



# Using the File Manager

## Comprehensive guide for designers

For Blackboard Vista 4.x

This guide takes a comprehensive look at the File Manager interface in **MyLO**. This tool is only available to designers.

This guide does not cover advanced use by Course/Template designers.

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## What is File Manager for?

File Manager is a key component of **MyLO**. It connects your personal computer (PC) to your **MyLO** course for transferring files, it allows you to manipulate files and folders, and provides a single place to find content to add into your course.

There are quite a few functions to consider in this tool and it is well worth the time to learn these. A few tips and tricks here can save you much time and frustration in the future.

## Getting around in File Manager

When you first access File Manager (under the **Designer Tools** menu on the left hand side of screen), the view will open to the main folder of the Section that you are working in.

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 Blackboard Learning System File Manager interface. The browser address bar displays 'http://mylo.utas.edu.au - Blackboard Learning System - Mozilla Firefox'. The page title is 'MyLO LEARNING ONLINE'. The main content area is titled 'TLO-001 - Teaching and Learning Online'. On the left, a 'File Manager' sidebar shows a tree view of folders. The main area shows a list of folders with columns for Title, Type, Last Modified, and Size. The 'Title' column heading is underlined. 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.

## Moving files between your PC and MyLO


### 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:
  - In the **Author** text box, enter the name of the person that created the file.
  - In the **Title** text box, enter a descriptive title for the file
  - In the **Description** text box, enter information that will help identify the content of the file.
  - In the **Keywords** text box, enter terms that you would use to search for this file.
5. Click **Save** to store the metadata.

**Note:** If the file that you chose was a 'ZIP' file (a compressed file containing one or more files within it), and you want to unzip the files after uploading, click on the *ActionLinks*  icon next to the zip file's name in the folder list and select **Extract** from the drop-down list that appears. A folder is created with the same name as the zip file, and the contents of the zip file added to the folder.


### Downloading files to your PC

You can transfer individual files, groups of files, and whole folders from **MyLO** to your PC. (Procedures differ for individual and multiple items, however.) This is not often used but may be useful if you have lost files on your PC, or are using a PC other than your own and you need to edit files outside of **MyLO**.

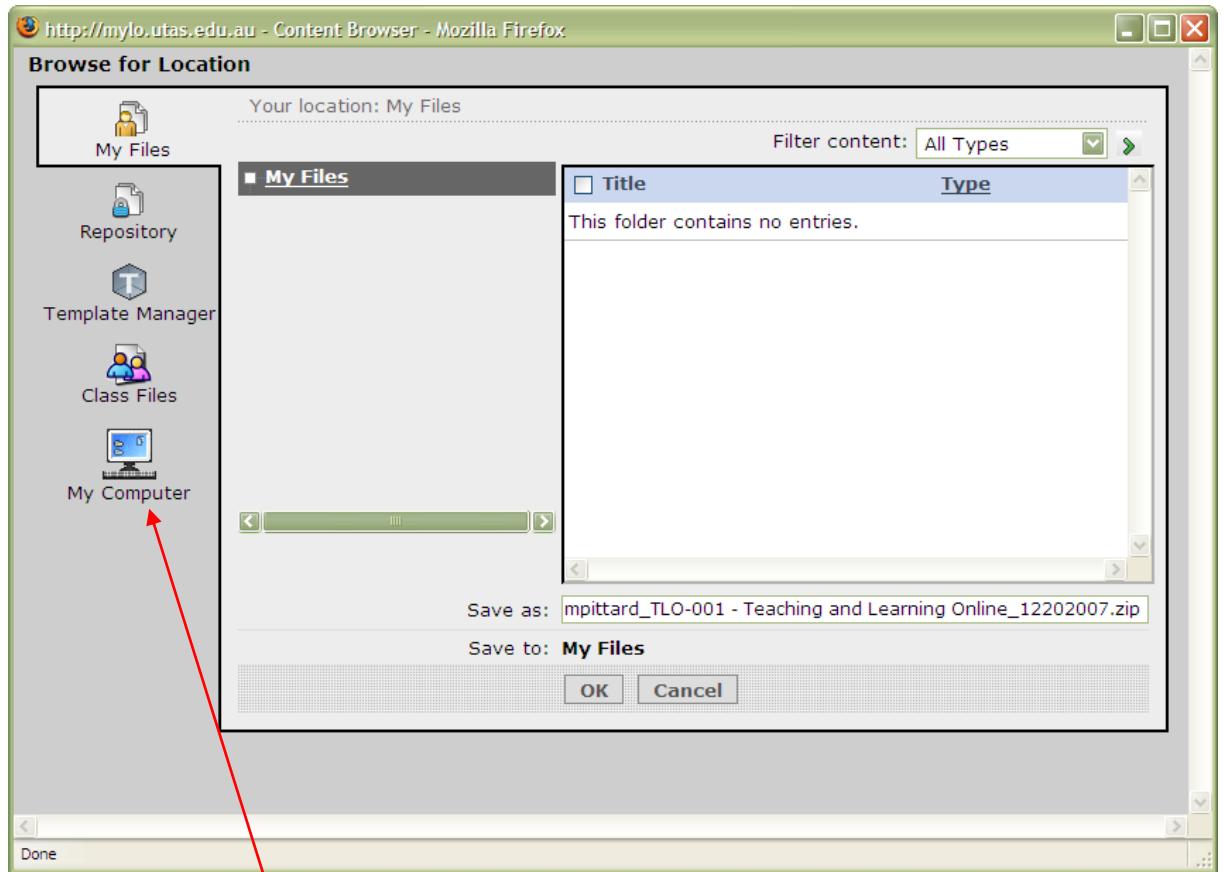
1. In **File Manager** open the folder that contains the files you want to download.
2. Click on the *ActionLinks*  icon next to the file's name and select **Download** from the drop-down list that appears. A **File download** pop-up window appears
3. Select **Save**. A **Save As** window will appear. Navigate to the folder on your PC where you want the file to go, then click **Save**.

**Note:** You can only download files one at a time in this way. To download multiple files (but not all files in a folder) you need to first zip them up:

#### To download multiple files


1. Select each file by clicking its check box and then select . A **Browse for Location** window appears



## Using the File Manager




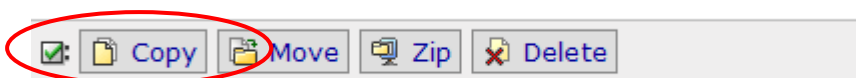
2. Click on the **My Computer** icon. A **File Download** message appears.
3. Click **Save** and then navigate to the location/folder on your computer where you want the files to be stored.

## Working with files

These functions relate to various buttons in **File Manager** – as shown here in red - and *ActionLinks*  options associated with individual files and folders. An explanation of these follows.


 [workshop\\_3](#) 

 [tlo\\_ufostyles.css](#) 



### Copy files


1. Select the file(s) you want to copy by clicking their checkboxes.
2. Click the **Copy** button.
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 name and then selecting **Copy** from the drop-down list that appears.


## 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 the **Move** button.
3. The **Browse for Location** window appears. Navigate (i.e. click on) 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.





## 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 the relevant checkboxes.
2. Click **Delete**.
3. A confirmation message will appear – click **OK**.

## View or edit information about a file

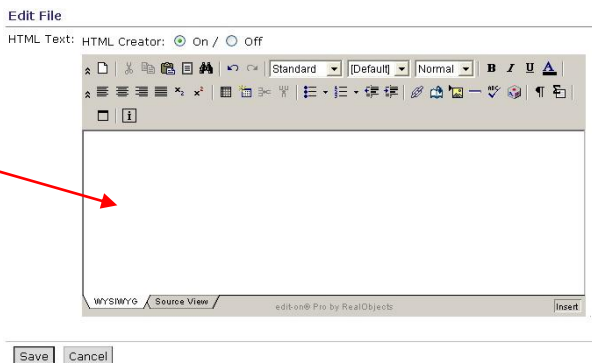
1. Locate the file you want to use.
2. To view information about a file, click on the *ActionLinks*  icon and select  **View File Information** from the drop-down list that appears.
3. **Or** to change information for a file, click its *ActionLinks*  icon and select  **Edit Properties** from the drop-down 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**.

## Creating and editing HTML files

HTML files can be created and edited directly within **File Manager**. For both operations you have the choice of using:


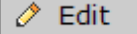
- a basic text-box to edit the HTML code; or
- the **HTML Creator** - a visual interface for creating and editing HTML pages (see the screen picture >). You do not need to know HTML code to use this interface.

Use of the **HTML Creator** is covered in a separate guide.



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### To edit an existing HTML file:

1. Locate the HTML file you want to edit.
2. Click the *ActionLinks*  icon and select  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.

**Tip:** If you created the HTML file in another application (such as *Dream Weaver*) you should edit the file in that application and then upload the file again. Otherwise you may end up with different versions of the file in two locations.

### To 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.

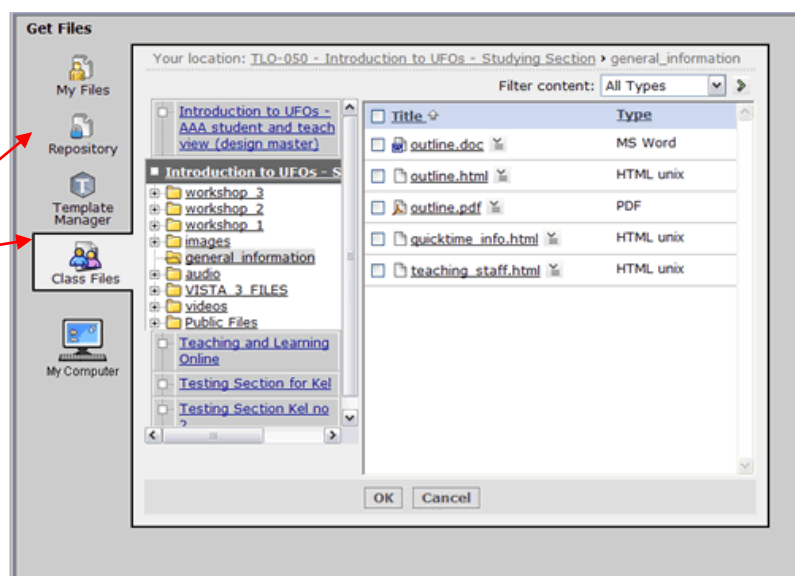
## Subscribing to files outside your course

Files that reside outside your course in a shared location such as **Repository** or **Template Manager** can be added to your course by creating file subscriptions. For example an image file (say the institution's corporate logo) may be stored in the Repository and shared across courses. File subscriptions maintain continuity between copies of a file by allowing changes in the original file stored in the shared location to be automatically reflected in the file in your course.

### To subscribe to a file

1. In **File Manager**, navigate to the folder in which you want to create the file subscription.
2. Click **Get Files**. The **Content Browser** pop-up window appears.

Sharable locations



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3. Click the icon for sharable location – either **Repository** or **Template Manager** – that contains the files you want to add to your course. Navigate to the files.

Next to each file that you want to subscribe to, select the check box. To subscribe to all files select the check box. next to **Title**.

Click **OK**. A new **Content Browser** pop-up window appears.



Select a subscription option:

- To create subscription to all files, click **Subscribe to all Files**.
- To create subscriptions to some files and copy others (when you don't want future changes to the original to be reflected in your course file), under **What do you want to do?**, individually select **Subscribe** or **Copy** for each file.

4. Click **OK**.

5. The **File Manager** screen appears with the file subscriptions listed in the destination folder.

**Note:** If there are naming conflicts (i.e. your destination folder already contains a file of the subscribed file's name), a **Resolve Naming Conflicts** screen appears. You can choose to select a sub-folder of the destination folder as a location (by selecting **Select another location** from the drop-down list), or create a new destination folder by clicking **Create Folder**.

All file subscriptions display the *Subscribed to a remote file*  icon next to the *ActionLinks*  icon.

### To cancel a file subscription

You can cancel a subscription at any time. Cancelling replaces the file subscription with a file copy, so changes in the original file will no longer be reflected in your course.

1. From **File Manager**, select the check box next to each file subscription you want to cancel.
2. Click **Unsubscribe**, and then **OK** in the confirmation message.

## Working with folders


Managing folders within **File Manager** is essentially the same as with folders on your PC. It is good practice to use subfolders to divide files into logical categories. Good folder management can make finding and managing files much easier – saving time and frustration.

**Tip:** If you are using another application to create/edit your files then the folder structure in your course should be the same as the folder structure in your application.

### Create a folder


1. From **File Manager**, 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 - select the check box next to each folder you want to delete. 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 place the folder.
3. Click **Save**.

## Using WebDAV to improve efficiency

### What is WebDAV?

WebDAV (Web-based Distributed Authoring and Versioning) creates a direct connection between a course folder within **MyLO** and a local folder on your PC. This means that any changes made to files in your local PC folder are automatically reflected in the Course folder within **MyLO** (without having to log in). Uploading of new or changed files/subfolders is then no longer necessary. Conversely, any changes to your **MyLO** folder are automatically reflected in your PC folder.

WebDAV takes very little extra work to set up and will save you much time by streamlining file and folder management. WebDAV will work with most Windows and Apple PCs. The installation and configuration of WebDAV is covered in a separate guide – **WebDAV: web-based distributed authoring and versioning**.

### 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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