

# ITS Resource Center Home

## Blackboard Course Files

### Contact Information

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Any file uploaded to Blackboard (other than student submissions) is visible in the "Course Files" area and can be edited, replaced, and retrieved. Under "Control Panel," click the right-pointing arrow symbol TO THE RIGHT OF THE WORD "FILES" (see below). This will bring you to the "Course Contents" page, which presents information about all files in your course space.

If you click the Upload button and select "Upload Files," you will see the new "drag-and-drop" window for moving files directly from your local computer to the Blackboard server. This will be very convenient for moving a number of files at the same time from your computer (or ESS space) to the Blackboard course space. You can also choose to upload a zipped package of files (Blackboard will unpackage them into this content area, maintaining the folder structure).

Then, when you are on a Content page, pick "Create Item" or "Create File" and select the "Browse Course" option under "Attachments," you will see all the files you have uploaded to this area and can select one (or more). You can also change the name of a file if needed when it is linked from a content area.

If you click the "action button" to the right of an individual file's name, a small menu will pop up with additional options for that file, including the ability to overwrite it with a new version. The "Permissions" option will show who has access in your course to this file. You can quickly check the validity and availability of links to all your course content by using the Check Course Links tool in the Packages and Utilities sub-menu under the Control Panel.

You can also select all the files in the Course Contents area (or as many as you desire) and then click the "Download Package" button, which will give you a zipped file of all the files in your course, in their original format (Word, PDF, etc.). This is handy if you need to take your files elsewhere.

Finally, the "Set Up Web Folder" button allows you to create a direct link from your local computer to the storage space for this course on the Blackboard server. This will appear (in Windows 7) on the same window as local drives, networked drives, peripheral devices, etc. You will then be able to access files directly without going through Blackboard. There are instructions on this page for setting up this folder in Windows 7/Vista/XP and the Mac OS.

The screenshot shows the Blackboard Course Files interface. On the left is a navigation menu with 'Control Panel' expanded to 'Files'. The main area displays a list of files with columns for File Type, Name, Edited, Size, and Permissions. A context menu is open over the first file, 'DEBORAH\_REICHLER\_resume.docx', showing options like Open, 360° View, Edit, Overwrite File, Download Package, Copy, Move, Delete, and Permissions. The 'Upload' button is highlighted in the top navigation bar.

File Type	Name	Edited	Size	Permissions
Word Document	DEBORAH_REICHLER_resume.docx	Oct 3, 2008 9:51:02 AM	15.1 KB	
Word Document	newsletter5766.docx	02 PM	368.2 KB	
Word Document	SickLeaveSurvey.docx	23 AM	14.1 KB	
Word Document	The Runners World Intro Program.docx	20:05 AM	18.4 KB	

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