

## Manage Course Files

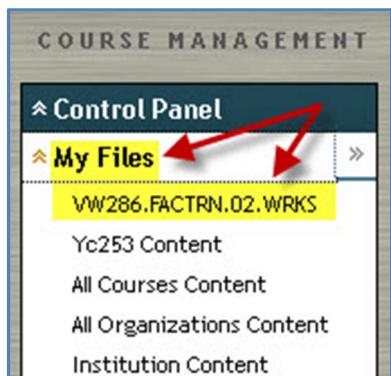
### Course Files (Course File Management) Introduction

When an instructor attached a file to a course content item in previous versions of Blackboard Learn, that file would be placed in a “hidden” file system on the Blackboard server where it was invisible to the instructor. Blackboard Learn 9.1 provides a course files area that allows instructors to view and manage all files related to their course content. Instead of attached files being stored in a “hidden” file system, files attached from the local computer are uploaded automatically into the Course Files area.

Instructors can move a large amount of content from their computers or network drives to Course Files in one action or upload files while creating content. Once content is in Course Files, an instructor can link that content to any place in the course where attaching files is an available option.

Content in the repository is considered content for reuse. Even though you delete links to files in your course, the files themselves remain in Course Files so you can link to them again. Also note that if you modify or move a file to another Course Files folder after it is linked in your course, the link will not be broken.

**Location of Course Files:** The first section of the **Control Panel** displays the storage location of an instructor's files. Click **My Files** to expand the section and click the **Course ID** to open Course Files in the content frame.



**Viewing Files and Folders in Course Files:** The Course ID is the title of the top-level folder that contains the folders and files you upload to your course.

The screenshot shows the 'Course Content' page for the course 'earth\_sys\_sci\_2'. The left sidebar contains a 'Control Panel' with sections for 'Files', 'Basic Search', 'Course Tools', 'Evaluation', and 'Grade Center'. The main area is titled 'Course Content: earth\_sys\_sci\_2' and features a toolbar with 'Upload', 'Create HTML Object', 'Create Folder', 'Set Up Web Folder', 'View List' (highlighted in blue), and 'View Thumbnails'. Below the toolbar is a table with columns: 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. The table lists several files and folders, including 'assessment\_notes', 'chapter1\_lecture.doc', 'earth.png', 'earth\_sys.ppt', 'group\_information', 'images', 'lecture\_1\_notes.doc', 'policies\_and\_dates.doc' (which has a dropdown menu open), and 'research\_paper.doc'. The 'policies\_and\_dates.doc' file's dropdown menu is expanded, showing options: 'Open', '360° View', 'Edit', 'Overwrite File', 'Download Package', and 'Copy'.

- Perform an action on one file or multiple files and folders at one time. Select an item's check box and click a function on the menu/Action Bar, such as **Download Package**, **Copy**, **Move**, or **Delete**.
- Click a folder's name to view its contents.
- Click an item's double down arrows/Action Link (☒) to access the available options and select an option, such as **Open**, **360° View**, **Edit**, **Overwrite File**, **Download Package**, or **Copy**.
- Sort a column by clicking the column title or the caret.
- In the **Permissions** column, click the icon to view and change the role of the user to be able to view, edit, remove, and/or manage a file or folder.
- Switch from **View List**—the default view—to **View Thumbnails**.

**Using List and Thumbnails Views in Course Files:** You can view files and folders in Course Files as a listing of file names or as thumbnail icons. Click the links at the top of the page to switch views.

**View List:** The default view in Course Files is a list of file names with standard small icons in the **File Type** column.

The screenshot shows a course content interface with a toolbar at the top containing 'Upload', 'Create HTML Object', 'Create Folder', and 'Set Up Web Folder'. Below the toolbar is a navigation bar with 'Download Package', 'Copy', 'Move', 'Delete', and 'Refresh' buttons. The main area is a table with columns: 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. The 'File Type' column contains small icons representing the file type (e.g., folder, word document, image, ppt). A vertical orange box highlights the 'File Type' column header and the first few rows of the table.

File Type	Name	Edited	Size	Permissions
Folder	<a href="#">assessment_notes</a>	Aug 26, 2010 9:06:25 AM	48 KB	
Word Document	<a href="#">chapter1_lecture.doc</a>	Aug 26, 2010 9:06:25 AM	26.5 KB	
Image	<a href="#">earth.png</a>	Aug 27, 2010 8:25:51 AM	38.2 KB	
PPT	<a href="#">earth_sys.ppt</a>	Aug 27, 2010 8:22:21 AM	2.43 MB	

**View Thumbnails:** In this view, each file and folder is represented by a larger icon. Use the slider at the top of the page to change the size of the thumbnails. The thumbnail view displays the image of an item for image file types, such as PNG and JPG. Click an icon to preview an image. For all other file types, a standard icon representing the file type is shown. Folder icons include information about how many items are in a folder and the size. You can view a folder's contents by clicking an icon or folder title. You can perform the same actions on files and folders in either view. **Note:** The system remembers which view was chosen and it remains until it is changed.

The screenshot shows the same course content interface as the previous one, but with the 'View Thumbnails' button highlighted in the toolbar. The main area displays the files and folder as large icons. A blue arrow points upwards towards the 'View Thumbnails' button. The table below the icons provides detailed information for each item.

 <a href="#">assessment_notes</a> (2 items) Size 48 KB	 <a href="#">chapter1_lecture.doc</a> Size 26.5 KB	 <a href="#">earth.png</a> Size 38.2 KB	 <a href="#">earth_sys.ppt</a> Size 2.43 MB
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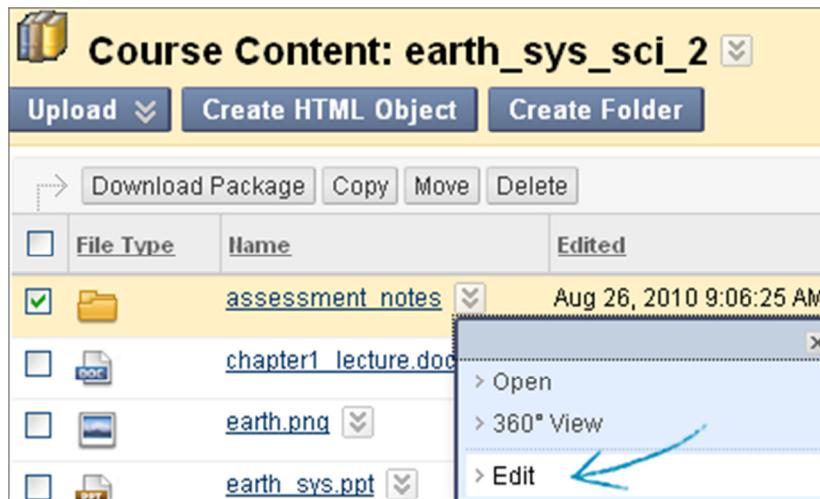
**Creating and Editing Folders in Course Files:** You can create Course Files folders and subfolders needed to organize your files. Creating a logical filing system makes it easy to locate and link to

files when creating content in your course. The folder structure in Course Files is separate from folders in a content area of a course and has no impact on the presentation of content. You can create folders in the top-level folder of Course Files or inside another folder.

- Go to **Control Panel > My Files > Create Folder**
- Type a **Folder Name**.
- Click **Submit**. The folder appears in the list. Click the folder's title to create one or more subfolders to further organize content.



- You can edit the name of any folder within Course Files. Changing a folder's name does not break any links to content in your course.
  - Click the double down arrows next to a folder's name.
  - Select **Edit**, change the **Folder Name**, and click **Submit**. The new name appears in the list.



- If you delete a folder, the contents of the folder are permanently deleted and the links to that content in your course are broken. You are notified that the **Delete** action will result in broken links. In your course, the broken links appear with an "Invalid File" statement next to them.
  - Click the double down arrows next to a folder's name.
  - Select **Edit**, click **Recycle**. A warning appears. Click **Ok** to verify the deletion. And then click **Submit**.

**Adding Files to Course Files:** You can add files and folders to Course Files in multiple ways, including when course content is created. All **Recognized Attachment File Types** can be saved to Course Files.

### Recognized Attachment File Types:

Extension	File Type	Programs associated with the File Type
.aam	Multimedia	Adobe® Authorware® plug-in. Note that the .aam file is the starting point for a series of files that must be enclosed in a .ZIP file.
.aiff	Audio	Audio media player
.asf	Multimedia	Microsoft® .NET™ Show
.au	Audio	Real Audio Player™
.avi	Video	Video player (not Macintosh® compatible)
.doc	Text	Microsoft® Word or other word processor
.exe	Executable	Executable file
.gif	Image	Graphics program or web browser
.html, .htm	Web page	HTML editor or web browser
.jpg, .jpeg	Image	Graphics program or web browser
.JIF	Image	Graphics program or web browser
.mp3	Audio	Audio media player
.mpe	Audio/Video	Audio media player
.mpg, .mpeg	Video/Video	Audio media player
.mov, .movo	Movie	QuickTime® movie player
.mov	Video	Movie or media player
.pdf	Text	Adobe® Acrobat® Reader®
.png	Image	Portable Network Graphics
.ppt, .pps	Slideshow	Microsoft® PowerPoint® and PowerPoint® Player®
.qt	Movie	QuickTime™
.ra	Audio	Real Audio Player™
.ram	Video	Real Audio Movie™
.rm	Audio	Audio media player
.rtf	Text	Rich Text Format
.swf	Multimedia	Adobe® Shockwave® plug-in
.tiff, .tif	Image	Graphics program or web browser
.txt	Text	Text or HTML editor, word processor
.wav	Audio	Audio media player
.wma	Audio	Audio media player
.wmf	Graphic	Microsoft® Windows®
.wmv	Video	Microsoft® Windows®
.wpd	Text	WordPerfect® or other word processor
.xls	Spreadsheet	Microsoft® Excel®
.zip	Text	WinZip®

### Methods to Add Files:

- Upload files and folders into **Course Files**, either one at a time or in batches, using the drag-and-drop function or the **Browse** function.
- Upload files when content is created in your course.
- Files uploaded from your computer using the **Browse My Computer** function are saved automatically in the top-level folder in Course Files.

**Method One: Use the Drag-and-Drop Function:** You can use the drag-and-drop function to upload a single file, multiple files, or one or more folders to Course Files. After uploading, you can move files and folders to other folders as needed. Uploading multiple files and folders in one action and using the drag-and-drop function require a Java plug-in. If the plug-in is not

available or an accessible option is needed, select **Single File** at the top of the page to browse for and upload files one at a time.

- Go to **Control Panel> My Files> Course ID**
- Click **Upload** and select **Upload Files**

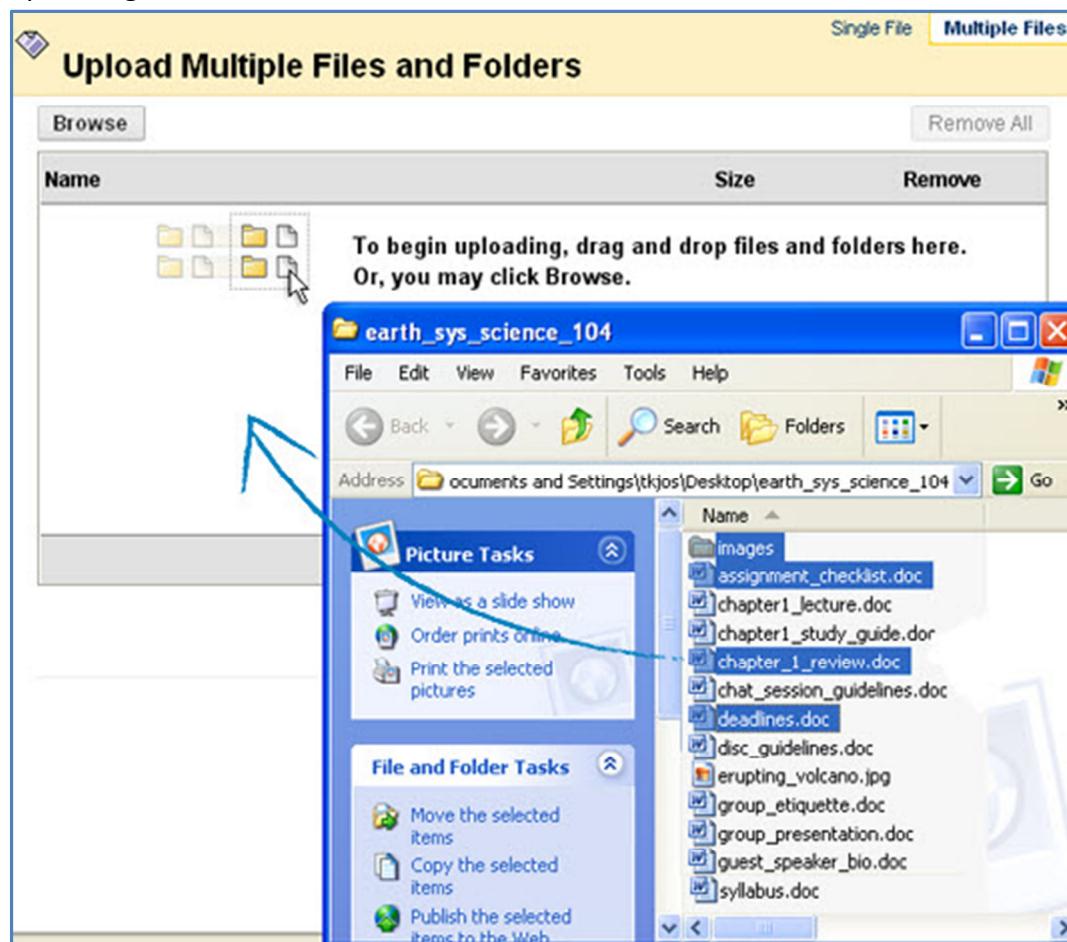


- Select **Multiple Files** at the top of the page, if needed. The **Upload Multiple Files and Folders** page appears.

The screenshot shows a page titled 'Upload Multiple Files and Folders'. At the top right, there are two tabs: 'Single File' (which is highlighted in red) and 'Multiple Files' (which is also highlighted in red). Below the tabs, there's a section with an icon of a folder with an upward arrow. The text reads: 'After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and return to the parent folder. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the [Single File](#) option to add files one at a time.'

- On your computer, open the folder containing the files and folders to upload. Position the folder next to the **Upload Multiple Files and Folders** page.
- For Windows: select multiple files and folders in a list by pressing the **SHIFT** key and click the first and last items. To select files and folders out of sequence, press the **CTRL** key and click each item needed. For Macs: press the **COMMAND** key instead of the **CTRL** key to perform the same action as for Windows.
- Hold the click to move the files and drag them into the upload box on the **Upload Multiple Files and Folders** page. Attempting to upload a file with the same name as an existing file generates a prompt to overwrite the current file when the files are

uploading.



- The files and folders appear in the upload box. Continue to upload files and folders from your computer as needed. View the total size of the files ready to upload at the bottom of the Size column. To delete a file in the list, click the X in the Remove column.

**Note:** The contents of folders appear individually in the upload list, but after they are

uploaded, they are contained in their parent folders.

The screenshot shows a file upload interface. At the top left is a 'Browse' button, and at the top right is a 'Remove All' button. Below this is a table with three columns: 'Name', 'Size', and 'Remove'. The 'Remove' column contains a red-bordered 'X' icon for each item. The table lists several items:

Name	Size	Remove
assignment_checklist.doc	22.5 KB	X
chapter_1_review.doc	26.5 KB	X
deadlines.doc	22.5 KB	X
images		X
erupting_volcano.jpg	16.3 KB	X
rock_dunite.jpg	104.3 KB	X
rock_granodiorite.ina	0.4 KB	X

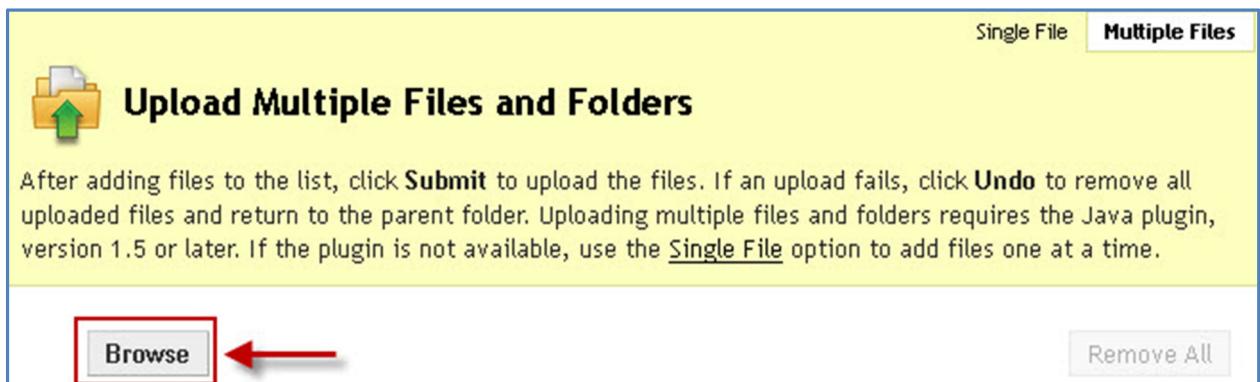
At the bottom of the table, a red box highlights the total size '387.1 KB Total'. At the very bottom are 'Cancel' and 'Submit' buttons.

- Click **Submit**. A status bar displays the progress of the upload.
- A message appears stating that the upload completed successfully and a check mark appears in each file's **Status** column. After a moment, the files and folders appear in the selected folder in Course Files.

**Method Two: Use the Browser Function:** You can use the browse function to upload a single file, multiple files, or one or more folders to Course Files. After uploading, you can move files and folders to other folders as needed. Uploading multiple files and folders in one action and using the browse function require a Java plug-in. If the plug-in is not available or an accessible option is needed, select **Single File** at the top of the page to browse for and upload files one at a time.

- Go to **Control Panel > My Files > Course ID**
- Click **Upload** and select **Upload Files**
- Select **Multiple Files** at the top of the page, if needed. The **Upload Multiple Files and Folders** page appears.

- On the **Upload Multiple Files and Folders** page, click **Browse** and open the folder on your computer containing the files and folders to upload.



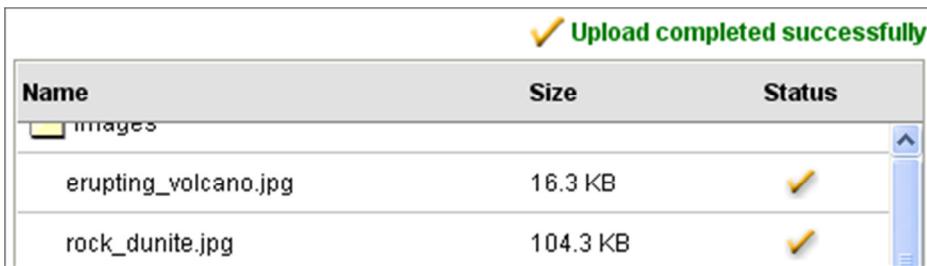
**Upload Multiple Files and Folders**

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and return to the parent folder. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the Single File option to add files one at a time.

**Browse** 

**Remove All**

- For Windows: select multiple files and folders in a list by pressing the **SHIFT** key and click the first and last items. To select files and folders out of sequence, press the **CTRL** key and click each item needed. For Macs: press the **COMMAND** key instead of the **CTRL** key to perform the same action as for Windows. Click **Open**. Attempting to upload a file with the same name as an existing file generates a prompt to overwrite the current file when the files are uploading.
- The files and folders appear in the upload box. Continue to upload files and folders from your computer as needed. View the total size of the files ready to upload at the bottom of the **Size** column. To delete a file in the list, click the **X** in the **Remove** column.
- Click **Submit**. A status bar displays the progress of the upload.
- A message appears stating that the upload completed successfully and a check mark appears in each file's Status column. After a moment, the files and folders appear in the selected folder in Course Files.



✓ Upload completed successfully		
Name	Size	Status
images		
erupting_volcano.jpg	16.3 KB	✓
rock_dunite.jpg	104.3 KB	✓

**Method Three: Use the Browse My Computer Function:** When you create content in your course, you can browse for a file on your computer and link to it. Files that are uploaded using the **Browse My Computer function** are saved in the top-level folder in Course Files. You do **not** have the option to select a different folder when uploading the file. By default, files uploaded to your course in this way are assigned the **Read permission** and all enrolled users can view them. **Note:** If an uploaded file has the same name as a file already in the top-level folder, the new file is saved with a number appended to the name. For example, course\_assignment.doc becomes course\_assignment(1).doc.

**For example:** In a content area, you create a content item named "Course Schedule" and click **Browse My Computer** to upload a Word document from your computer that details the due dates for all assignments and tests. The file appears as a link in the content item and is also saved automatically in Course Files in the top-level folder. You can link to the file again in one or more course areas.

1. Go to a course content area and click **Build Content>Create Item**
2. On the **Create Item** page in the **Attachments** section, click **Browse My Computer** to search for a file on your computer. The file name is shown in the **File Name** column.
3. Type a **Link Title** so the file name does not appear in your course the link title.

## 2. ATTACHMENTS

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File      **Browse My Computer**      Browse Content Collection

Attached files

File Name	Link Title	File Action
VWCC DEvaluation.docx	VWCC DL Evaluation	Create a link to this file <u><a href="#">Do not attach</a></u>

### Course Files Saved Automatically When Creating Course Content:

Most files are saved automatically in Course Files when creating content. Examples include:

- Files uploaded to content types from the **Build Content** drop-down list, such as **Item**, **File**, **URL**, **Image**, **Audio**, **Video**, **Syllabus**, and **Course Link**.
- Files uploaded when creating announcements.
- Files uploaded to descriptions and instructions in tests.
- Course banner files uploaded to the course entry point.
- Files uploaded using the functions in the **Text Editor** for journals and blogs and when creating a wiki.
- Files uploaded to the **Discussion Board** using the **Text Editor** or the Attachments section.
- Files uploaded when creating **HTML Objects**.
- Imported course packages; attached files must meet requirements.

### Course Files NOT Saved Automatically When Creating Content:

Some files are not saved automatically in Course Files when creating content because of potential privacy issues or the type of file. Examples include:

- Test question files
- Assignment files
- Self and Peer Assessment files
- Files uploaded to journals and blog entries in the Journal/Blog Entry Files section.
- Files uploaded to wiki pages and the wiki Home Page.
- Course Cartridge files
- SCORM files
- Glossary files
- Student files uploaded when participating in course activities, such as uploading an assignment document or attaching files when creating journal entries.

**Upload a Zipped File in Course Files:** You can zip (compress) files and folders into a .zip package and upload it into Course Files. You can choose to upload the zipped file and unzip its contents, keeping the folder structure and links intact, or keep the file zipped.

**Example One:** You create a lesson with several interrelated pages with navigation, images, web links, and documents. You zip the contents into a package and upload the zipped package to Course Files using the **Upload Package** option. When a zipped package is uploaded in this way, the system unzips its contents. When you create content in your course, you can create a link to the unzipped package by selecting a starting page. In your course, students click the starting page link and view the lesson. You can edit any part of the lesson's content and overwrite just the edited file or files without removing and uploading a new zipped file. All links remain intact in your course.

**Example Two:** You want to include several images for students to use in a presentation and use the **Upload Files** option to upload the zipped package to Course Files. The file remains zipped. When you create content in your course, you can create a link to the zipped file. In your course, students click the link to the zipped file, download it to their computers, unzip the package, and are able to use the contents.

Here are the steps to upload and deploy a package:

1. Create a folder in Course Files for the contents of the unzipped package if needed.  
When unzipping a package with many files and folders, it can be helpful to contain the contents in a folder.
2. Click the name of the new folder. This opens up the new folder.

3. Click **Upload>Upload Package**



4. Click **Browse** to locate the file on your computer.
5. Click **Submit**. The zipped package unzips in the select folder.
6. In a course content area, from the **Build Content** drop-down list, select **File** and use the **Browse Course** function to search for the start page for the unzipped content. Students click the link for the lesson's start page and can view the lesson contents in order with all links intact. You can rename the start page link and manage permissions for the files and folders in the unpackaged zip.

The screenshot shows a "Create File" dialog box. At the top, it says "Create File" with a document icon. Below that, a note says "Indicates a required field." with a red asterisk. On the right are "Cancel" and "Submit" buttons. The main area is titled "1. Select File". It has two buttons: "Find File" (marked with a red asterisk) and "Browse My Computer" (disabled). There is also a "Browse Course" button. Under "Selected File", the "File Name" is "page\_1.htm". To its right, under "Manage Permissions", the first radio button ("Give users Read access to all files and folders in the folder") is selected. There are other options: "Give users Read access to this file only" and "Give users Read access to selected files in folder", along with a "Browse" button. Below these are "Select a Different File" and "Name" fields. The "Name" field contains "page\_1.htm" and has a red asterisk. There is also a "Color of Name" dropdown set to "Black" and a "Open in New Window" checkbox which is checked. A blue hand-drawn style arrow points from the bottom-left towards the "Name" field.

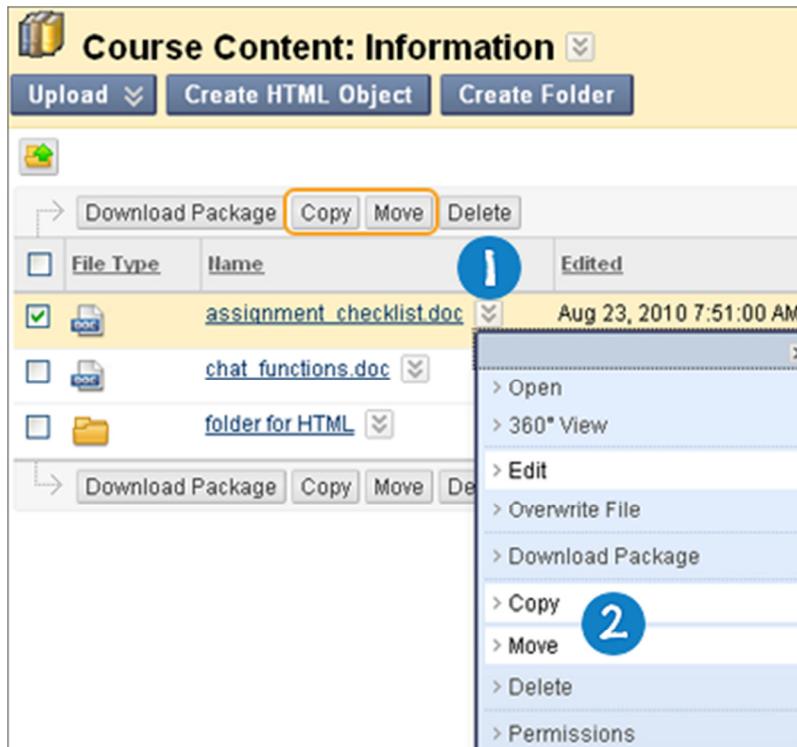
**Note:** If a description or instructions are necessary and a title cannot convey that meaning, you can create an **Item** content type instead of a **File**. When creating an Item, use the **Attach File** function in the Text Editor to select the starting page so the **Launch in new window** option can be selected.

#### Manage Files and Folders in Course Files

With Course Files, you can rename, move, copy, overwrite, download, and perform a quick search for files and folders.

**Rename, Copy, and Move Files and Folders:** You can move a file to a different folder and you can move a folder into another folder. When files and folders are renamed or moved, any links to content in your course remain intact.

1. In Course Files, click the double down arrows ( ) next to a file or folder.
2. Select **Copy** or **Move**. Alternatively, select multiple check boxes and select **Copy** or **Move** from the top menu bar. To rename a file or folder, select **Edit** from the drop down menu.



3. On the **Copy or Move** page, click **Browse** to select a destination folder for the file or folder.

The screenshot shows the 'Move /courses/astron\_101/Information/as...' page. At the top, it says 'Move /courses/astron\_101/Information/as...'. Below this is a note: 'Indicates a required field.' A grey bar labeled '1. Content Information' contains fields for 'Name', 'Size', and 'Edited'. Under 'Name', there is a file entry for 'assignment\_checklist.doc' with a size of '22.5 KB' and an 'Edited' date of 'Aug 23, 2010 7:51:00 AM'. A grey bar labeled '2. Destination' follows, with a required field indicator 'Destination' and a 'Browse' button. The number '3' is in a blue circle next to the 'Destination' field.

4. On the **Select Folder** page, you can:
  - Select a folder to which to copy or move the file or folder.

- Click a folder's name to select a subfolder.
- Click **Select current directory** to copy or move a file or folder from a subfolder to the top-level Course Files folder.
- Click **Create Folder** button on top and create a new folder in the current folder.

File Type	Name	Edited	Size
	<a href="#">Presentations files</a>	Feb 23, 2012 10:03:02 AM	7.57 MB
	<a href="#">TestExportFile_VW286.FACTRN.02.WRKS_example</a> <a href="#">test 0724.zip</a>	Jan 3, 2012 3:31:24 PM	6.67 KB

- Click **Submit** on the **Select Folder** page.
- Click **Submit** again on the **Copy** or **Move** page. The copied or moved file or folder appears in the folder selected.

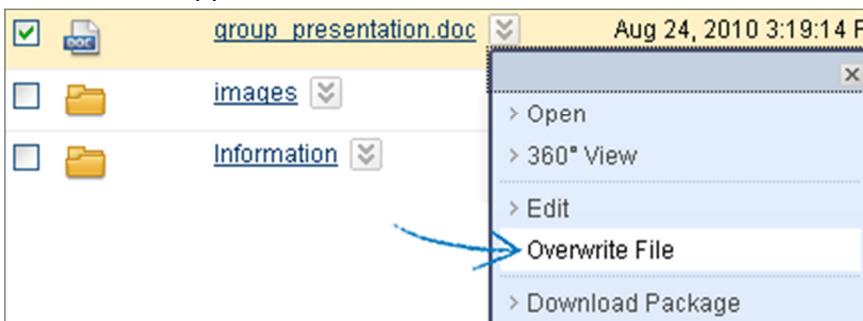
**Important Note:** When a folder is copied, links to the content in the folder are **not** copied. The content remains linked to the files inside the original folder. The files inside the copied folder lose their original permissions and inherit any new ones associated with its new parent folder. When a file or folder is moved, the links to content in your course **remain intact**. If a file is moved to a different folder, it maintains its original permissions. It does not inherit permissions associated with the parent folder. The same is true for all files in a moved folder.

### Overwrite a File in Course Files

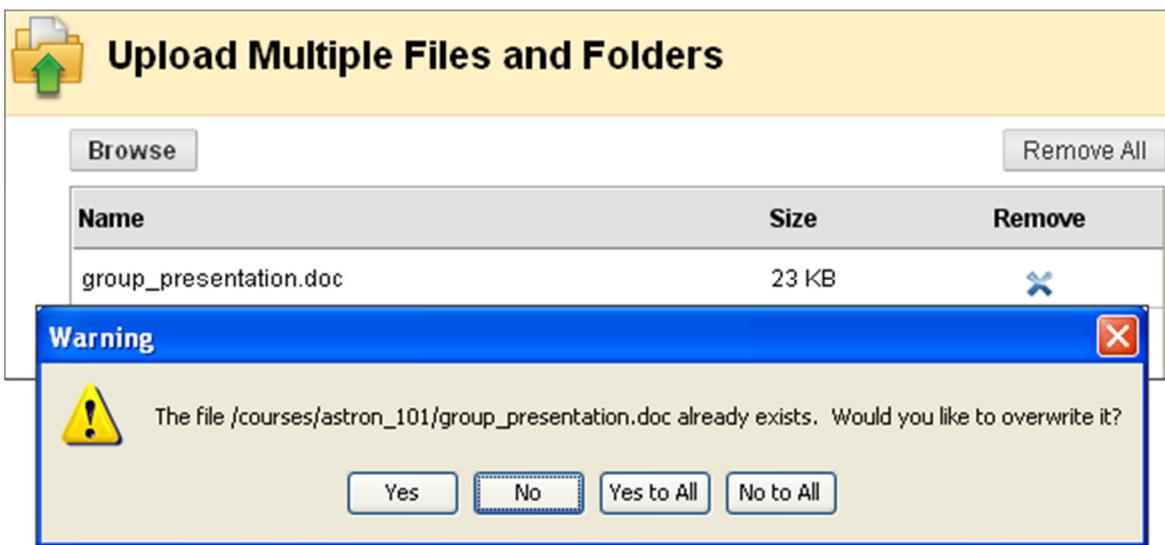
You can edit and overwrite individual files in Course Files while maintaining the course links to those files. For example: You create a link to the syllabus file in Course Files when creating a content item in the Course Syllabus content area. Later, changes need to be made to the file. You edit a copy of the file on your computer and upload the new version of the syllabus to Course Files using the **Overwrite File** function. The link to the file in the content area remains intact. Students see the revised content when the syllabus is accessed in your course.

Before you begin, make changes to a file on your computer that was previously uploaded to Course Files as well as linked in your course. There are two methods to overwrite a file in Course Files:

- **Method One:** In Course Files, select the **Overwrite File** function from the double down arrows next to a file's name to browse for the edited file on your computer. The system overwrites the existing file in Course Files with the same name, even if the file from your computer has a different name. If the file is linked in your course, the link remains intact and the edits appear.



- **Method Two:** A file uploaded to Course Files with the same name as an existing file generates a prompt to overwrite the existing file with the new file. Overwriting a file is permanent and final. To keep both versions, change the name of one file or store one of the files in a different folder.

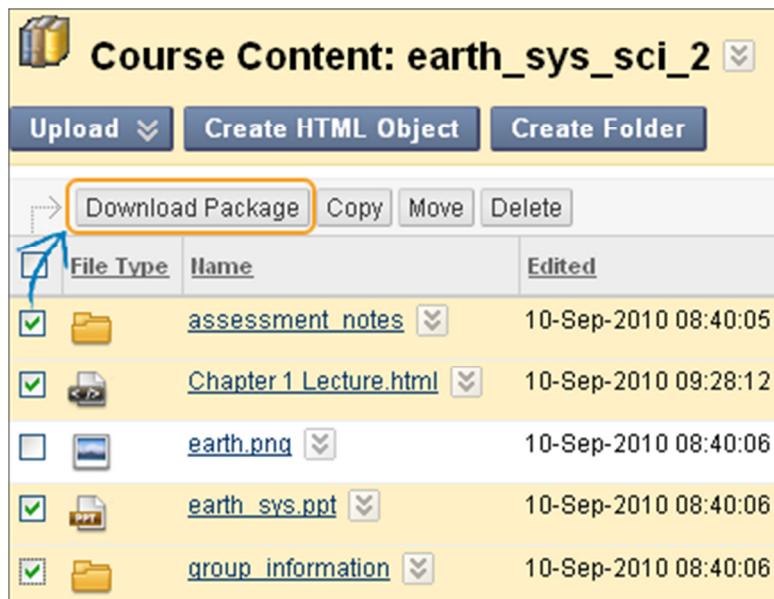


**Note:** When you edit or overwrite a file, changes made to the file appear in your course. The link in your course does not need to be edited. For example, you can edit and overwrite one or more files in an unzipped package, such as a lesson linked in your course. The entire unzipped package does not need to be removed and uploaded again. The link to the lesson will remain intact in your course. File names and link titles in your course do not change when files are overwritten in Course Files. For example, if the original linked file in your course is named group\_presentation.doc and the file is overwritten with group\_information.doc, the original file name of group\_presentation.doc remains in your course.

## Download Files and Folders from Course File

You can select files and folders in Course Files and download them to your computer as a zipped package. This is helpful if you want to reuse selected files and folders in other courses or edit several files and folders offline.

- In Course Files, select the check boxes next to the files and folders to include in the zipped package.
- Select **Download Package** from the menu.



The screenshot shows the 'Course Content' interface for a course titled 'earth\_sys\_sci\_2'. The toolbar at the top includes 'Upload', 'Create HTML Object', and 'Create Folder' buttons. Below the toolbar is a table listing files and folders. The first column contains checkboxes, the second 'File Type', the third 'Name', and the fourth 'Edited'. Five items are listed: 'assessment notes' (checkbox checked, folder icon), 'Chapter 1 Lecture.html' (checkbox checked, document icon), 'earth.png' (checkbox unchecked, image icon), 'earth\_sys.ppt' (checkbox checked, ppt icon), and 'group\_information' (checkbox checked, folder icon). The 'Download Package' button in the toolbar is highlighted with a yellow box and has a blue arrow pointing to it from the left.

	File Type	Name	Edited
<input checked="" type="checkbox"/>	Folder	<a href="#">assessment notes</a>	10-Sep-2010 08:40:05
<input checked="" type="checkbox"/>	Document	<a href="#">Chapter 1 Lecture.html</a>	10-Sep-2010 09:28:12
<input type="checkbox"/>	Image	<a href="#">earth.png</a>	10-Sep-2010 08:40:06
<input checked="" type="checkbox"/>	PPT	<a href="#">earth_sys.ppt</a>	10-Sep-2010 08:40:06
<input checked="" type="checkbox"/>	Folder	<a href="#">group_information</a>	10-Sep-2010 08:40:06

- In the pop-up window, select **Save** and click **OK** to save the zipped package to your computer. The file name for the file is the Course ID with the .zip extension.

## Controlling Access/Permissions to Course Files:

Instructors determine who can view and perform actions on their files and folders available in Course Files by changing the permissions for users.

By default, the roles of Course Builder, Instructor, and Teaching Assistant (TA) receive **Read, Write, Remove, and Manage** permissions for files and folders uploaded directly to Course Files. Students do not receive any permission for a file or folder until it is linked to content in a course. Once the file or folder is linked to content, it is assigned the **Read** permission for all course users, which includes all users enrolled in the course. Students can view and download the linked file or folder.

You can change the permissions for any file or folder in Course Files. For example, to allow all teaching assistants to view and download files but prevent them from editing or deleting a particular file, change the permission for the teaching assistant users to **Read** permission.

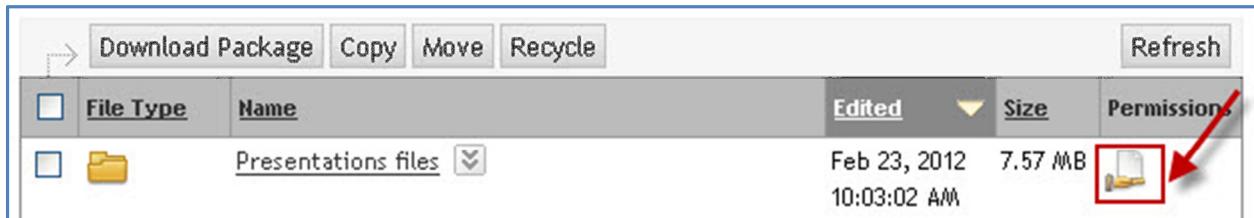
To copy a file or folder, users need **Read** permission for the file or folder (and all its files and subfolders) and **Write** permission for the destination folder. To move a file or folder, users need **Read** and **Remove** permissions for the file or folder (and all its files and subfolders) and **Write** permission for the destination folder.

The following table describes the privileges for each type of permission:

Type of Permission	Privileges
<b>Read</b>	View and download
<b>Write</b>	Edit and overwrite Upload files and folders to a folder
<b>Remove</b>	Delete files from the folder or the folder itself
<b>Manage</b>	Control properties <i>Determine permissions on the Manage Permissions page</i>

#### Edit User Permissions:

- In Course Files, navigate to the folder or file.
- Click the **Permission** icon for the file or folder.



- On the **Manage Permissions** page, next to the role in the **User/User List** column, click the double down arrow (▼). Select **Edit**.

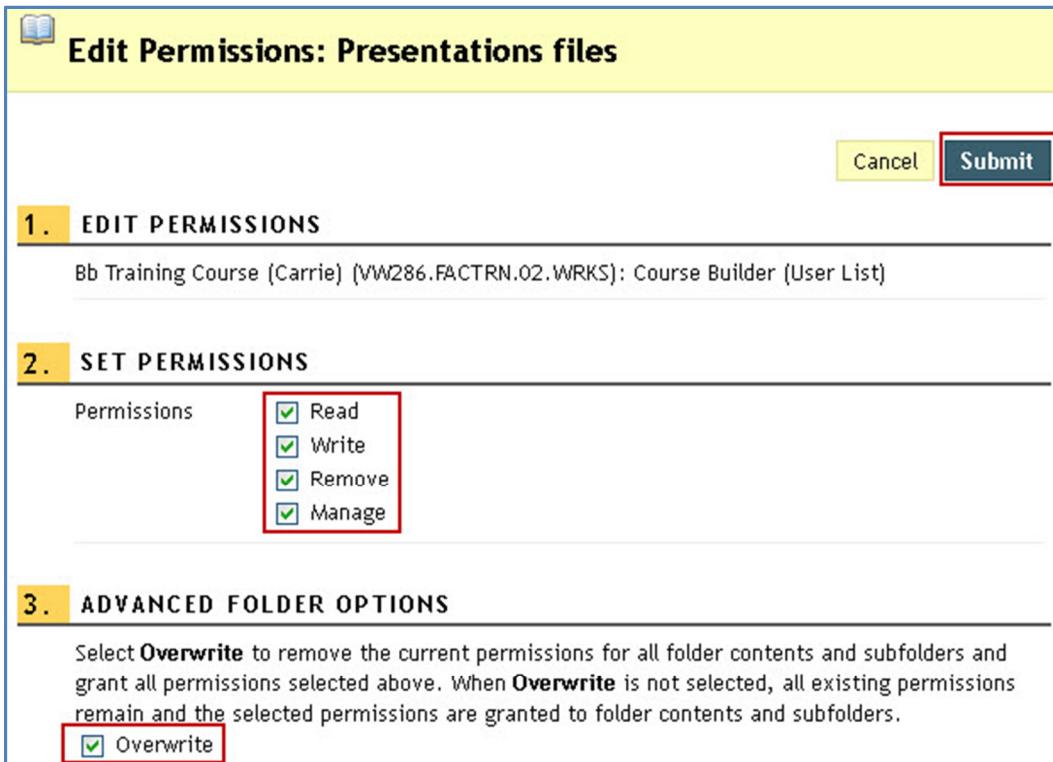
**Manage Permissions: Presentations files**

Share files and folders by assigning one or more permissions to individual users and groups of users.

User/User List	Read	Write	Remove	Manage
Bb Training Course (Carrie) (VW286.FACTRN.02.WRKS): Course Builder (User List) ▼	✓	✓	✓	✓
Bb Training Course (Carrie) Instructor (User List) ▼	✓	✓	✓	✓
Bb Training Course (Carrie) Teaching Assistant (User List) ▼	✓	✓	✓	✓

- On the **Edit Permissions** page, select or clear the check box next to the **Permissions** type. For folders, select the **Overwrite** check box to make these permissions changes for all folder contents and subfolders and replace all existing permissions. When **Overwrite** is not selected, the selected permissions are added to all folder contents and subfolders,

but previously existing permissions are not removed.

A screenshot of a web-based application titled "Edit Permissions: Presentations files". The interface is divided into three sections: 1. EDIT PERMISSIONS, 2. SET PERMISSIONS, and 3. ADVANCED FOLDER OPTIONS. In the "SET PERMISSIONS" section, there is a list of permissions: Read, Write, Remove, and Manage, all of which are checked. A red box highlights the "Manage" checkbox. In the "ADVANCED FOLDER OPTIONS" section, there is a note about Overwrite and a checkbox labeled "Overwrite" which is also checked. A red box highlights the "Overwrite" checkbox. At the top right of the dialog box are two buttons: "Cancel" and "Submit", with "Submit" being highlighted by a red box.

- Click **OK** to return to Course Files.

#### Edit Folder Permissions:

When files are uploaded to folders, they inherit the same permissions as the parent folder. You can edit permissions after uploading files. When a file is **copied** to a different folder, it loses its original permissions and inherits the permissions associated with its new parent folder. However, when a file is **moved** to a different folder, it maintains its original permissions. It does not inherit permissions associated with the parent folder.

**Example:** Editing and Overwriting Folder Permissions: Your teaching assistant has Read permission for a folder named Course Notes and has Read and Write permissions for the Week 1 file within that folder. You edit the Course Notes folder permissions and add Manage permission. Now your teaching assistant has Read and Manage permissions for the Course Notes folder and Read, Write, and Manage permissions for the file.



If the **Overwrite** option is selected, your teaching assistant has Read and Manage permissions for the folder and all files within it, including the Week 1 file. You can edit an individual file's permissions, even after using the Overwrite option for the entire folder.



**Example:** Copying and Moving Files into Folders.

You add the following file and folder:

- File named “Terminology”. You assign Course Builders to have Read and Write permissions.
- Folder named “Assignments”. You assign Course Builders no permissions.

If you copy the “Terminology” file to the “Assignments” folder, Course Builders have no permissions for the file in the Assignments folder. If you move the file, Course Builders retain the Read and Write permissions for the file.