

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:

ilee.	
-lies	*
DEV202-200809	>
	EDEV202-2008
lasic Search	

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.

III Module Content: EDEV202-200809 ⊠				
link to any of these i <u>Ip</u>				
Folder Empty				

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.

					Single File Multiple Files
	Upload Multiple	Files and Folders			
After a multipl	adding files to the list, click S le files and folders requires t	ubmit to upload the files. If an upload fails, click he Java plug-in, version 1.5 or later. If the plug-	Undo to remove n is not available	all uploaded files and return to , use the <u>Single File</u> option to ac	the parent folder. Uploading dd files one at a time.
	Browse				
	Neme	Size	Domous		
		3120	Keniove	-	
		To begin uploading, drag and drop files and f Or, you may click Browse.	olders here.		

2. Click on either the Single Files option:



This will open the following page:

Upload Single File Upload a single file to this folder.	Single File	Multiple Files
Indicates a required field. Eile Information	Cancel	Submit
Browse to select a file to upload. File If selected, the system automatically overwrites the existing file with the same name.		
2. Submit	Cancel	Submit

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

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

Module Content: EDEV202-200809			View List	View Thumbna
Course Files provides central file storage for this Course. Instructors in item, all links to the item in the Course reflect those changes. More	can link to any of these items when creating	g content for this Cours	e. When an Instr	uctor changes
Upload 🐳 Create HTML Object Create Folder			Set	ip Web Folde
Download Package Copy Move Delete				Refres
How to login to VITAL- staff.pdf	01-Oct-2010 14:45:21	294.5 KB		
Download Package Copy Move Delete				Refresh
	Di	isplaying 1 to 1 of 1 iten	Show All	Edit Paging.

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:

🗊 Modu	le Content: EDE	V202-200809 😒
Course Files praint an item, all links	ovides central file storage to the item in the Course	for this Course. Instructor reflect those changes. M
Upload 🛛	Create HTML Object	Create Folder
Downloa	ad Package Copy Move	e Delete
	Name	
	How to login to VITAL-	staff.pdf 😵

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

		Create Fold	er
🜟 Folder N	lame Learning resources	Cancel	Submit

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

r >	Download i	Package Copy Move Delete
		Name
		How to login to VITAL- staff.pdf
1	-	Learning resources

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:

	Cour an it	Module rse Files prov em, all links t	e Content: EDEV202-200809
	Up >U >U	Ioat Steel Ipload Files Ipload Packag	Create HTML Object Create Folder
<		File Type	Name
		E	Learning resources 😵
			How to login to VITAL- staff.docx

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 th	e 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 uplo	vad.
★ File	Browse 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. Default (UTF-8)
2. Submit	
	Cancel 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 your 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:

	CSS 😻
	imsmd_v1p2p4.xsd
	imsmanifest.xml
	imscp_v1p1.xsd 😻
E 🔊	ims_xml.xsd 😻
	xsddocs
	index.html 😺
	scripts 😵
	media 😵
Downl	oad Package Copy Move Delete

To move, copy and delete files

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

Uplo	oad 🛞 Create HTML Object Create Folder
⇒	Download Package Copy Move Delete
	How to login to VITAL- staff.pdf
	Learning resources
->	Download Package Copy Move 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.

★ Indicates a required field.		Cancel Submit
Content Information Move the following content:		
"Name" How to login to VITAL- staff.pdf	<u>"Size"</u> 294.5 KB	"Edited" 01-Oct-2010 14:45:21 by Nick Bunyan
2. Destination Browse to select a destination folder for this content. ★ Destination	Bro	vse
If selected, the syste	m automatically o	overwrites the existing file with the same name.
		Cancel Submit

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

	0	Files EDEV202	-200809 >		?
* Files * Search Content		Course Files provi	Folder	View List	View Thumbnails
Basic Search		Creating content to reflect those change	ges. <u>More Help</u>	anges an item, air links to the item if	up Web Folder
	Ш	File Type	Name	Edited	Refresh
			How to login to VITAL- staff.pdf	01-Oct-2010 14:45:21	294.5 KB
				01-001-2010 14:49:50	Refresh
	-		Dis	playing 1 to 2 of 2 items Show A	I Edit Paging
«	Ψ. 				

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

	File Type	Name	E
<u> </u>		Learning resources 😵	0
1	Download	1 Package Conv Move Delete	

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.

		epitere contractor contractor con	822
iles > EDEV202-200809	>	Learning resources	5

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

THER EDUCATION FILES EDEV202-200809	Learning resources >

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:

Sa 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/EDEv202-200802
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.
 Open Start > Computer. In the empty area at the bottom of the right-hand pane, right-click and select Add a network location.
The Add Network Location Witard will open. Click Next When asked where you want to create the network location, select Choose a customised network location. Click Next
 When asked for the location of your website, type https://vital.lva.c.uk/bbcswebdav/courses/ED2V202-200809. Click Next. When prompted to enter a username and password, Your you you lockboard Learn username and password, Click Not.
7. You will be prompted to enter a name for the location. Enter a name and select Next. 8. On the Completion the Add Network Location Wizard page. Citck 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:

Organize Include in library Burn New folder Name Libraries		0
Name Name		A March 1976 And 197
 Documents Music Pictures Videos Computer MWS (C:) blackboard (\\mwsdept06\d06\webc MWS (C:) blackboard (\\mwsdept06\d06\webc Computer - Shortcut (2) Computer - Shortcut Emergency Information Home Filestore Install University Applications Local Filestore Mail Statistics MyDrives QuickTime Player RealPlayer 	Date modified 24/08/2010 12:30 13/03/2007 11:13 09/10/2008 14:22 27/01/2010 13:51 16/09/2010 17:19 16/09/2010 17:19 24/09/2009 14:48 28/04/2006 09:35 06/10/2008 10:18 28/04/2006 09:36 17/10/2008 12:29 11/11/2008 16:54 24/08/2010 12:33 24/08/2010 12:33	Type Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut

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

🚱 🔵 🗢 🕨 Computer 🕨 Demo tools 8	Ջ facilities ►	• 4	Search Demo tools &	k facilities 👂
Organize 🕶 Burn			•	0
Documents	Name	Date modified	Туре	Size
	👢 Algebra	09/08/2007 12:32	File folder	
Videos	👃 blackboard	10/04/2008 15:07	File folder	
	👃 Cardiology	01/03/2006 16:33	File folder	
	👃 Case studies	11/09/2006 10:48	File folder	
MWS (C)	Demonstration documents	04/10/2007 17:58	File folder	-
WW3 (C.) blackbaard (1) musdant(6) d(6) webd	👃 Document test	20/09/2010 14:41	File folder	
Diackboard (\(mwsdept06\d06\webd))	I how to guides - online movies	10/10/2007 13:10	File folder	
	Permissions test1	30/09/2010 15:10	File folder	
Scinstans (((nwsappsos) (n.)	I Prinatable VITAL how to guides	10/04/2008 14:48	File folder	
	Content-free MCQs.docx	20/09/2010 12:11	Microsoft Office	16 K
St_apps (\\ritwsappsol) (v:)	copy_cleanup_log.txt	25/09/2008 14:33	Text Document	0 K
Demo enecuve practice	Coures files test1t.docx	30/09/2010 15:42	Microsoft Office	10 K
Demo tools & facilities	🔁 Demonstration module basic introductio	20/09/2010 12:20	Adobe Acrobat D	462 K
A Contractor	Designing MCQs - Sue Fowell - Advance	20/09/2010 12:11	Microsoft Office P	927 K
Network	Designing MCQs - Sue Fowell - Advance	20/09/2010 12:08	Microsoft Office P	927 K 🔫
		III		Þ

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:

Build Conterit	℅ Create Assessment ⊗	Add Interactive Tool 😽	Assign Textboo
Create	New Page	Mashup	5
> Item	> Content Fold	er > Flickr F	Photo
> File	> Blank Page	> SlideS	hare Presentation
> Audio	> Module Page	e > YouTu	be Video
> Image	> Tools Area		
> Video			
> URL			

- 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:

Attachments			
Attach a file from a local drive deleted.	e or Course Files. All attache	d files are saved in Course	Files. Click Do
Attach File	Browse My Computer	Browse Course	
Ontions			
options	1013 MMR 9.45 MMR		
Permit Users to View this Content	🖲 Yes 🔘 No		

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

reflect those cha	inges. <u>More Help</u>		
Upload 📎	Create HTML Object	Create Folder	Set up Web Folder
Select curr	ent directory (EDEV202-2008	309)	
			Refresh
File Type	Name	Edited	Size
	Learning resources	01-Oct-2010 14:49:50	294.5 KB
			Refresh
		Displaying 1 to 1 of 1 iter	ns Show All Edit Paging
Selected Files	s: 1 🗖		Cance Submit

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

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:

Download	Package Copy Move Del	ete	
File Type	Name		Edited
E 🛅	Learning resources 😆		01-Oct-2010
Image: A state of the state	How to login to VITAL- staff.do	<u>ex 🛛 🚬 – – – – – – – – – – – – – – – – – – </u>	01-Oct-2010
Download	Package Copy Move Del	ete > Open > 360° View	
		> Edit > Overwrite File	:w
		Download Package	

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

out 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.doc
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 of 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 an them to access this content.

Permissions					
ser/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	1				

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

ourse 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 Qualter	Item: My File	

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

Downle	Dad 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
Downle	ad 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)	v 🗸			
200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Course Builder (User List)	v 🗸	~	~	~
200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Instructor (User List)	v 🗸	~	~	~
200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Teaching Assistant (User List)	۷ 🗸	~	~	~
All Users with System Accounts 😵	~			

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

	Delete	
	User/User List	
	200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATIO (EDEV202-200809): All Course Users (User List) 😻	NC
	200809-EDEV202 - POLICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATIO (EDEV202-200809): Course Builder (User Lis <mark>t)) 😒</mark>	NC
	200809-EDEV202 - POLICY, MANAGEMENT A EACHING IN HIGHER EDUCATION (EDEV202-200809): Instructor (User List)	NC
	200809-EDEV202 - POLICY, MANAGEMENT A Delete Edit Edit	NC
	All Users with System Accounts 😵	
<u> </u>	Delete	

This will open the following window:

	Edit Permission	is: How to login to VITAL- staff.docx	
		Cancel Sub	mit
1.	Edit Permission	s	
	200809-EDEV202 - PO (User List)	ICY, MANAGEMENT AND CHANGE IN LEARNING AND TEACHING IN HIGHER EDUCATION (EDEV202-200809): Course Builder	
2.	Set Permissions		
	Permissions	 ✓ Read ✓ Write ✓ Remove ✓ Manage 	
3.	Submit	Cancel Sub	mit

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