

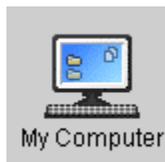
Clean File Manager: Adding, Deleting and Removing Files

Q1: How do I add files from my computer into Blackboard?

- Answer:**
1. Must be in the **Build tab**
 2. Locate **Designer Tools** (left column)
 3. Click **File Manger** from menu



4. "Create a Folder" to add you documents into a specific folder, keeping the File Manager organized is key to finding documents quickly and easily.
5. Open Folder to put document into, then click "**Get Files**"
6. Locate "My Computer" icon to browse/locate documents from your local computer and upload them to Blackboard.



7. If the document already exists, you will be prompted to:
 - a. Select another location (*folder to save within Blackboard*)
 - b. Rename (*file*)
 - c. Replace existing (*this is most likely the one you want*)
8. Click OK when ready

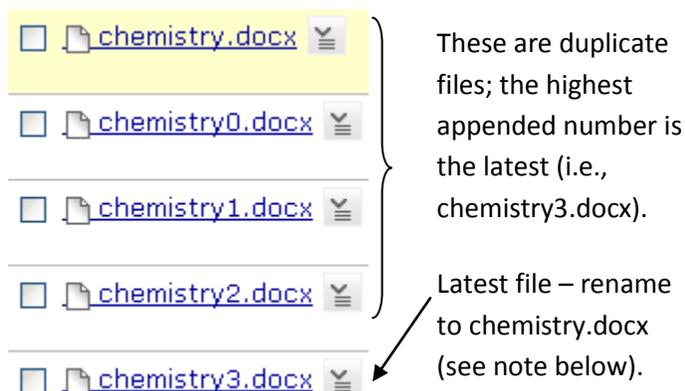
Q2. Why do I have so many copies of the same file with numbers appended at the end of the filenames (i.e., chemistry0.docx, chemistry1.docx, chemistry2.docx, and chemistry3.docx)?

- Answer:** Instead of uploading (and downloading) files from the File Manager, files were uploaded from another area, such as the **Content Course**, for example.
- Note: Files MUST BE upload/downloaded from the File Manager!** Duplicate files will have a number appended t the file name, with highest number being the latest.

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Q3. How do I get rid (delete) duplicates files?

Answer: From the **Build tab / Designer Tools / File Manager**, locate the file to be deleted, select “**Delete**” from the action menu . Repeat steps for other files to be deleted.



Important Note: Using the example above, to avoid **breaking links** or having to go back and modify link names, **delete** the following files: **chemistry.docx**, **chemistry0.docx**, **chemistry1.docx**, and **chemistry2.docx** then **Rename chemistry3.docx** to **chemistry.docx**.

Q4. Should I “Remove” or “Delete” a document link?

- Answer:**
- Removing a Link:** If you want to simply “**remove**” the document link from a content course or module (but **keep the file for future use**):
 - Go to the **course content** (or module, etc.),
 - Locate the document and click the action menu  and select “**Remove Link.**” It did not delete it from the File Manager (repository), only removed it from the course content (or module).
 - Deleting a Link:** If you want to **delete** the document from File Manager **and** all other areas (i.e., Course Content, module, etc.):
 - Go to **Build tab, Designer Tools / File Manager**
 - Locate the document to be deleted
 - Click on the action menu  and select “**Delete**” (not only is the file deleted from the File Manager but all links to this document, within the course content or module, will be deleted).