

Using the File Manager

Quick guide for designers

For Blackboard Vista 4.x

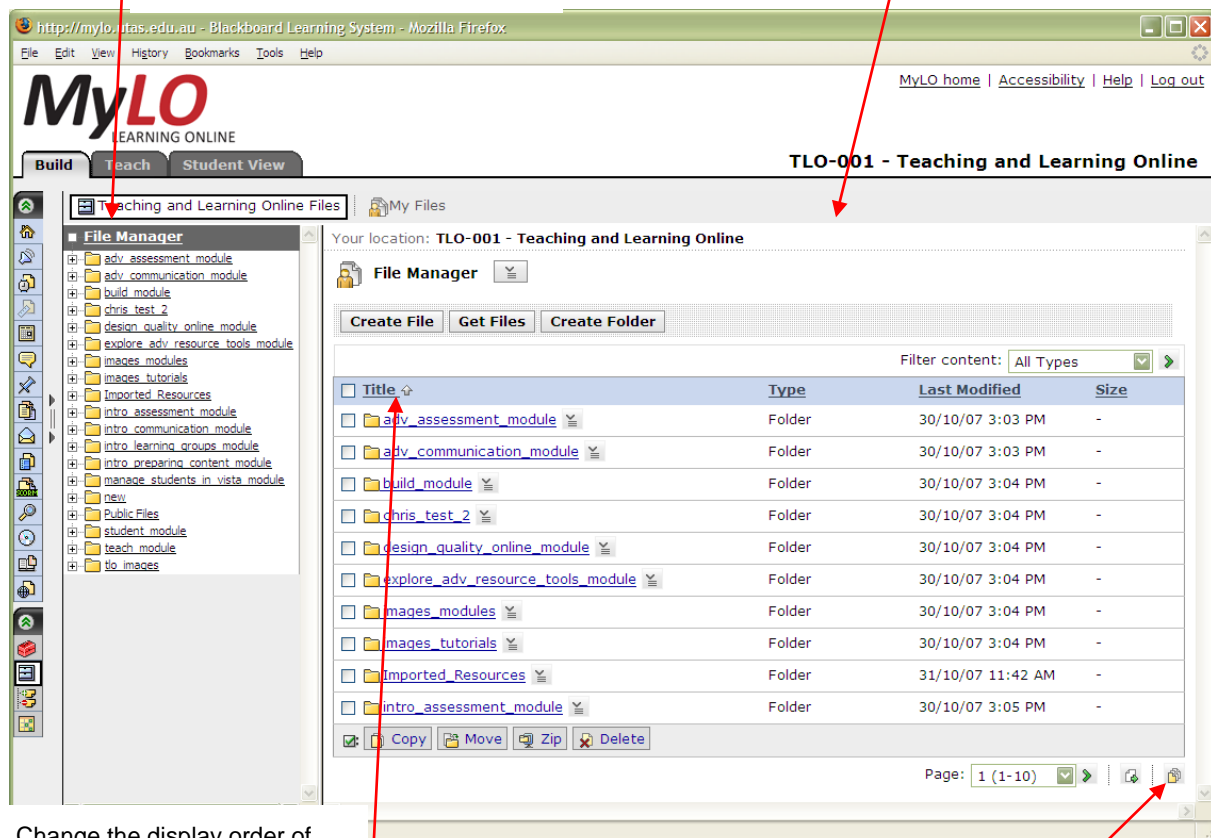
Each course in **MyLO** has its own folder for storing files and content. This quick guide covers basic operations for managing files and folders - using **MyLO's** File Manager (designer only) tool. See the companion comprehensive guide for more detailed information.

File Manager interface

The left panel shows the open Section-folder:

- You can move between folder views by clicking the folder icons or names.
- Folders can be opened by clicking the '+' symbol next to the icon, or closed by clicking the '-' symbol.

The right panel displays the files that are stored within folders. This list changes as you move between folder views.






The screenshot shows the MyLO File Manager interface. The left sidebar displays a tree view of folders under 'Teaching and Learning Online Files'. The main content area shows a list of folders with the following columns: Title, Type, Last Modified, and Size. The 'Title' column is underlined, indicating it is the current sort order. Below the list are buttons for 'Copy', 'Move', 'Zip', and 'Delete'. At the bottom right, there is a 'Page: 1 (1-10)' indicator and a 'Paging Preferences' icon.

Change the display order of files by clicking the column headings (which are underlined). Clicking a heading will sort the files into ascending order (e.g. A-Z); clicking once more will sort the files into descending order.

Click **Paging Preferences** to change the number of files displayed per page. Change this to suit your display.

Uploading files to MyLO

1. In **File Manager**, open the folder (from the left panel) where you want to upload the files to.
2. Click **Get Files** to open a **Content Browser** window.
3. Click on the **My Computer** icon, select the file you want to upload, then click **OK** (or 'Open'). The file is added to the chosen folder.
4. To enter metadata (i.e. specific search information) to describe the file, click on the *ActionLinks*  icon next to the file name in the folder list and select  **Edit Properties** from the drop-down list that appears. Enter the desired data.
5. Click **Save**.


Note: If the file that you chose was a 'ZIP' file, and you want to unzip the files after uploading, click on the *ActionLinks*  icon next to the zip file name in the folder list and select **Extract** from the drop-down list that appears.

Working with files

Move files


You can move files within a section, or between sections you have access to.

1. Select the file(s) you want to move (by clicking their checkboxes).
2. Click **Move**.
3. The **Browse for Location** window appears. Navigate to the folder you want to move the files to, then click **OK**.


Note: You can also move a single file by clicking on the *ActionLinks*  icon next to the file name and then selecting **Move** from the drop-down list that appears.

Copy files

1. Select the file(s) you want to copy by clicking their checkboxes.
2. Click **Copy**.
3. The **Browse for Location** window appears. Navigate (i.e. click on) to the folder you want to copy the files to, then click **OK**

Note: You can also copy a single file by clicking on the *ActionLinks*  icon next to the file's name and then selecting **Copy** from the drop-down list that appears.



Rename files

1. Locate the file you want to rename.
2. Click on the *ActionLinks*  icon and select **Rename** from the drop-down list that appears.
3. Enter the new filename, then click **OK**.



Delete files

1. Select the file(s) you want to delete by clicking their checkboxes.
2. Click **Delete**.
3. A confirmation message will appear – click **OK**.

View or edit information about a file

1. Locate the file you want to use.
2. To view information about a file, click on its *ActionLinks*  icon and select **View File Information** from the drop-down list that appears.
3. **Or** to change information for a file, click its *ActionLinks*  icon and select **Edit Properties** from the drop-down list that appears.
 - a. The **Edit Properties** window will appear. There are a number of metadata boxes that you can edit here.
 - b. When you have finished editing, click **Save**.

Edit files with the HTML creator

1. Locate the HTML file you want to edit.
2. Click the *ActionLinks*  icon and select  **Edit** from the drop-down list that appears. The **Edit File** window will appear.
3. Choose how you want to edit the file by turning the HTML Creator option either 'On' or 'Off' (at the top of the window).
4. Edit the file as required.
5. Click **Save** to complete your changes.

Create an HTML file:


1. Click **Create File**. The **Create File** window will appear.
2. Choose how you want to create the file by turning the HTML Creator option either 'On' or 'Off' (at the top of the window).
3. Create the file as required.
4. Enter a filename in the textbox.
5. Click **Save** to complete your changes.

Working with folders

Create a folder


1. From the **File Manager** screen, navigate to the folder in which you want to create a folder.
2. Click **Create Folder**.
3. A pop-up window appears. In the text box, enter the name for the folder
4. Click **OK** to create the folder.

Rename a folder


1. Find the folder containing the folder you want to rename.
2. Locate the folder you want to rename, click on its *ActionLinks*  icon and select **Rename** from the drop-down list that appears.
3. A pop-up window appears. Enter the new name and click **OK**.

Delete a folder

If you delete a folder then all of its contents are deleted also. These cannot be retrieved.

1. Navigate to the folder containing the folders you want to delete.
2. To delete one folder, locate the folder, click on its *ActionLinks*  icon and select **Delete** from the drop-down list that appears.
3. To delete multiple folders - next to each folder you want to delete, select the check box. Click **Delete** at the bottom of the listing
4. A confirmation message appears. Click **OK** to delete.

Download a whole folder to your PC

1. Locate the folder you want to download, click on its *ActionLinks*  icon and select **Download** from the drop-down list that appears.
2. Click **Save** in the **File Download** pop-up window, and navigate to the location in your PC where you wish to save the folder.
3. Click **Save**.

Need more information?

See [Using the File Manager: Comprehensive Guide for Designers & Instructors](#).

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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