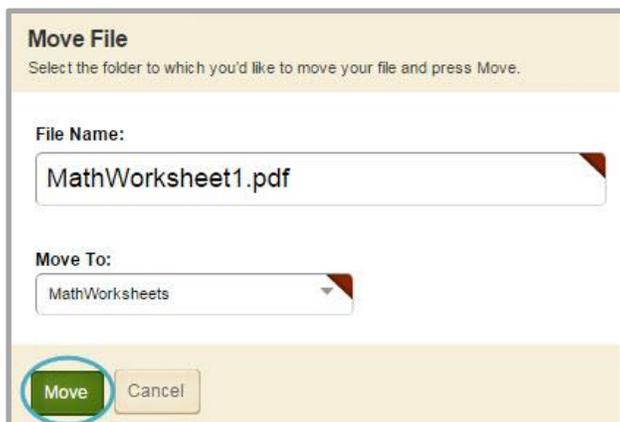
1. In *Site Manager*, navigate to the Workspace containing the file you wish to move.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. If necessary, navigate to the subfolder that contains the file.
5. Click the **Move** button associated with the file. The Move File dialog displays.



- From the drop-down list, select the Subfolder to which you wish to move the file.



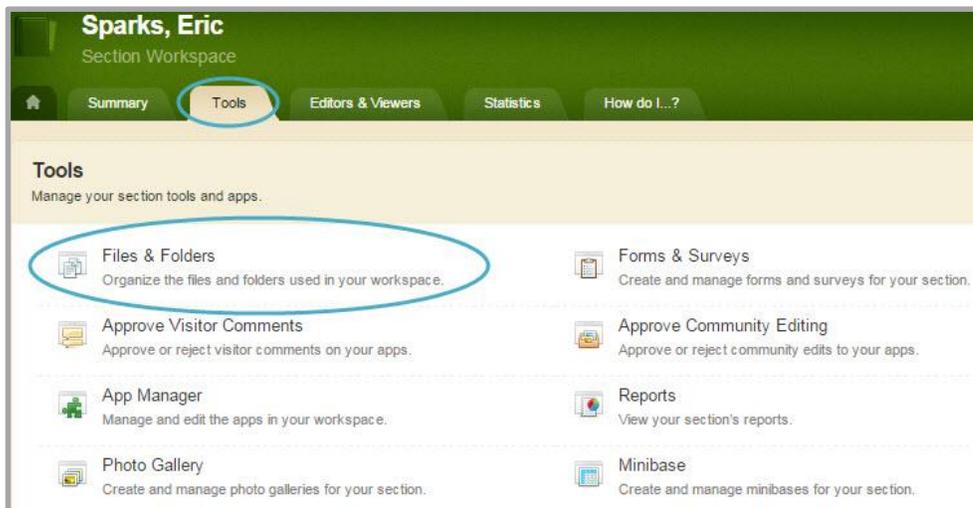
- Click **Move**. The Subfolder displays and the file is moved.

If links to the file exist in your website content, these will need to be updated as the link to the file changes after moving it.

Preview an Image File

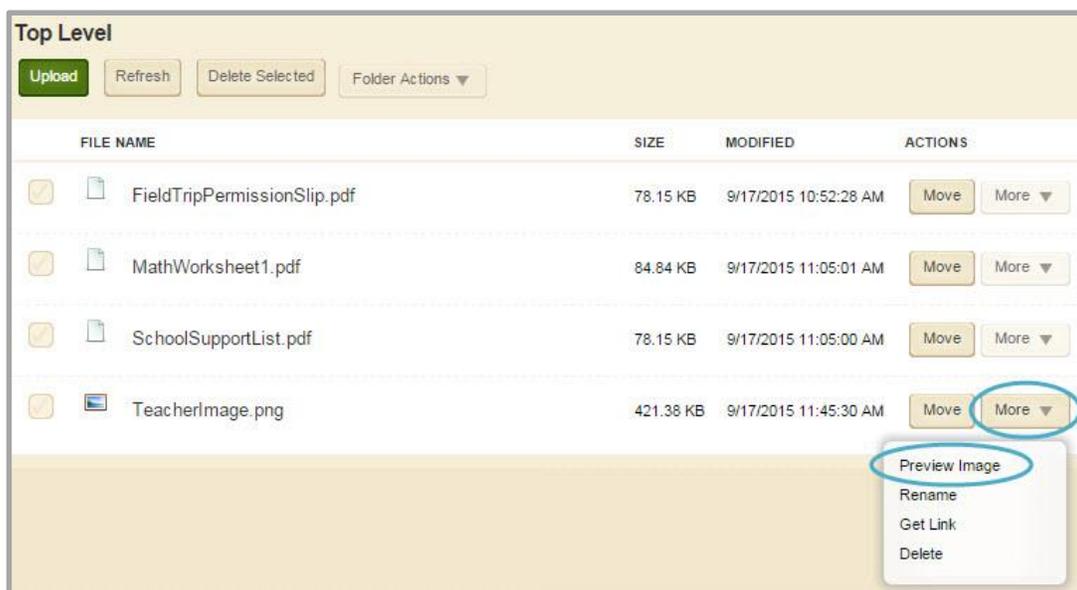
Here's how you preview an image file in Files & Folders.

- In *Site Manager*, navigate to the Workspace containing the file you wish to preview.
- Click the **Tools** tab. A menu of tools displays.



- Click *Files & Folders*. The *Files & Folders* window displays.

- If necessary, navigate to the subfolder that contains the file.

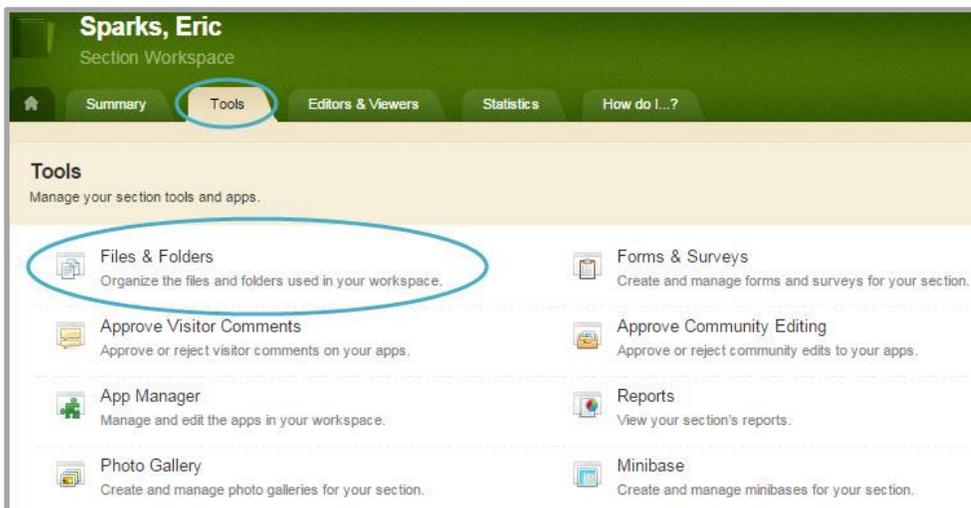


- Click **More** to the right of the image file and select *Preview Image*. The image displays.
- Close the window.

Rename a File

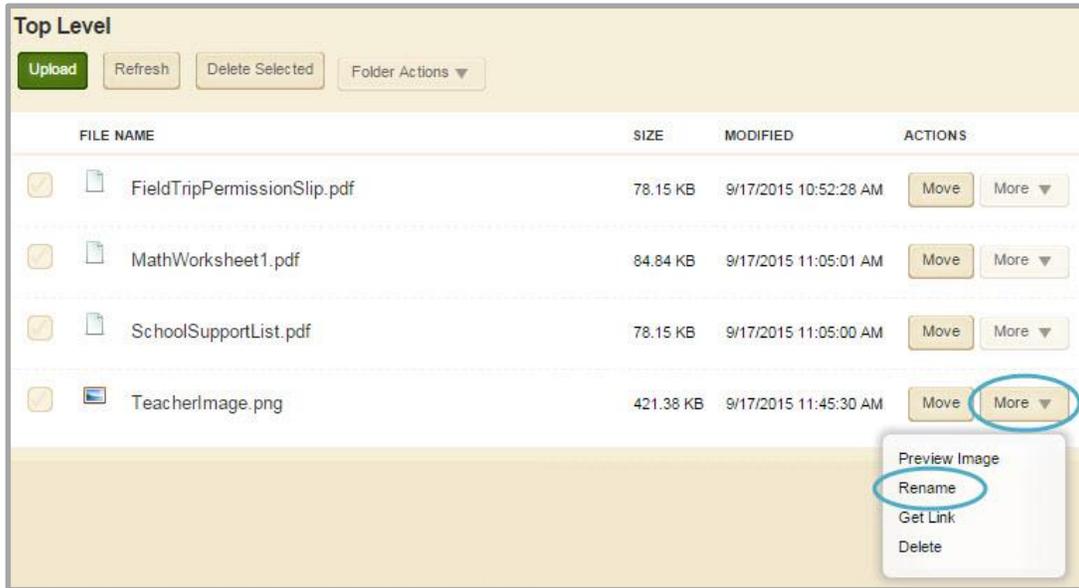
Here's how you rename a file in Files & Folders.

- In *Site Manager*, navigate to the Workspace containing the file you wish to rename.
- Click the **Tools** tab. A menu of tools displays.

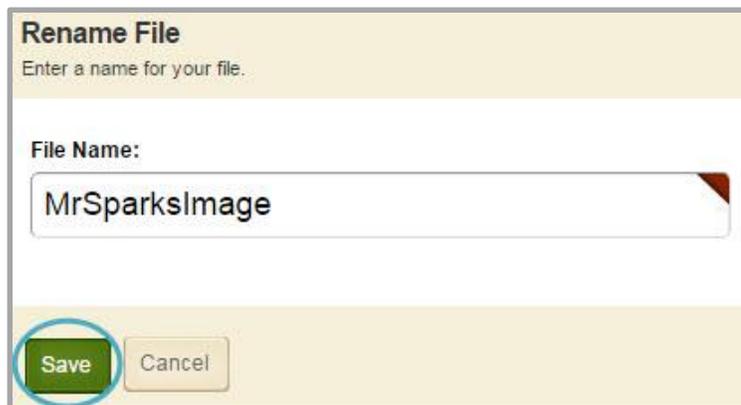


- Click *Files & Folders*. The *Files & Folders* window displays.

- If necessary, navigate to the subfolder that contains the file.



- Click **More** to the right of the file and select *Rename*. The Rename File dialog displays.



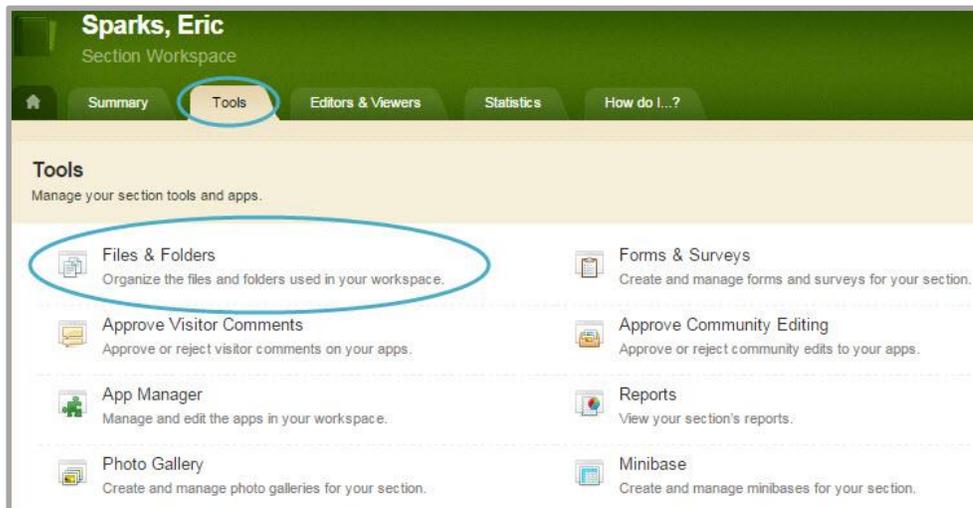
- Edit the file name and click **Save**. The file is renamed.

If links have been established to the file, these links will need to be re-established after renaming the file.

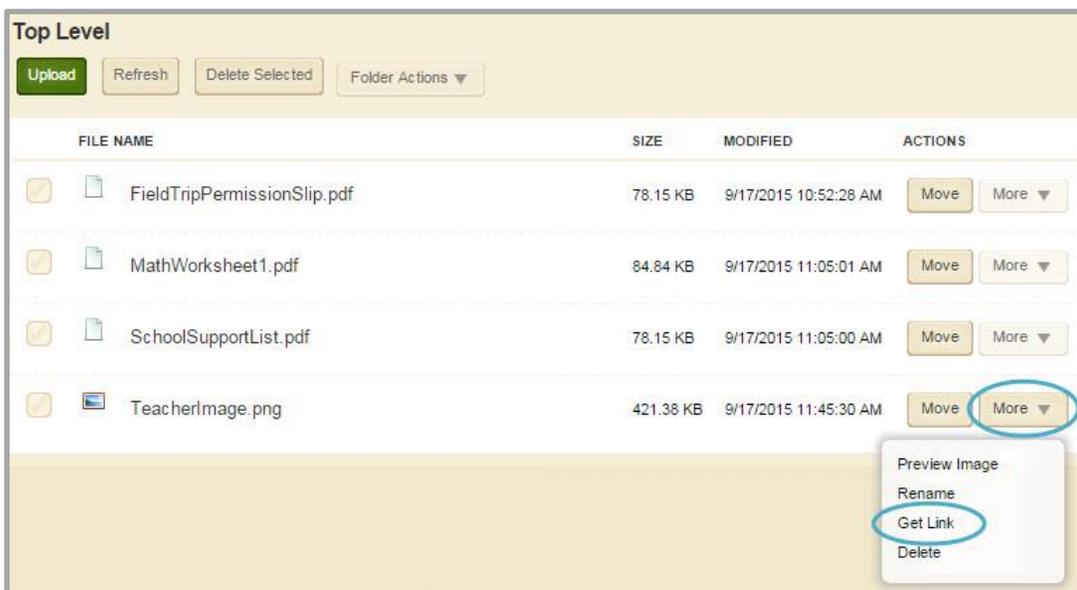
Get the Link for a File

Here's how you get the link for a file in Files & Folders.

1. In *Site Manager*, navigate to the Workspace containing the file you wish to get the link for.
2. Click the **Tools** tab. A menu of tools displays.

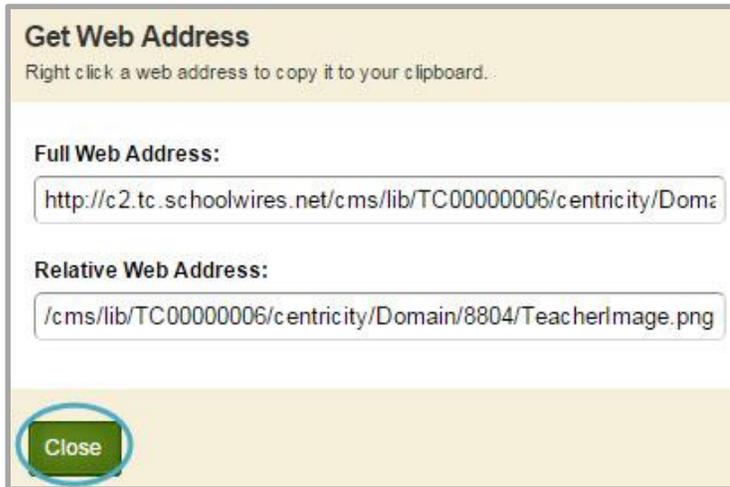


3. Click *Files & Folders*. The *Files & Folders* window displays.
4. If necessary, navigate to the subfolder that contains the file.



5. Click **More** to the right of the file and select *Get Link*. The Get Web Address window displays.

- You will see the Full Web Address and the Relative Web Address. The Relative Web Address will automatically append the root domain for your website, so it is helpful to use if your site is not yet live. Right-click a web address to copy it to the clipboard.

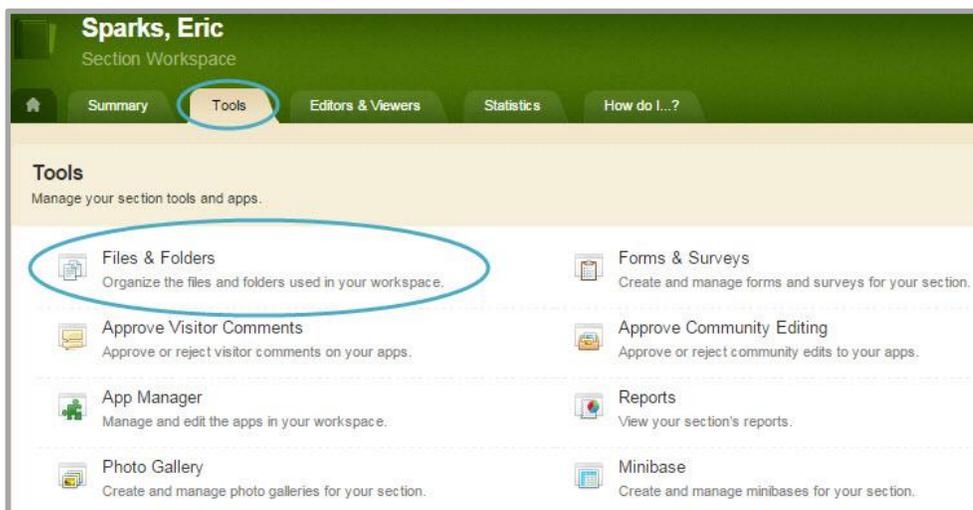


- Click **Close**.

Download a File

Here's how you download a file from Files & Folders.

- In *Site Manager*, navigate to the Workspace containing the file you wish to download.
- Click the **Tools** tab. A menu of tools displays.

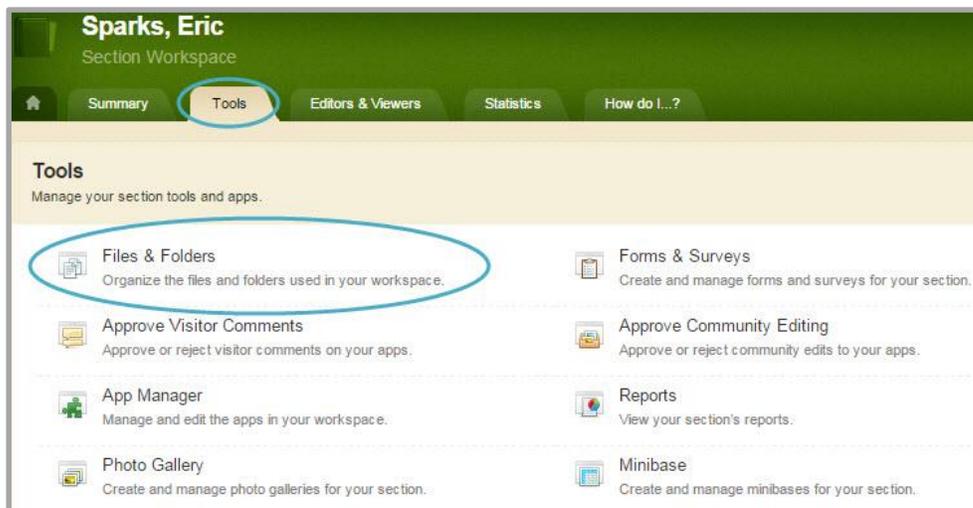


- Click *Files & Folders*. The *Files & Folders* window displays.
- Locate the file you wish to download.
- Click on the file name. The file is downloaded.

Delete a File

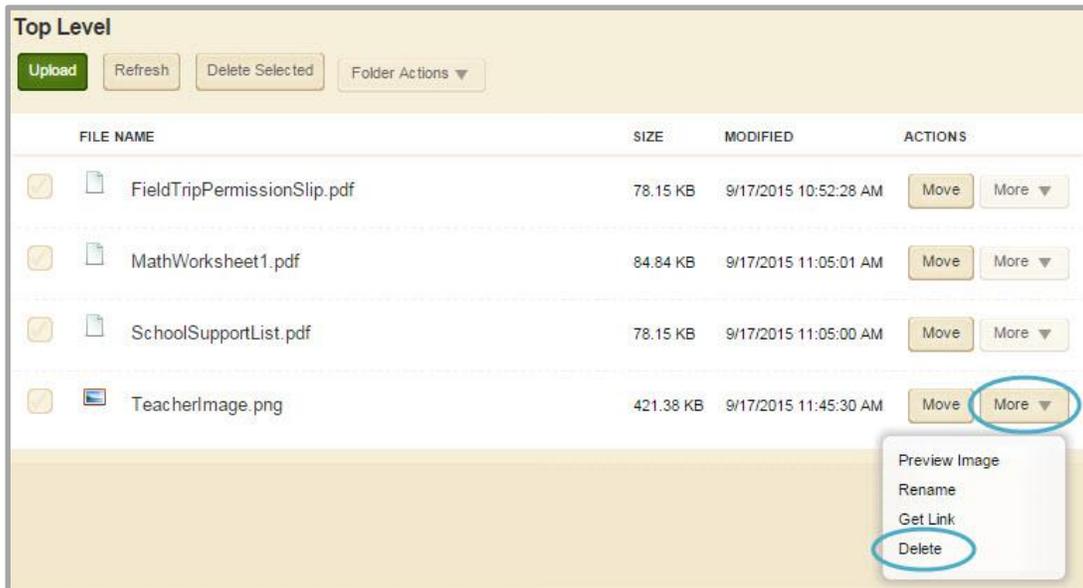
Here's how you delete a file in Files & Folders.

1. In *Site Manager*, navigate to the Workspace containing the file you wish to delete.
2. Click the **Tools** tab. A menu of tools displays.

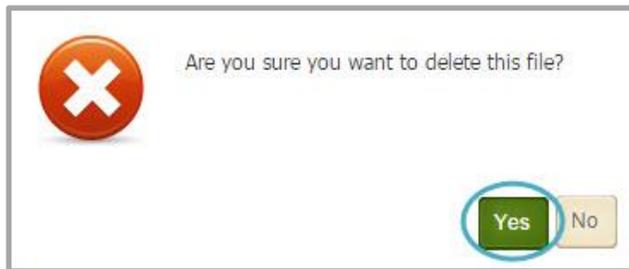


3. Click *Files & Folders*. The *Files & Folders* window displays.
4. If necessary, navigate to the subfolder that contains the file.

- Click **More** to the right of the file and select *Delete*. A confirmation window displays.



- Click **Yes**. The file is deleted.

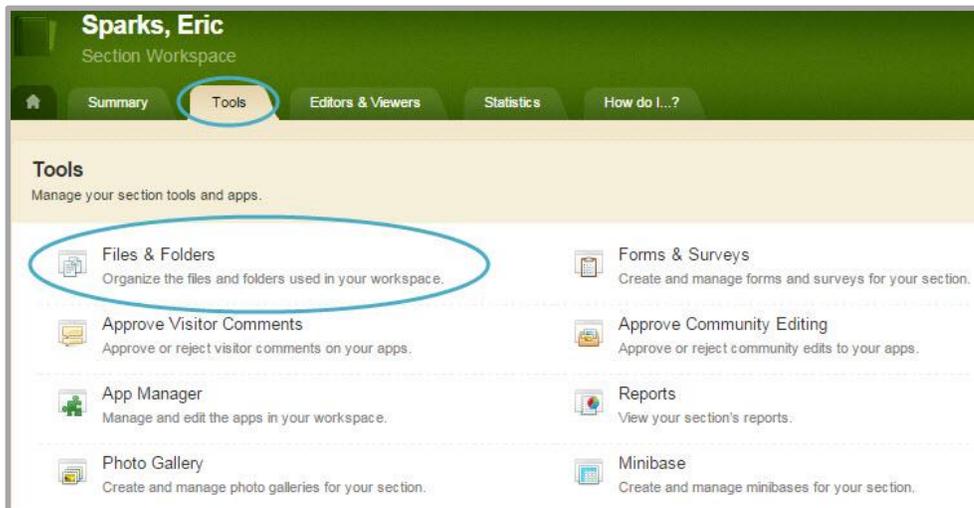


When you want to completely remove a file from your website, you will need to delete it from your *Files & Folders*. Deleting the section or page containing the file does not delete it from *Files & Folders*. If links had been established to the file, they will be broken once the file is deleted.

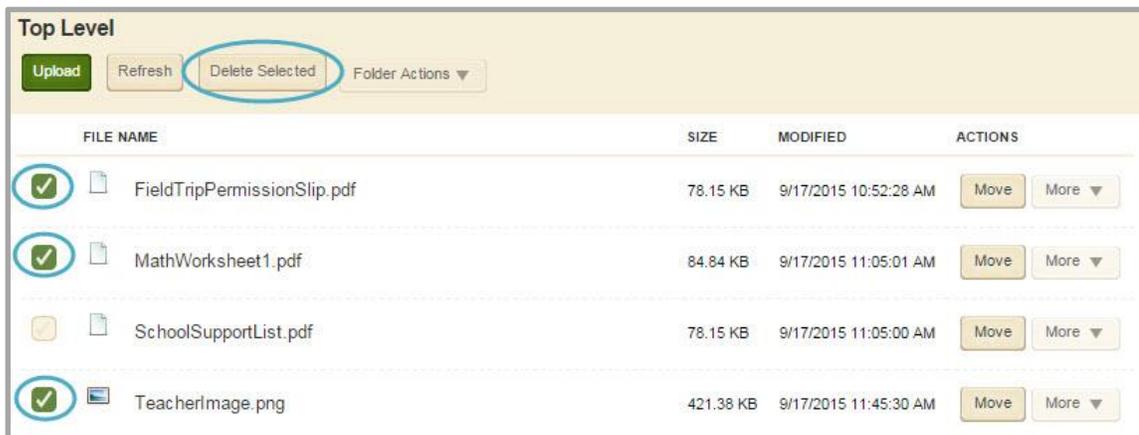
Delete Multiple Files

Here's how you delete multiple files in Files & Folders.

1. In *Site Manager*, navigate to the Workspace containing the files you wish to delete.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. If necessary, navigate to the subfolder that contains the file.



5. Select the files to delete and click **Delete Selected**. A confirmation window displays.
6. Click **Yes**. The files are deleted.



Manage Subfolders

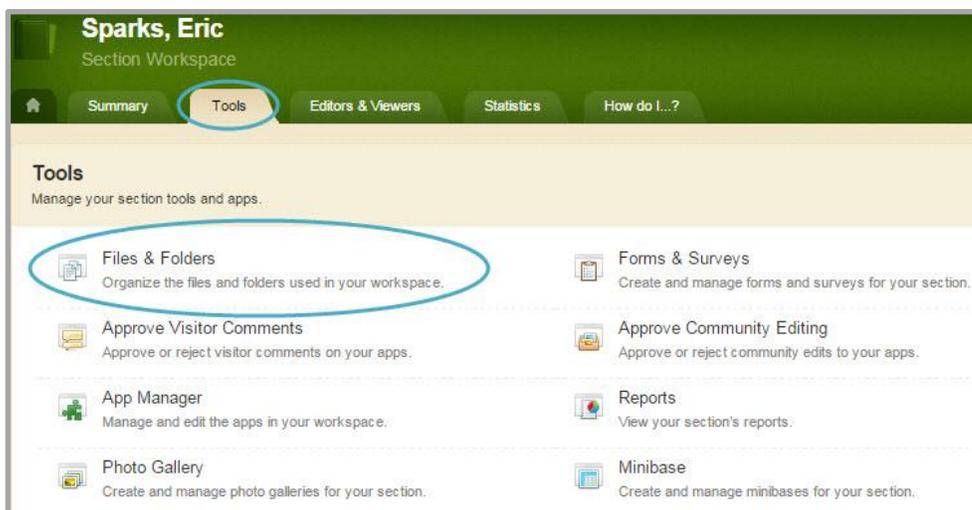
Subfolders display within the Files & Folders Workspace. To expand or close a folder, click the arrow to the left of the folder. There is no limitation as to the number of subfolders you have or the number of files you can upload. It is wise to create a manageable folder structure within your Workspace Files & Folders.

Create a Subfolder

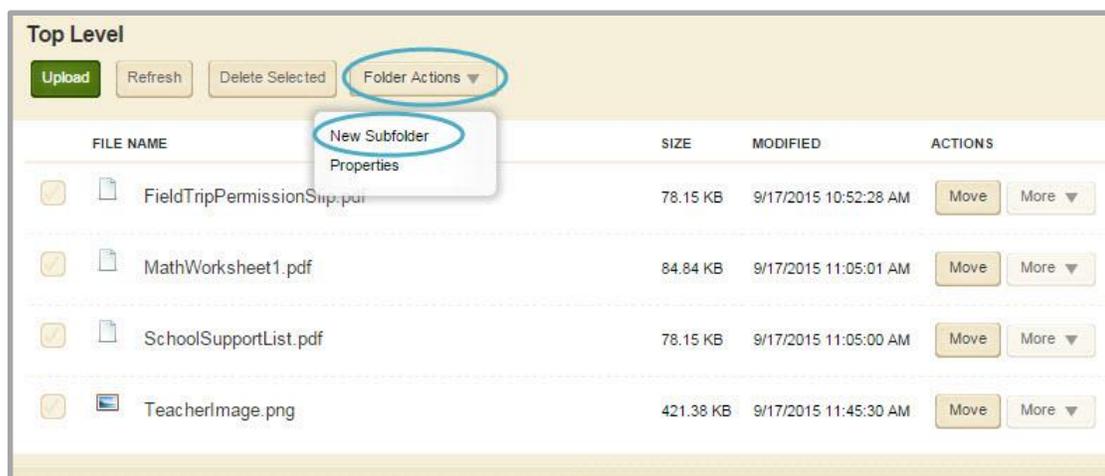
Subfolders are created as a child to the selected folder.

Here's how you create subfolders in Files & Folders.

1. In *Site Manager*, navigate to a *Workspace*.
2. Click the **Tools** tab. A menu of tools displays.

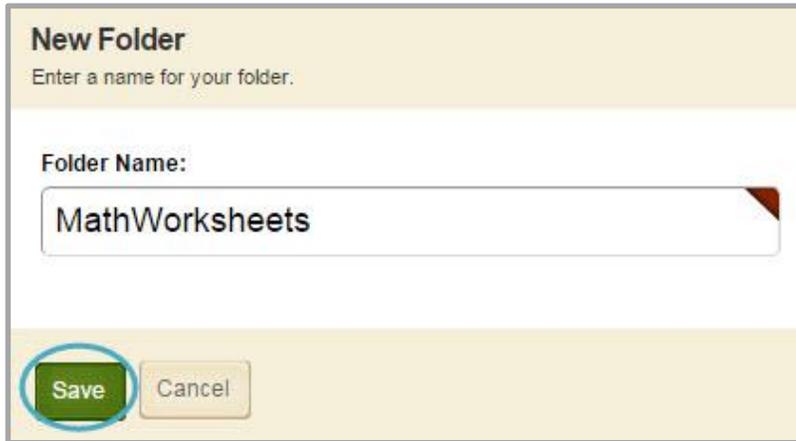


3. Click *Files & Folders*. The *Files & Folders* window displays.



4. Click **Folder Actions** button. A drop-down list displays.
5. Select **New Subfolder**. The New Folder dialog displays.

- Assign a name for the Subfolder.

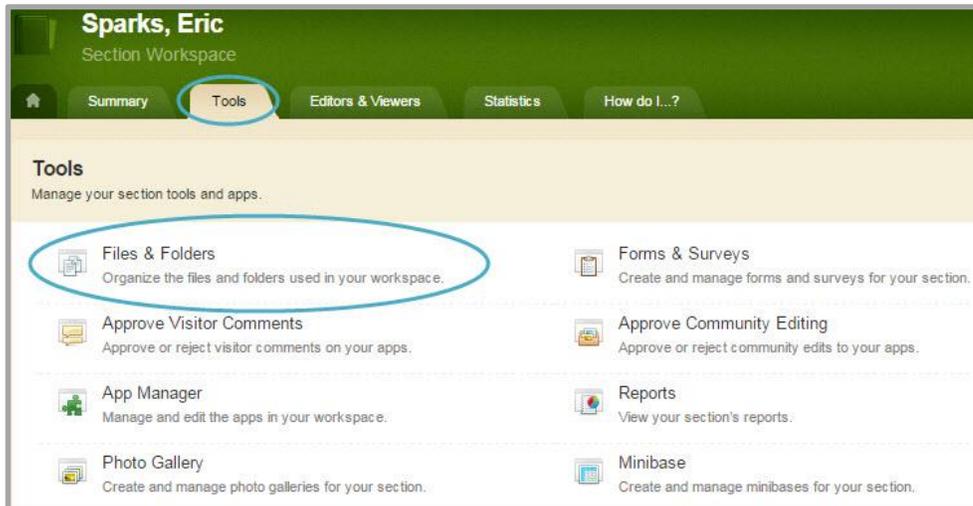


- Click **Save**. The Subfolder displays.

Access a Subfolder Properties

Here's how you access the Properties of a Subfolder in Files & Folders.

- In *Site Manager*, navigate to a Workspace.
- Click the **Tools** tab. A menu of tools displays.



- Click *Files & Folders*. The *Files & Folders* window displays.

- Navigate to the relevant **Subfolder**. The Subfolder window displays



- Click **Folder Actions** and select *Properties*. The Folder Properties window displays.

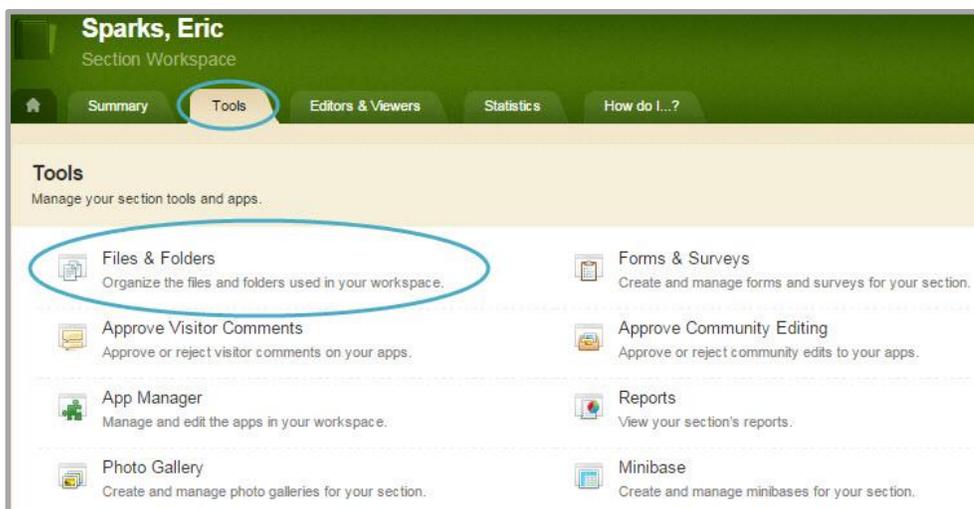


- Click **Close**. The Subfolder displays.

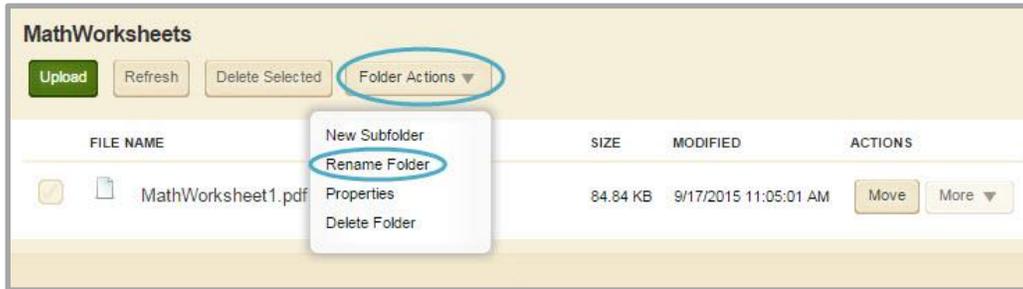
Rename a Subfolder

Here's how you rename a Subfolder in Files & Folders.

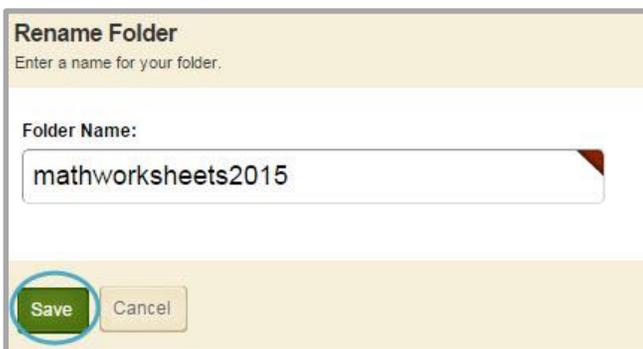
- In *Site Manager*, navigate to the Workspace containing the subfolder you wish to rename.
- Click the **Tools** tab. A menu of tools displays.
- Click *Files & Folders*. The *Files & Folders* window displays.



4. Select the Subfolder you wish to rename.



5. Click **Folder Actions** and select *Rename Folder*. The Rename Folder dialog displays.
6. Edit the name of the Subfolder.



7. Click **Save**. The renamed Subfolder displays.

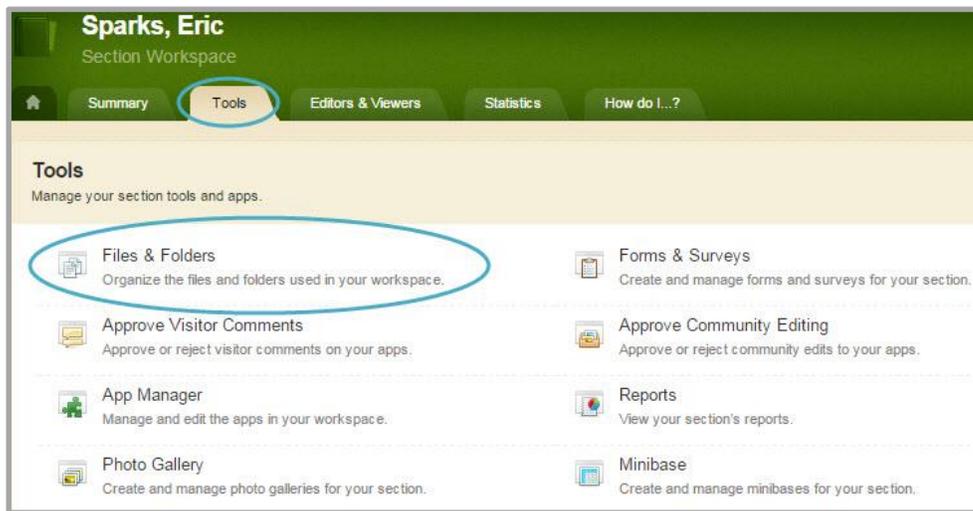
We don't recommend you rename folders if you have already displayed any of its files. If links have been established to the documents or images in the subfolder, these links will need to be re-established after renaming the subfolder.

Refresh a Subfolder

Refreshing a subfolder displays a current view of the Files & Folders window. This can be useful if multiple editors are working in the same workspace simultaneously.

Here's how you refresh a Subfolder in Files & Folders.

1. In *Site Manager*, navigate to the *Workspace* containing the subfolder you wish to refresh.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Navigate to the relevant **Subfolder**. The Subfolder window displays.

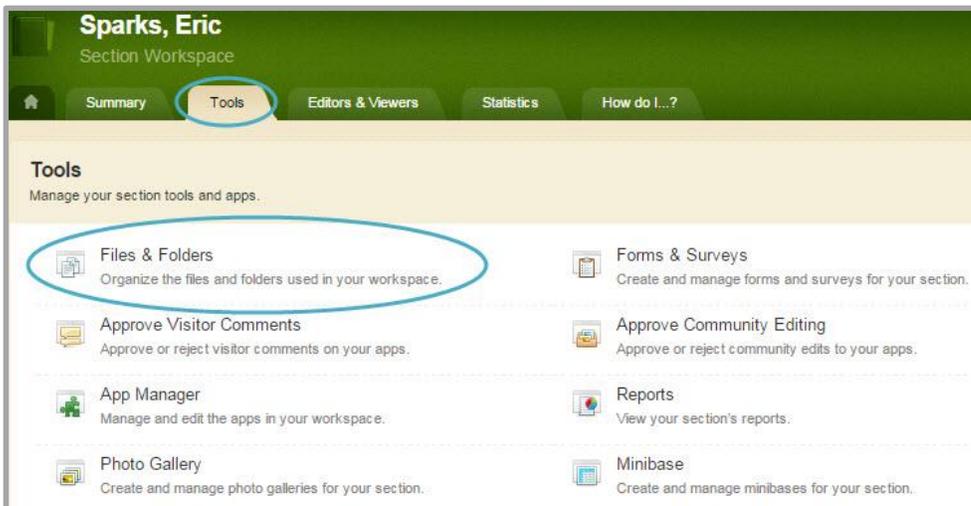


5. Click **Refresh**. The Subfolder window will refresh.

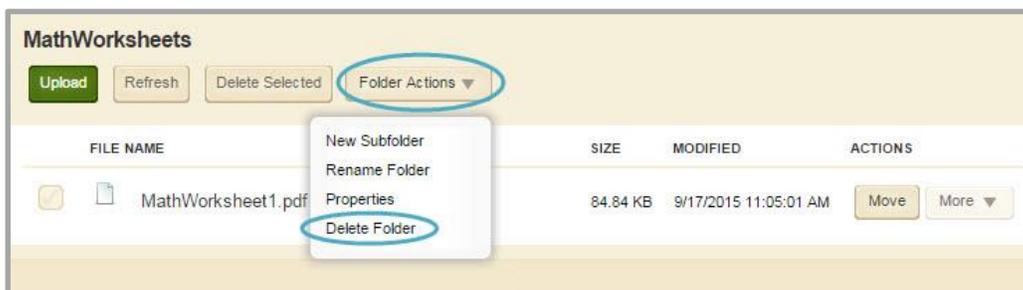
Delete a Subfolder

Here's how you delete a Subfolder in Files & Folders.

1. In *Site Manager*, navigate to the Workspace containing the subfolder you wish to delete.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Select the Subfolder you wish to delete.



5. Click **Folder Actions** and select *Delete Folder*. A confirmation window displays.



6. Click **Yes**. The Subfolder is deleted.

Deleting a Subfolder permanently deletes the subfolder, all of its subfolders and all files in the folder. All links that have been established to the files in the subfolder will be broken.

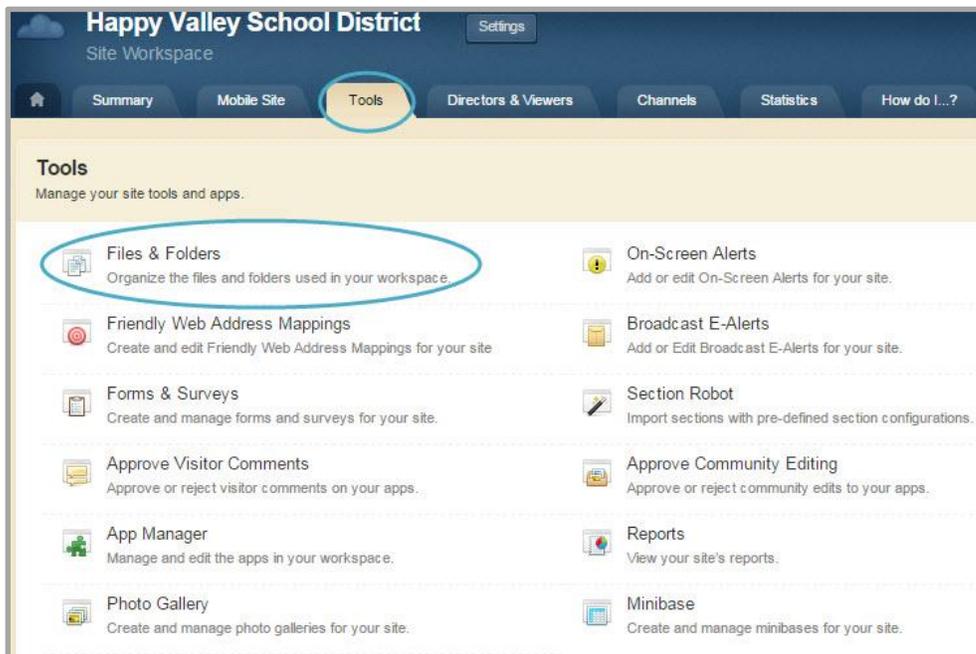
Shared Library

The Shared Library is a folder which all editors are able to access. The Shared Library is only available in the Site Workspace Files & Folders. Only a Site Director is permitted to add content to this folder.

Access the Shared Library

Here's how you access the Site Workspace Files & Folders.

1. In Site Manager, navigate to the Site Workspace.
2. Click the **Tools** tab. The **Tools** tab displays.



3. Click *Files & Folders*. The Files & Folders window displays.
4. Click *Shared Library*. The Shared Library displays.

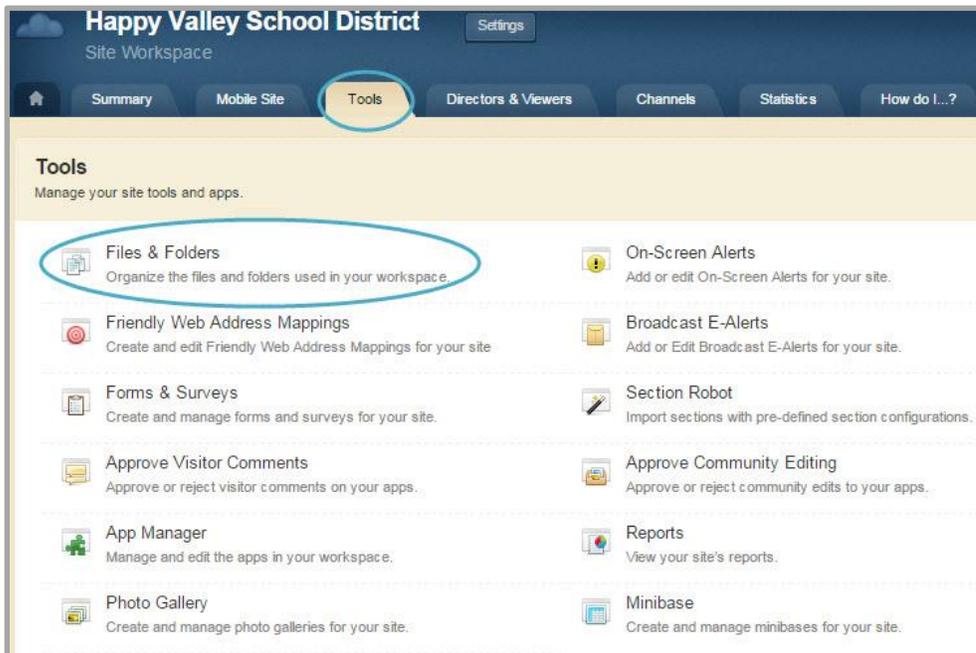


5. Manage folders and upload files as desired.

Upload a Files to the Shared Library

Here’s how you upload files to the Shared Library in Files & Folders.

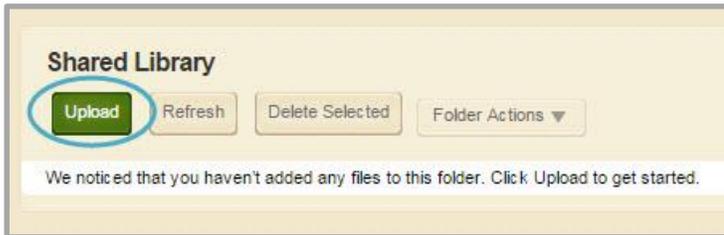
1. In *Site Manager*, navigate to the Site Workspace.
2. Click the **Tools** tab. A menu of tools displays.



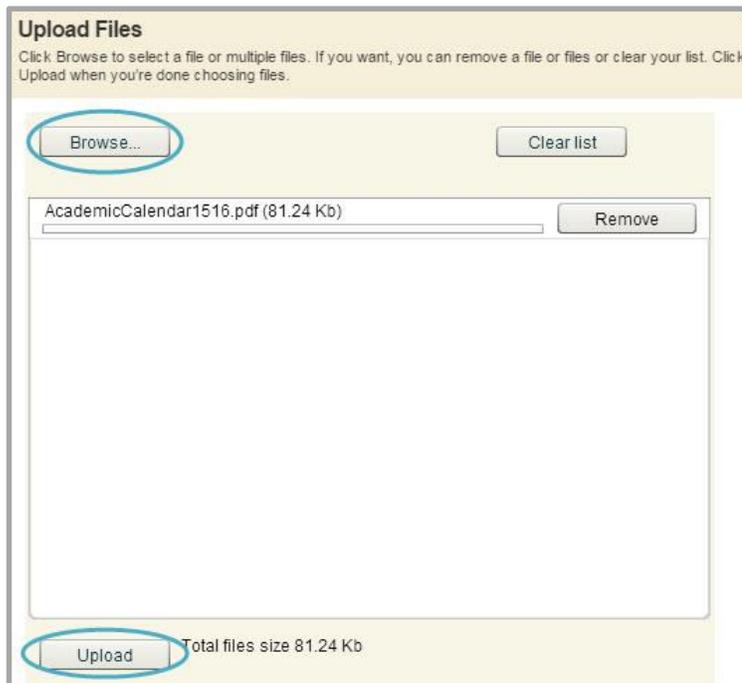
3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Click *Shared Library*. The Shared Library displays.



- Click **Upload**. The Upload Files dialog displays.



- Click **Browse** and choose the file you wish to upload.



- Click **Open**. The Upload Files dialog displays with the selected file listed.

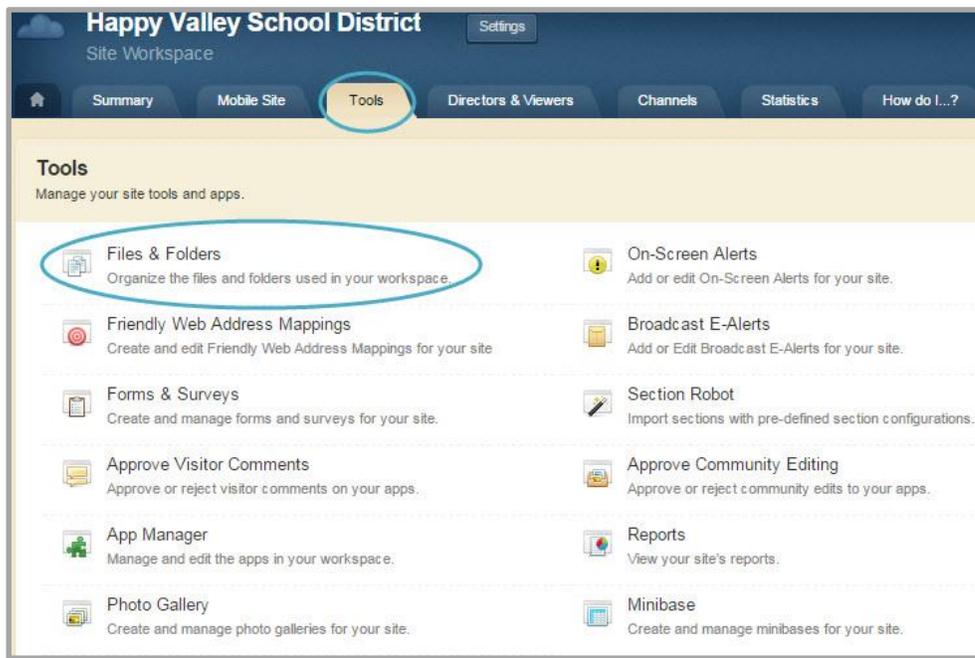


- Click **Upload**. The file is uploaded.

Upload Multiple Files to the Shared Library

Here's how you upload multiple files to the Shared Library.

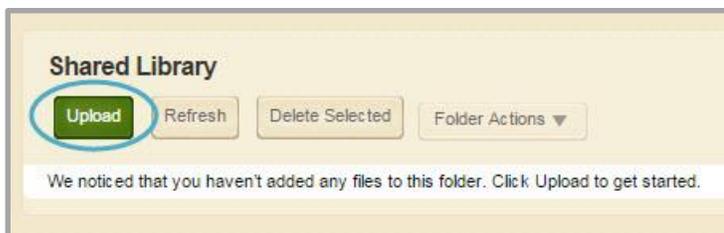
1. In *Site Manager*, navigate to the Site Workspace.
2. Click the **Tools** tab. A menu of tools displays.



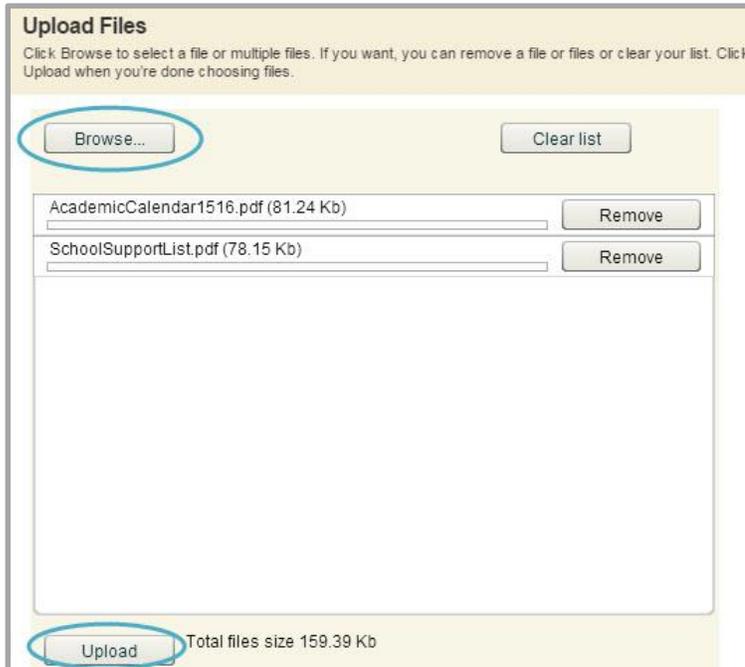
3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Click *Shared Library*. The Shared Library displays.



5. Click **Upload**. The Upload Files dialog displays.



- Click **Browse** and choose the file you wish to upload.



- Click **Open**. The Upload Files dialog displays with the selected files listed.
- Click **Upload**. The files are uploaded.

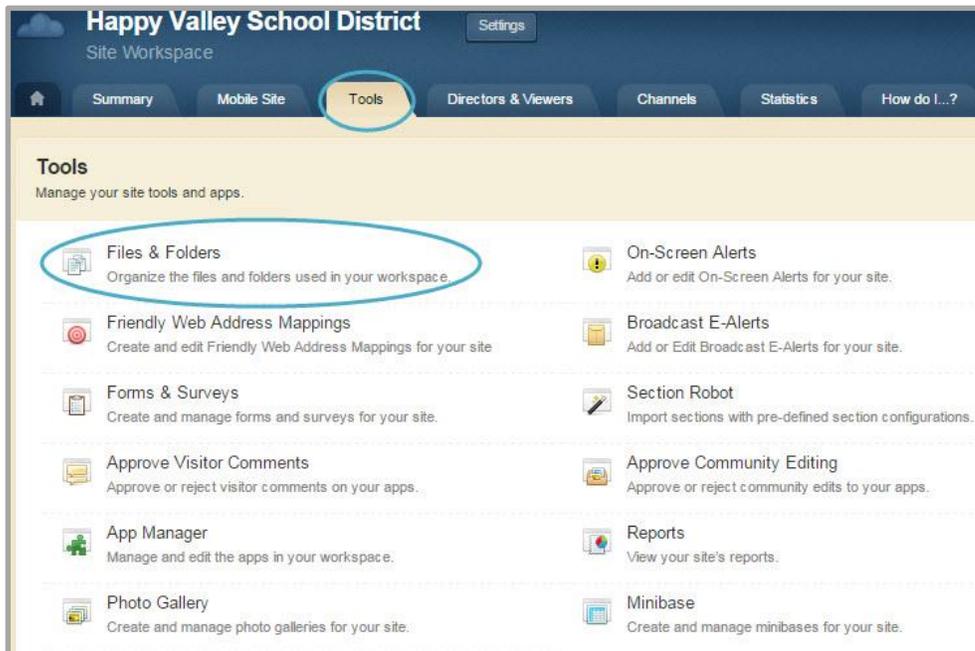


Multiple files can be selected to be uploaded simultaneously. For PC users, holding the Ctrl Key permits you to pick and choose multiple files to upload. Also, holding the Shift Key permits you to select a contiguous group of files. For Mac users, using the Command Key does the same. Using the Shift Key permits you to choose multiple files in a list.

Delete a File from the Shared Library

Here's how you delete a file in the Shared Library.

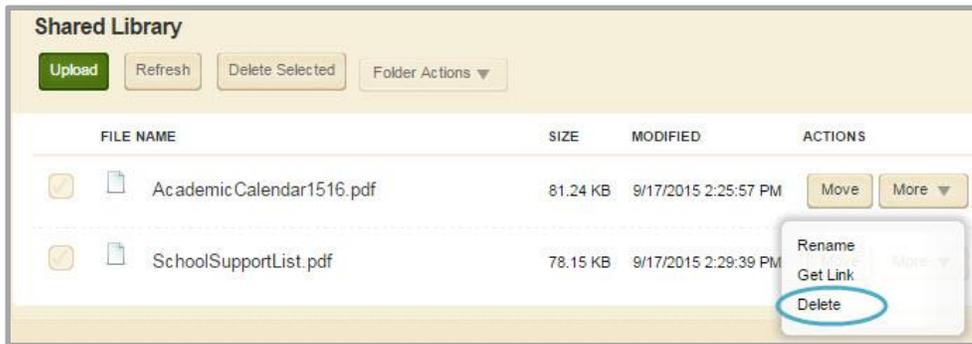
1. In *Site Manager*, navigate to the Site Workspace.
2. Click the **Tools** tab. A menu of tools displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Click *Shared Library*. The Shared Library displays.



- Click **More** to the right of the file and select *Delete*. A confirmation window displays.



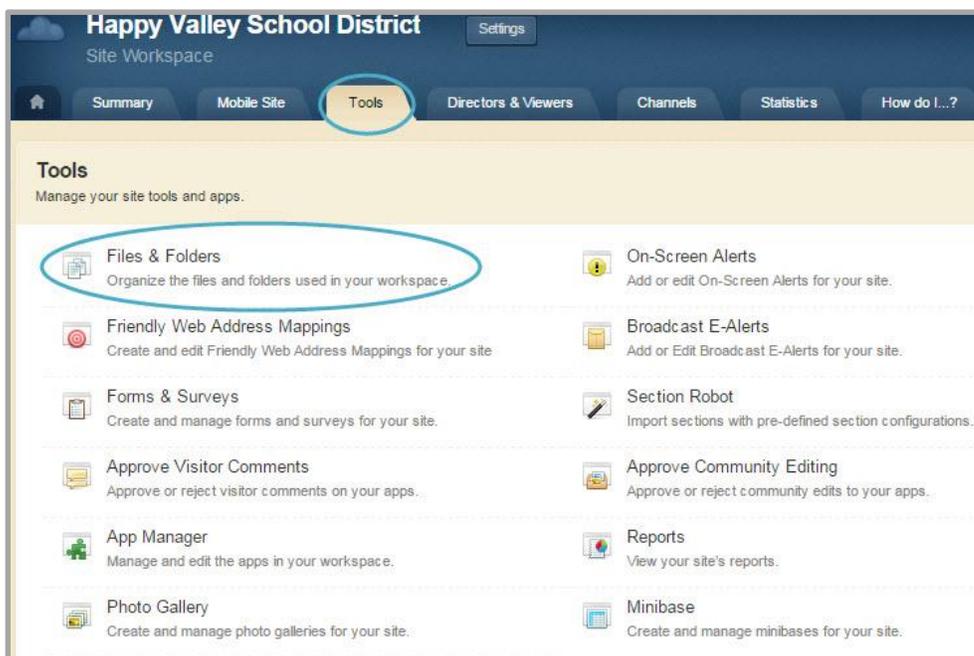
- Click **Yes**. The file is deleted.



Delete Multiple Files from the Shared Library

Here's how you delete multiple files in the Shared Library.

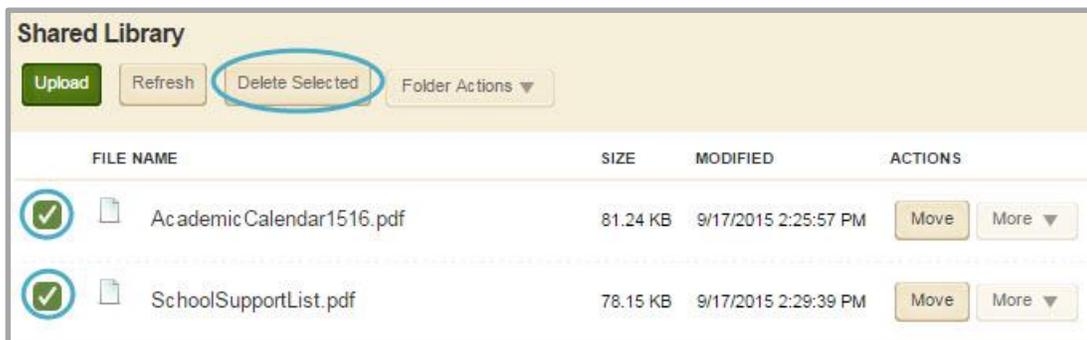
- In *Site Manager*, navigate to the Site Workspace.
- Click the **Tools** tab. A menu of tools displays.



3. Click *Files & Folders*. The *Files & Folders* window displays.
4. Click *Shared Library*. The Shared Library displays.



5. Select the files to delete.



6. Click **Delete Selected**. A confirmation window displays.



7. Click **Yes**. The files are deleted.