

Course Files tool

Overview

Course Files tool enables you to:

- Quickly copy large numbers of files into a VITAL module.
- Files can be 'dragged and dropped' from your computer.
- A file or folder of documents can be linked to more than once within the module.
- Once files are loaded to the Course Files area, you can open and edit them without having to re-load them back into VITAL.
- You can set different permission levels for content. For example you could limited a folder or document so that it is only accessible to instructors and not GTA's added as course builders.
- Zipped and package files such as websites you want to display within a VITAL module are now added to Course Files.
- You can also copy existing content from your module to you course files. Once files are in the Course Files area, you can download them back to your computer if necessary.

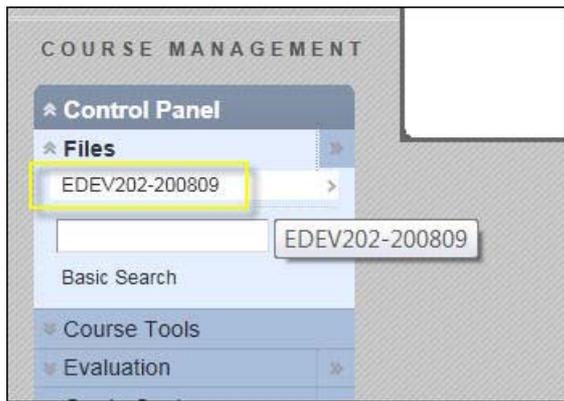
Once file and folders are added to your Module Content area you will need to link to them using the Item tool.

Accessing Course Files within your module

1. From the Control Panel click on the Files section:



2. Click on the **module code** link. For example:



This will open the **Module Content** area for your module. For example:

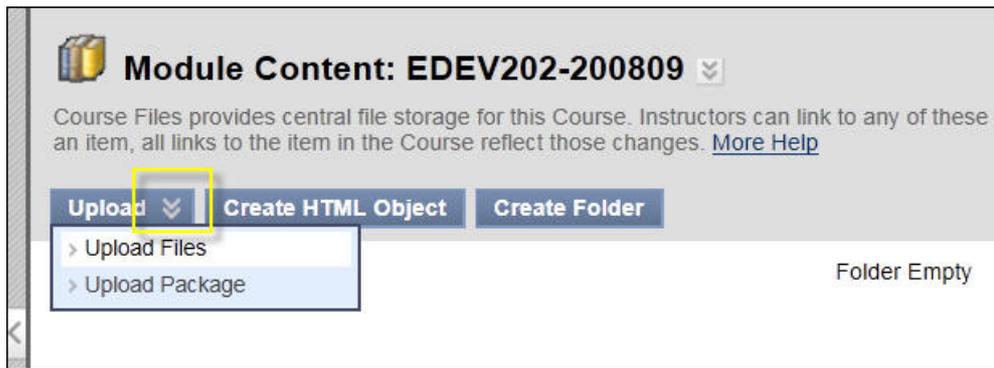


If your module already has content in the Module Content area then this will be displayed automatically. Within this area you can:

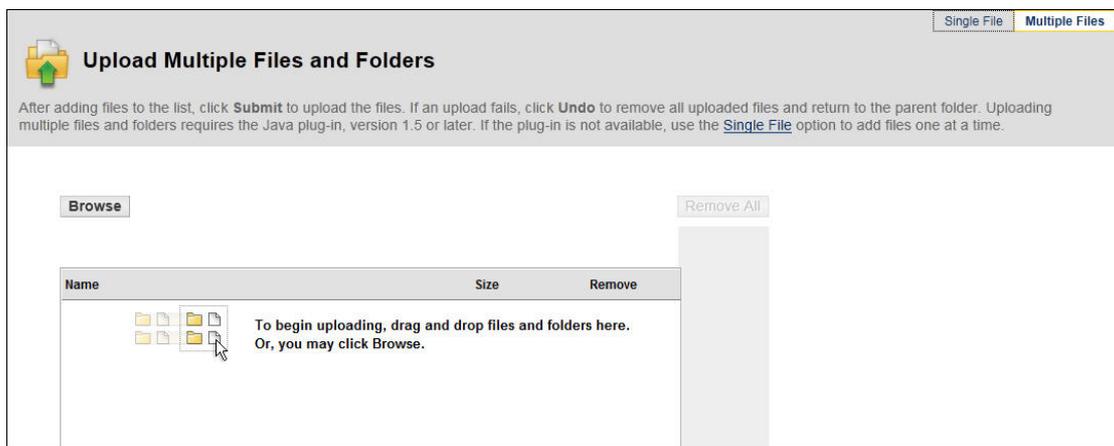
- Upload single files from your computer.
- Upload and unpack zipped files.
- Create folders to organise your content.
- Create new html pages directly into the Module Content area.
- Set up a Web Folder which enables to drag and drop files from your computer desktop.

To upload a single document to the Module Content area

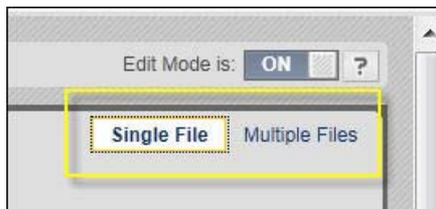
1. Click on the **Upload** button and then the **Upload Files** option.



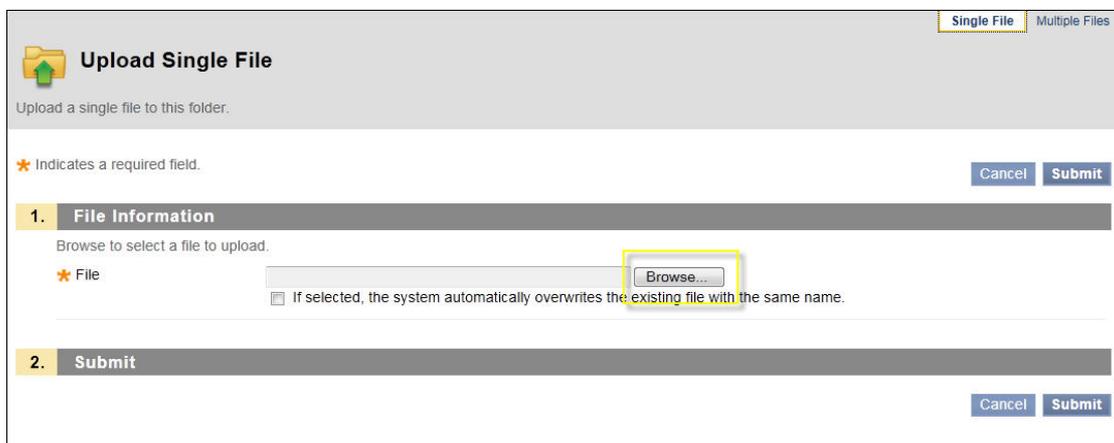
This will open a new page where you can either drag and drop files directly from your desk top or browse and search in the traditional way.



2. Click on either the **Single Files** option:



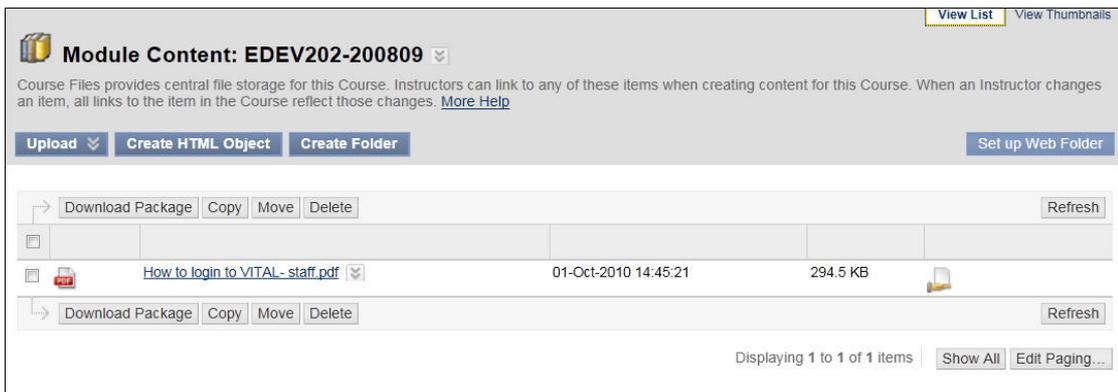
This will open the following page:



3. Click on the Browse button and select the file from your computer you want to add.
4. Click on the **Submit** button.



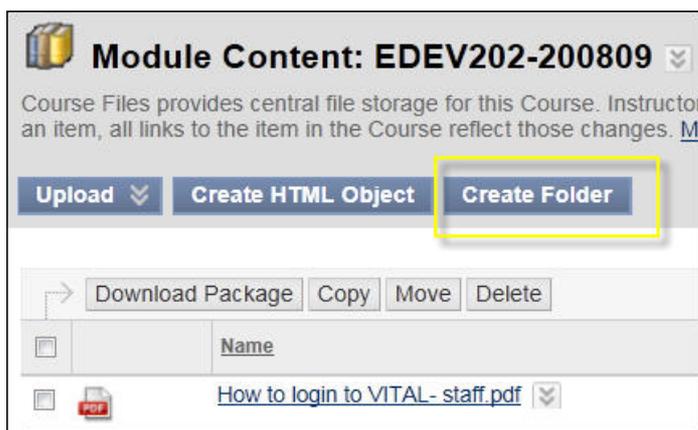
This will add your file to the Module Content area. For example:



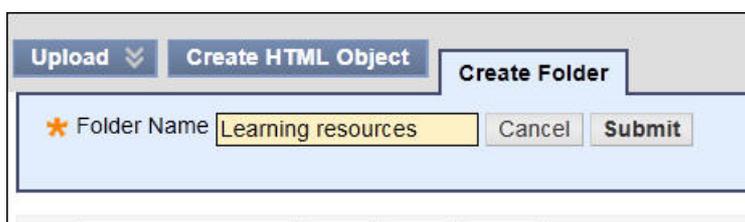
To create a folder within your Module Content area

You can organise your files and documents using folders within your Module Content area.

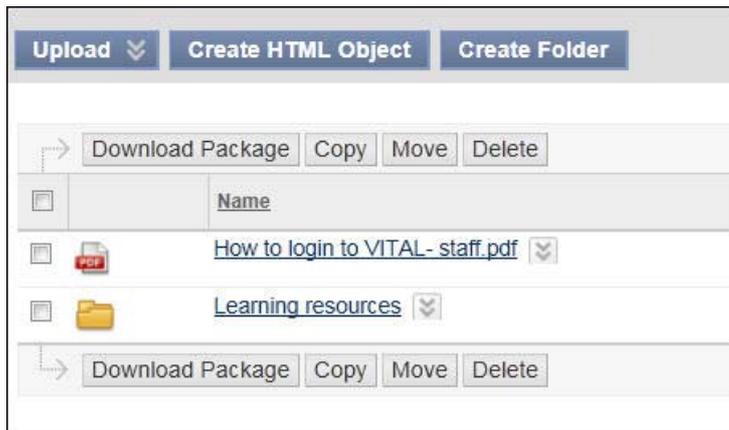
1. To add a folder, click on the **Create Folder** button:



2. Add a **title** for your folder and click on the **Submit** button:



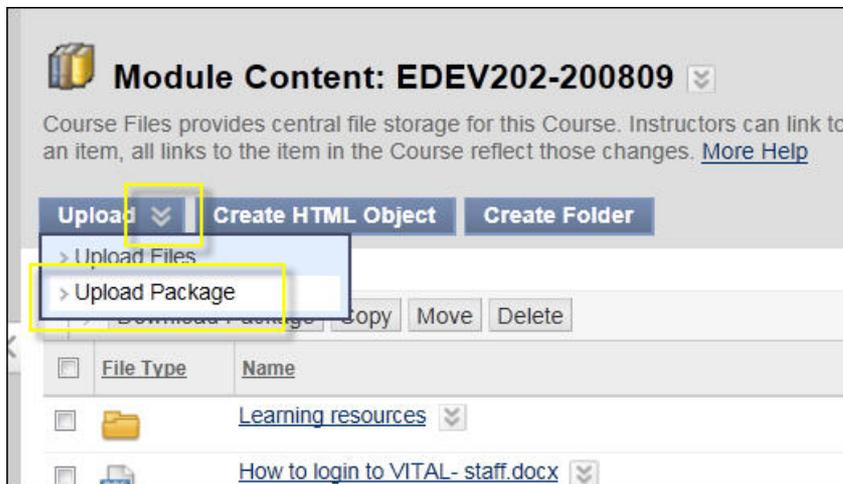
This will add a new folder to your list of documents. For example:



To add a zipped package file

(Before you complete this process you may want to add a new folder as Blackboard does not always add all package and zipped files automatically into a new sub-folder.)

1. From within the Module Content area, click on the **Upload** button and then select the **Upload Package** option:



2. Then click on the **Browse** button and locate the zipped files you want to add to your module.

Upload Package

Upload a ZIP file and unpackage the contents in this folder. To upload a ZIP file without unpacking the contents, use the Upload Files option.

* Indicates a required field. Cancel Submit

1. File Information

Browse to select a file to upload.

* File

If selected, the system automatically overwrites the existing file with the same name.

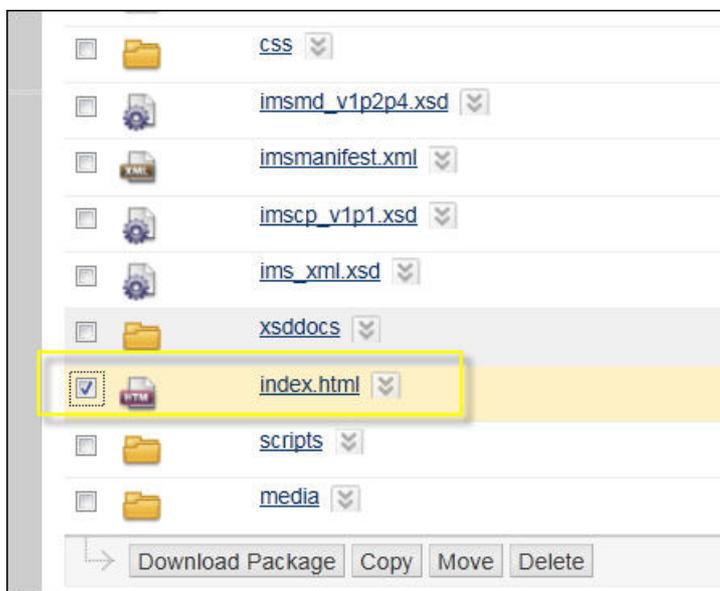
Select File Name Encoding
Change this setting only if the package contains files with names that are encoded using known, uncommon encoding. Otherwise, use the system default value.

2. Submit

3. Click on the **Submit** button - the files may take a while to load if it is a large number of files in the package. You zipped files have not been added to the module's Module Content area.

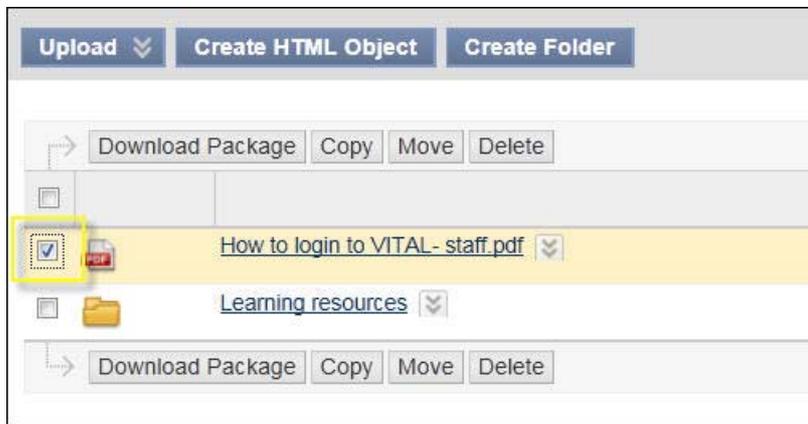
To link to these files within your module, follow the instructions for the **Link Module Content area files & folders within you module** section of this how to guide.

When you browse the Module Content area files, navigate to the sub-folder which you have uploaded the zipped package file and link to the first file of the package for websites and learning objects, this is normally a file named **index.html** or something similar. For example:



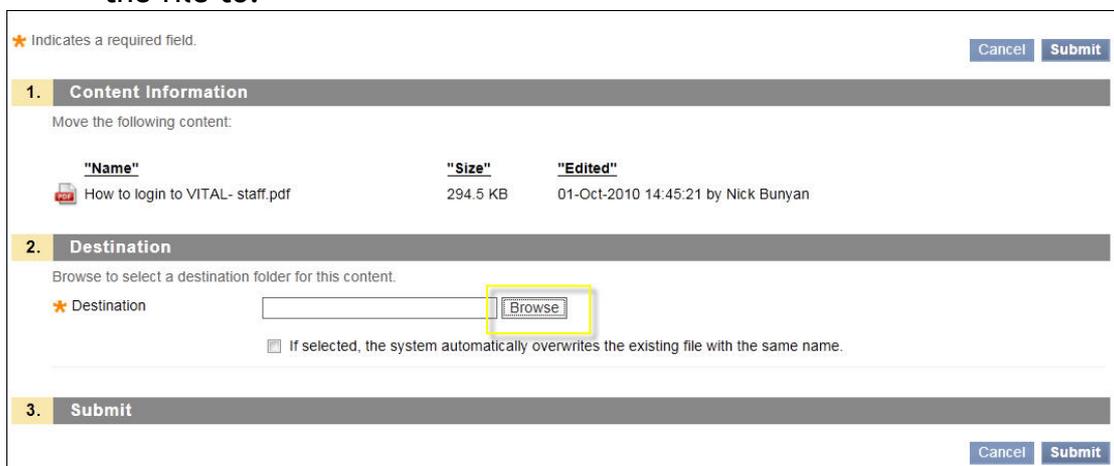
To move, copy and delete files

1. Tick on the file you want to move, copy or delete:

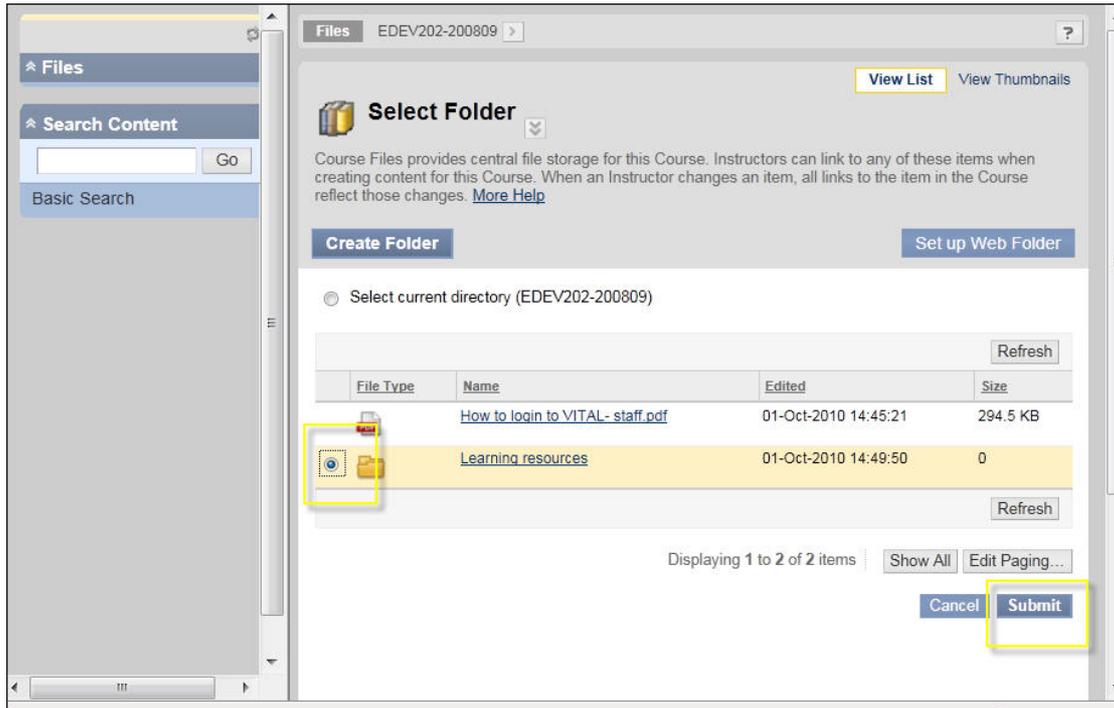


In this example the move function will be used to move the PDF file into the folder.

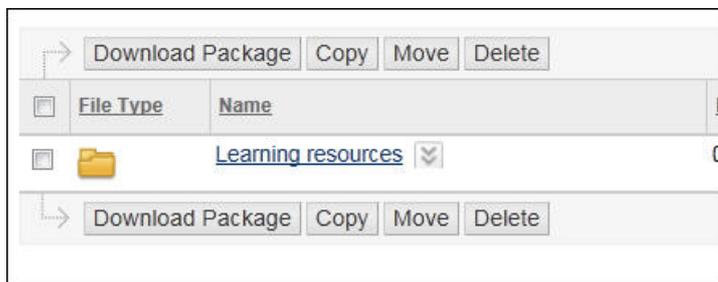
2. Click on the **Move** button.
3. Click on the **Browse** button and locate the folder you want to move the file to.

A screenshot of a form for moving content. The form has three sections: "1. Content Information", "2. Destination", and "3. Submit".
Section 1: "Content Information" - Move the following content:
Table:
| "Name" | "Size" | "Edited" |
| How to login to VITAL- staff.pdf | 294.5 KB | 01-Oct-2010 14:45:21 by Nick Bunyan |
Section 2: "Destination" - Browse to select a destination folder for this content.
* Destination: [Text input field] [Browse button]
If selected, the system automatically overwrites the existing file with the same name.
Section 3: "Submit" - [Cancel button] [Submit button]

4. Check the folder you want to copy to and click on the **Submit** button.



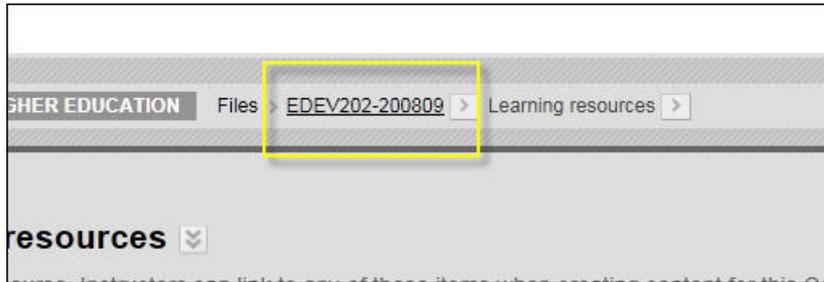
5. Click on the **Submit** button again to return to the main Module Content area. The file has now moved to the selected folder:



6. Click on the folder to access the file. Notice that the breadcrumb menu at the top of the page will change to show you where you are in the Module Content area.



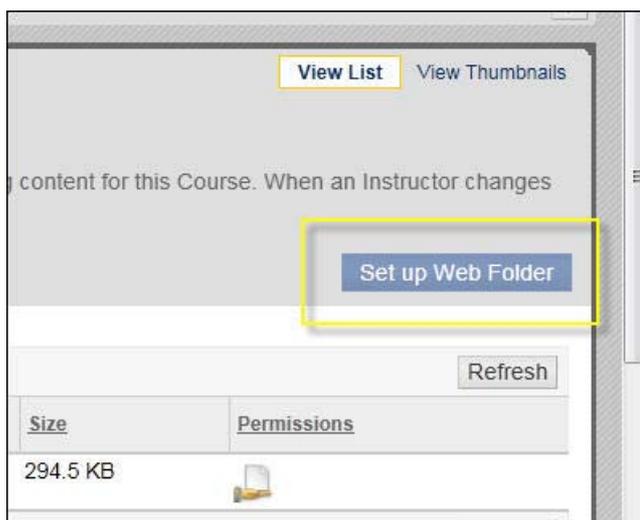
7. Click on the **module code** link to return to the main Module Content area page:



To copy multiple files & folders into the Module Content area

(The following instructions apply to computers with Windows 7 and Internet Explorer 8. Please contact VITAL support if you need assistance with other browsers or operating systems.)

1. Click on the **Set up Web Folder** button:



The following page will open:

Using Web Folders

WebDAV is used for sharing files over the Internet and is compatible with most operating systems. When put into use with Blackboard Learn, WebDAV is a means for users to access content from their course repository as if it were any other network drive or folder on their personal computers.

When WebDAV or a Web Folder is set up, all of your course files can be managed from your desktop, dragging in content from multiple drives and folders, and organising it as needed. Also, files can often be edited directly in the Web Folder, without downloading them, editing them and uploading them again.

[Show instructions for all Operating Systems](#)

To connect to a Web Folder, use the following Web address of the folder, and a valid username and password. Each folder selected will have a different URL. Any folder can be selected; however, the Web Folder path must be less than 200 characters.

Current Web address: <https://vital.liv.ac.uk/bbcswebdav/courses/EDEV202-200809>

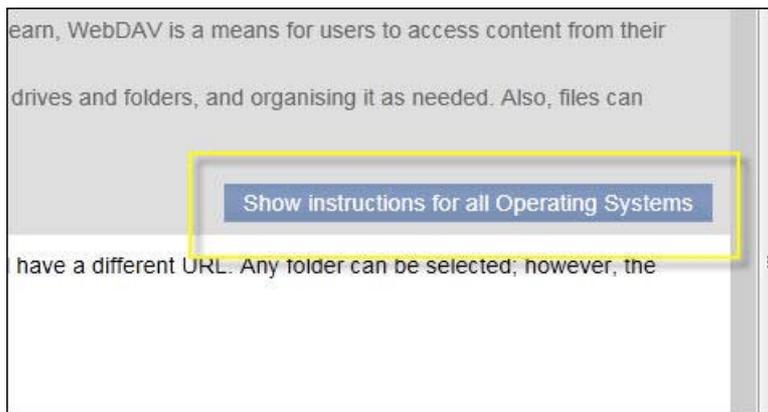
Set up Web Folders in Windows 7

Using the Web address of the folder, follow these steps to create the Web Folder in Windows 7.

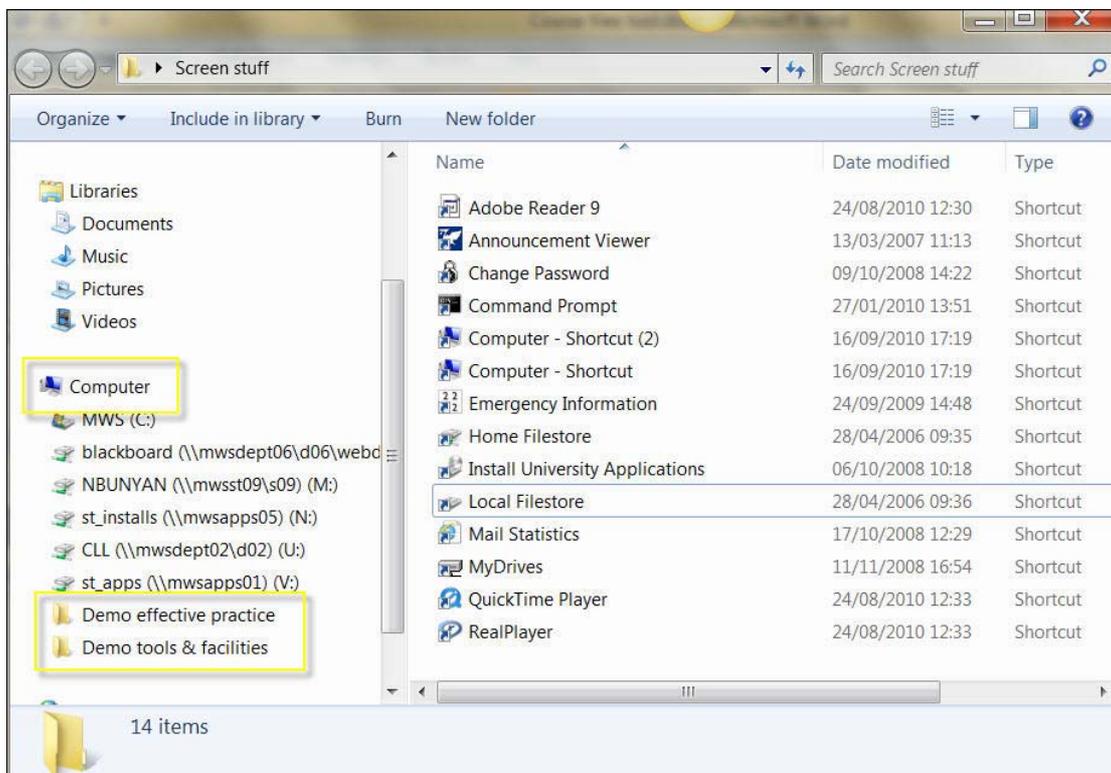
1. Open **Start > Computer**.
2. In the empty area at the bottom of the right-hand pane, right-click and select **Add a network location**.
3. The **Add Network Location Wizard** will open. Click **Next**.
4. When asked where you want to create the network location, select **Choose a customised network location**. Click **Next**.
5. When asked for the location of your website, type <https://vital.liv.ac.uk/bbcswebdav/courses/EDEV202-200809>. Click **Next**.
6. When prompted to enter a username and password, type your Blackboard Learn username and password. Click **OK**.
7. You will be prompted to enter a name for the location. Enter a name and select **Next**.
8. On the **Completing the Add Network Location Wizard** page, Click **Finish**.
9. The Web Folder will open. It will now be listed in **Computer** under **Network Location**.

These instructions will enable you to create a permanent link within your computer network to the Module Content area for this module. Once the link has been set up it will enable to access, add, edit and delete documents without logging into VITAL. This is particularly useful if you need to add or edit a large number of documents.

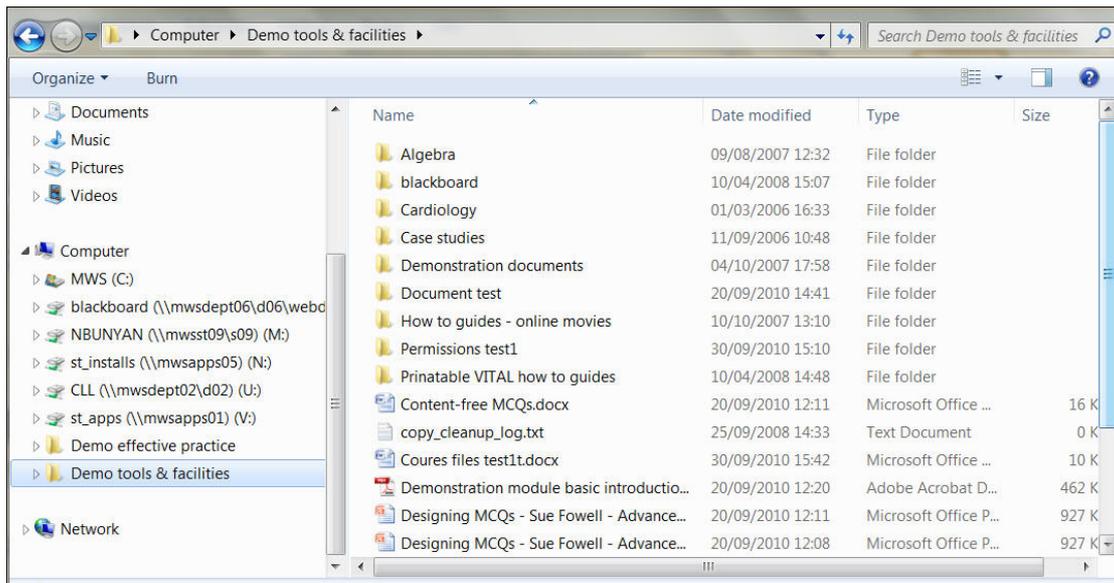
2. Click on the **Show instructions for all operating systems** if you do not have Windows 7 running on your computer:



3. In Windows 7, click on your **Windows Explorer** and you will see additional areas added to your 'Computer.' For example:



4. Click on the appropriate link and all the files you have in that Module Content area will be listed. For example:

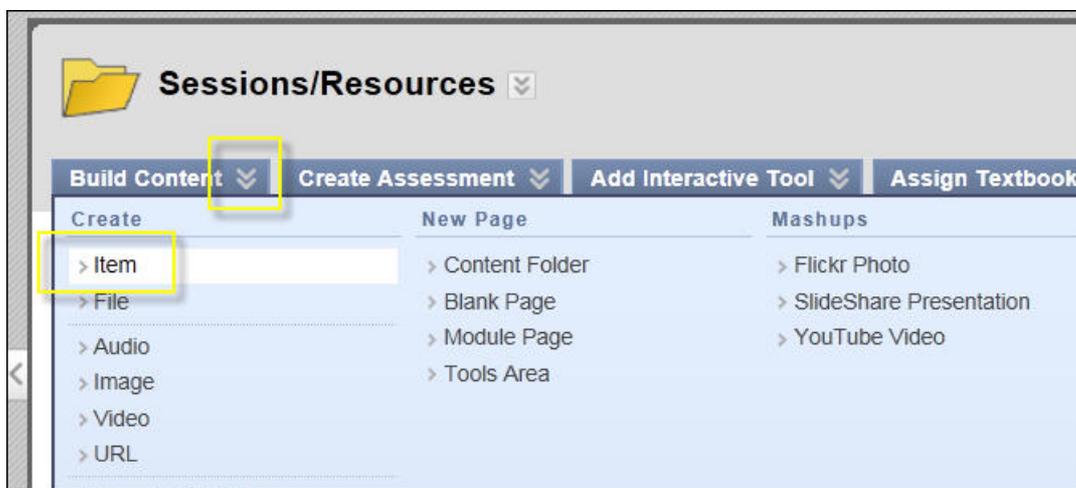


5. Double click on any document to open and edit it. When you save the document any changes will automatically be added to the file in your Module Content area. If this document is linked within your module, then students will be able to access any changes straight away.

Link Module Content area files & folders within you module

In order that students can access and files and folders you have added to your Module Content area, you will need to link to them from within the module. This can be done using the normal Item tool.

1. Go to your module's side menu bar and click on any Content Area (E.g. Sessions/ Resources).
2. Click on the **Build Content** button form the top of the screen and then click on the **Item** option:



3. Add a **title** and a **description** etc. as you would for a normal document,
4. Scroll down the page and click on the **Browse Course** button:

2. Attachments

Attach a file from a local drive or Course Files. All attached files are saved in Course Files. Click **Do Not** deleted.

Attach File

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

5. Select the **file** or **folder** you want to link to and then click on the **Submit** button:

reflect those changes. [More Help](#)

Select current directory (EDEV202-200809)

<input checked="" type="checkbox"/>	File Type	Name	Edited	Size
<input checked="" type="checkbox"/>		Learning resources	01-Oct-2010 14:49:50	294.5 KB

Displaying 1 to 1 of 1 items

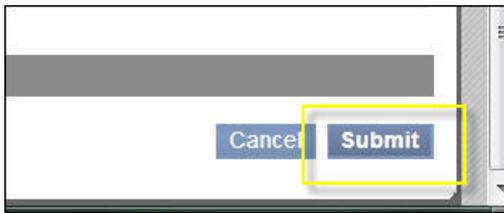
Selected Files: 1

6. Click **OK** on the message box that pop's up:

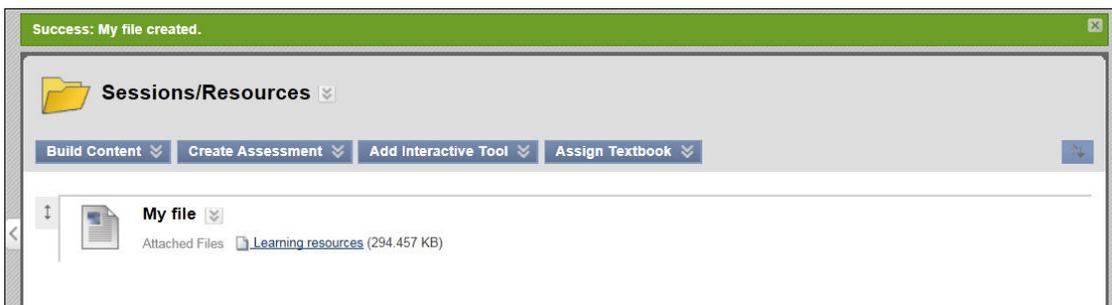
Message from webpage

Making this selection will give explicit Read permission for this item to: members of this course or organisation.

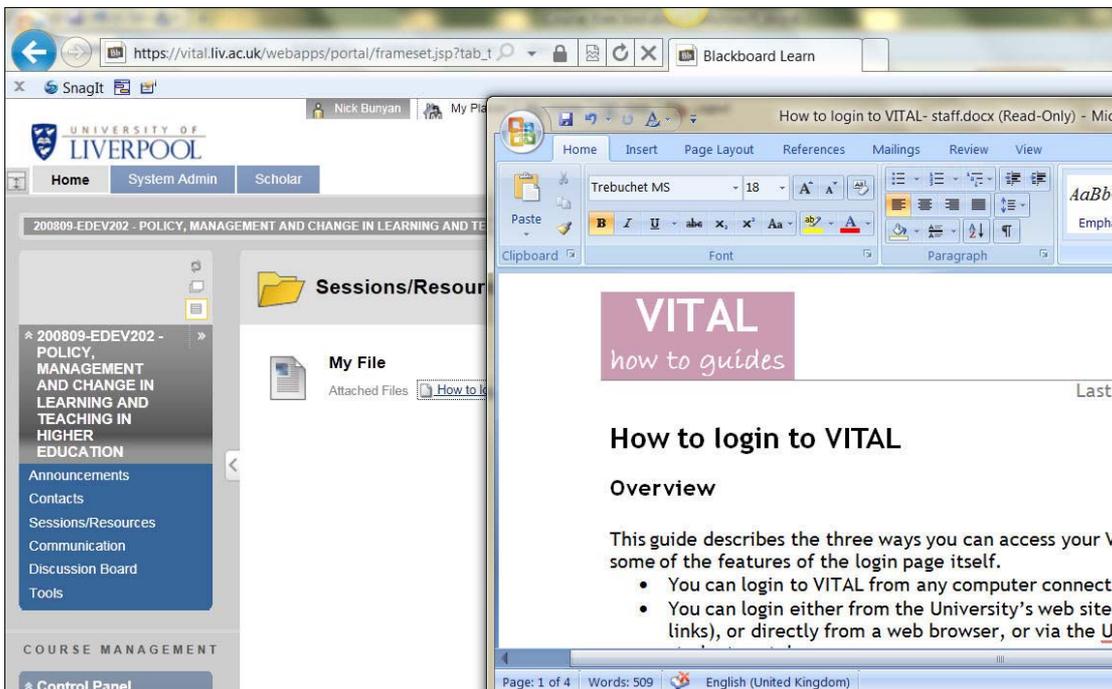
7. This will take you back to the main Item page - click on the **Submit** button:



You file or folder will now be linked to your Content Area. For example:

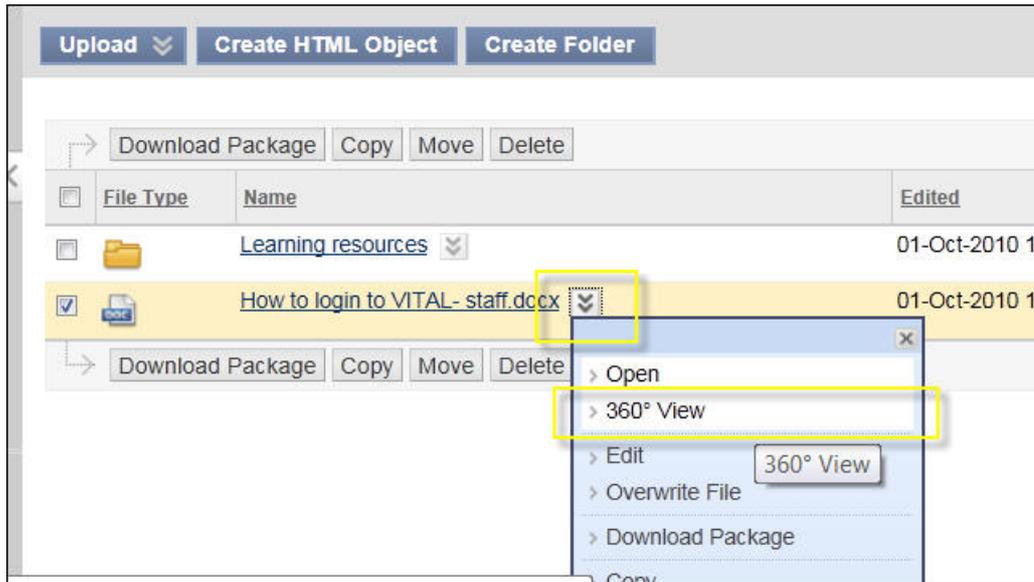


8. Switch the **Edit mode** to **OFF** and click on the link to the file or folder you have just added to check what students will be able to access:



Working with files in the Module Content area

1. Within the main Module Content area page, click on the **down arrow** next to a file and then click on the **360° View** link. For example:



The first **Properties** section contains information about when the file was added, and by whom etc.

About this File

⌵ **Properties**

Name:	How to login to VITAL- staff.docx
Preview:	(Click to view this file from the Web browser.) /courses/EDEV202-200809/How to login to VITAL- staff.docx
Web Folder URL:	https://vital.liv.ac.uk/bbcswebdav/courses/EDEV202-200809/How%20to%20login%20to%20VITAL-%20staff.docx
Permanent URL:	https://vital.liv.ac.uk:443/bbcswebdav/xid-342237_2
File Type:	application/vnd.openxmlformats-officedocument.wordprocessingml.document
File Size:	491.5 KB
Created By:	Nick Bunyan
Created On:	Friday, 1 October 2010 15:56:25 o'clock BST
Last Edited By:	Nick Bunyan
Last Edited:	Friday, 1 October 2010 15:56:25 o'clock BST

The **Permissions** section shows you which users within the module have access to read and edit etc. the file. You can for example, limit access to a file or folder to everyone in the module, except instructors. This could be useful if you have GTA's or admin staff enrolled onto the module but you don't want them to access this content.

Permissions

User/User List	Read	Write	Remove	Manage
200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): All Course Users (User List)	✓			
200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Course Builder (User List)	✓	✓	✓	✓
200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Instructor (User List)	✓	✓	✓	✓
200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Teaching Assistant (User List)	✓	✓	✓	✓
All Users with System Accounts	✓			

Back to top

The final section **Links** shows you where in the module this file or folder has been linked.

Links

Course ID	Course Name	Instructor Name	Course Items
EDEV202-200809	200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION	Janet Strivens, Nick Bunyan, Ian Willis, Anne Quaiter	Item: My File

Back to top

2. Go back to the main **Module Content** area page.
3. To change the permissions for a file, click on the **Permissions** icon:

Download Package Copy Move Delete

	Learning resources	01-Oct-2010 14:49:50	294.5 KB	
	How to login to VITAL- staff.docx	01-Oct-2010 15:56:25	491.5 KB	

Download Package Copy Move Delete

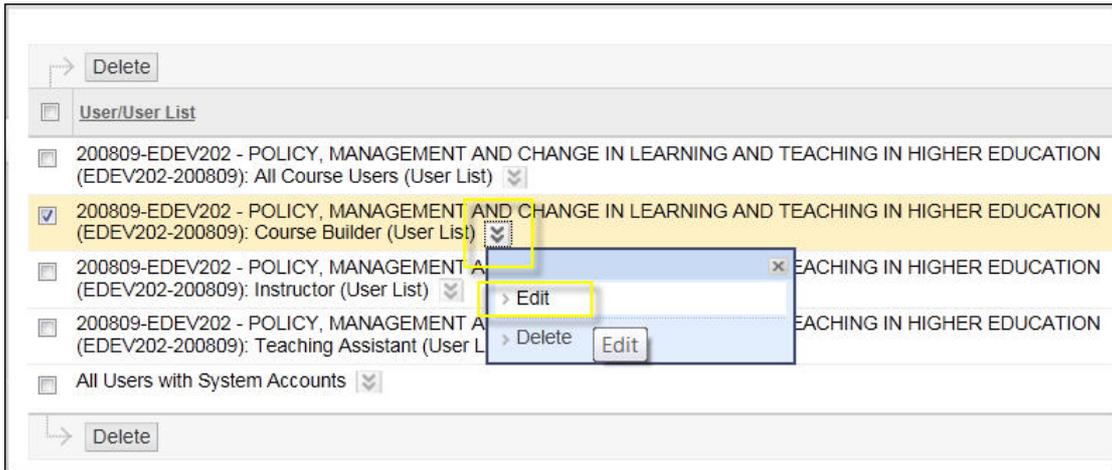
This will open a page listing the users and the level of permissions they each have:

Delete

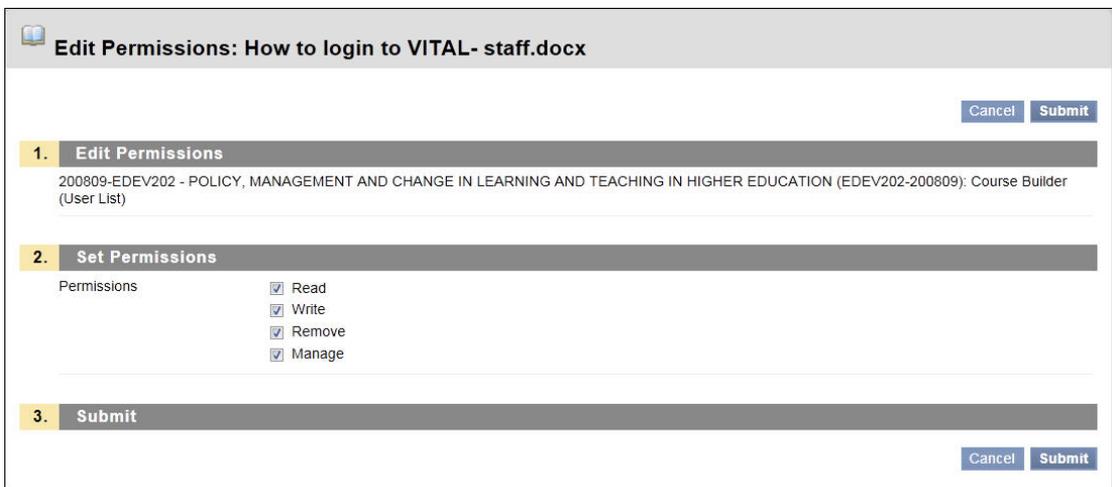
	200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): All Course Users (User List)	✓			
	200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Course Builder (User List)	✓	✓	✓	✓
	200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Instructor (User List)	✓	✓	✓	✓
	200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Teaching Assistant (User List)	✓	✓	✓	✓
	All Users with System Accounts	✓			

Delete

4. Click on the **down arrow** next to each user to change their permissions and then the **Edit** option:



This will open the following window:



5. Change the permissions as required. Click on the **Submit** button and the **OK** button to return to the main Module Content area page.