

Uploading and displaying files

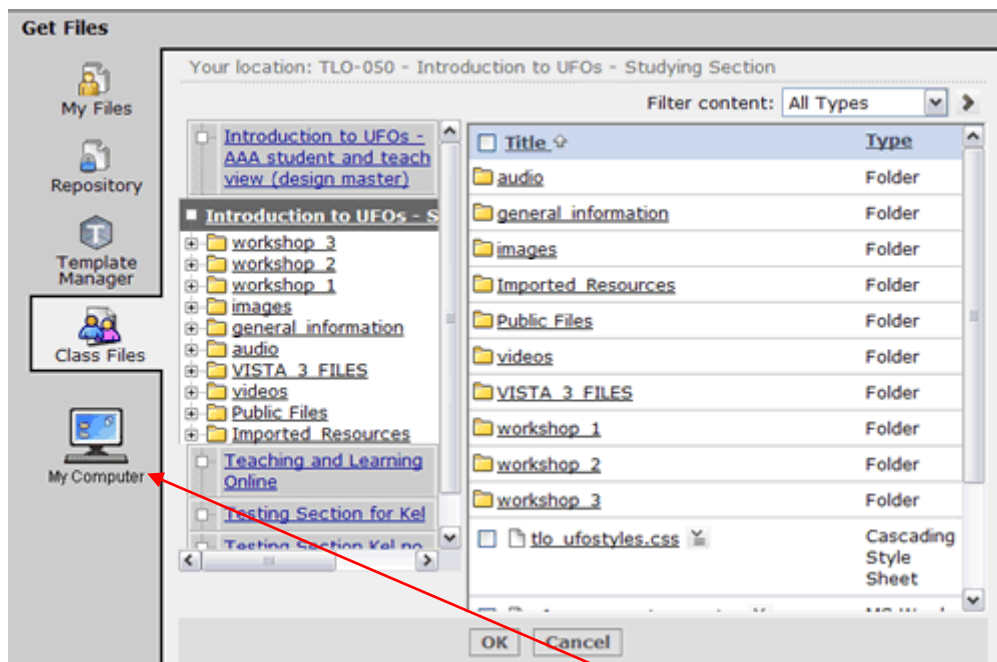
Step-by-step guide for designers

For Blackboard Vista 4.x

Making content files available in your online course is a two-part process: firstly upload files and then display the files. This guide provides the steps for each process.

Upload files to your online course

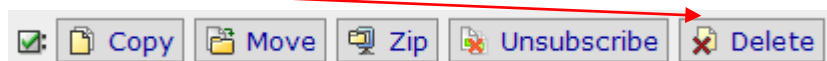
1. Open your course.
2. In the **Build** tab, click on **File Manager** under the **Designer Tools** menu. Your **File Manager** (file storage area) will display.
3. To upload a new file, click on **Get files**. The **Get Files** window appears.




4. Assuming the file is on your computer, click the **My Computer** icon, navigate to the file location, select it and then click **Open/OK**. The file is added to the list of files in your section.

Tips for keeping your File Manager organised

- Delete any files you are not using. To delete, put a tick beside each file and click **Delete**.



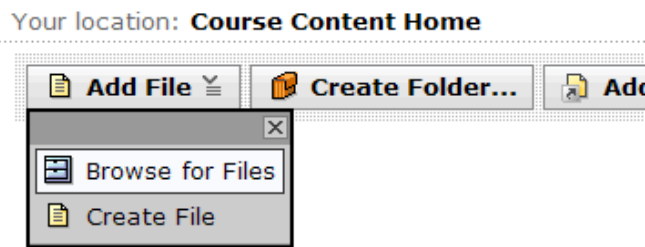
- Create folders to store like files, for example, an images folder  [images](#). To create a folder, click on **Create Folder** and give your folder a name. Then when you need to upload a new image file, click on the 'images' folder first to open it, and then click on **Get Files**.
- Depending on the number of files in your course, you may like to make other folders, for example, week1 or module1, 2 etc. Keeping your files organised in this way is particularly important if there is more than one person uploading files.

Display files in your online course

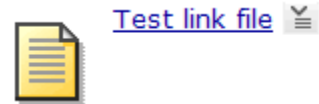
Once your files are uploaded to the **File Manager**, you can then begin to display the files in your course.

Display files from the home page or folder main page

1. Open the home page/folder page, click on Add Files at top of screen and select Browse for Files in the drop-down menu that appears.



2. The **Get Files** window opens. Select the check box next to the title of the file you want to present (to place a tick in it), then click **OK**.
3. A link to this file will now be displayed on your home page/folder main page.
 - To **edit the title** of the link, click on the *ActionLinks* icon next to the link and choose **Edit Properties** from the drop-down menu that appears. Change the text in the **Title** text box and then click **Save**.
 - To **remove the link**, click on click on the *ActionLinks* icon next to the link and choose **Remove Link** from the drop-down menu that appears. The link will be removed from your home/folder page; however the file will remain in your file storage area.



Display files from within a learning module

1. Follow the same steps as for the home/folder page.
2. The names of your selected files will now display in the learning module.
3. To move a file, check the box (i.e. put a tick) next to the file to be moved then click the arrow icon next to the place you wish it moved to.
4. Click on the **Student View** tab to view the learning module as your students will see it.

Need more information?

For more information see [Using the File Manager, Adding tools & content to a learning module](#) (comprehensive guides) and [Using the File Manager: quick guide](#) (quick guide).

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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