

Best Practice: Attaching Files



You can add files to your course in multiple ways, including when you create course content. When you add files to your course, they are stored in the course storage repository: Course Files or the Content Collection. To learn about the differences between the two repositories, see [Course Files vs. the Content Collection](#).

Save this URL:
ondemand.blackboard.com
It has lots of mini-videos for instructors on all tools and features in Blackboard.



Frequently Asked Questions

Before I create content, do I have to upload all my files into Course Files or the Content Collection?

No. You can add files as you create content. You can use the [browse function to upload](#) one or more files. If you upload them into a course area, you do not need to upload the same files directly to the repository. After creating

your content, you can move your new files to different folders in Course Files or the Content Collection as needed. Links to the files will not break.

What happens if I want to move a file from one content item to another?

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

A new semester has started and I need to update my syllabus file. What is the best way to do this?

You can edit and overwrite individual files in Course Files or the Content Collection while maintaining the course links to those files.

Example:

When creating a content item in the Getting Started content area, you create a link to your syllabus file in Course Files or the Content Collection. Later, you need to make changes to the file. You edit a copy of the file on your computer and upload the new version of the syllabus to the repository using the **Overwrite File** function in the item's contextual menu. The link to the file in the content area remains intact. When students access the syllabus in your course, they see the revised content. To learn more, see [How to Overwrite a File](#).

What happens when I attach a file when creating a journal or blog topic, or a discussion forum?

When you create content in the interactive tools, you can use the **Insert File** function in the content editor to include a file in your instructions. The files are uploaded automatically to Course Files or the Content Collection in the top-level folder. Later, you can organize your files by moving them to different folders in the repository and the links will remain intact. To learn more, see [About Files Added Automatically to Course Files](#).

Can I link to a file more than once?

You can link to a file as many times as you want. If you need to edit it, the changes will appear in all the linked instances. To learn more, see [How to Overwrite a File](#).

If I do link to a file more than once, is there an easy way to keep track of where the links are in my course?

Yes. In Course Files or the Content Collection, access the item's contextual menu and select **360° View**. You can view all pertinent information about the item and where it is linked in your course. To learn more, see [How to View a File or Folder's Course Links](#).

Three Common Ways to Add Files to Your Course

You can add all types of files to your content. In our examples, we will add a document and introduce three of the ways you can use to begin building content and attaching files. To learn more, see [Adding Files to Course Files](#).

1. To control where a file link appears, use the content editor to attach a file as you create content.
2. When creating content, attach a file in the **Attachments** section.
3. Add your files to Course Files or the Content Collection BEFORE you create content.

A

To control where a file link appears, use the content editor to attach a file as you create content

When you use the **Insert File** function in the content editor, you can determine exactly where the file's link appears within your content. You can also add alt text to describe the attachment. Alt text (alternative text) is a short phrase describing any visual components on a web page. Alt text is interpreted by screen readers and helps describe what some users cannot see.

You can link to files already in Course Files or the Content Collection -OR- browse for one on your computer. Any files you upload from your computer are saved in the repository in the top-level folder. You cannot select the folder your files will be uploaded to.

Advantage: You have creative control over how your content appears. If you are adding three files to your content item, you can split them up among the text as you want.

Example: You provide your students with three case studies to read. They must select one to further investigate. In the same content item, you can provide an introduction and a file link for each case study. You can use the file name or provide a link title for each. In our example, a link title appears for each.

Create Item

* Indicates a required field. Cancel Submit

1. Content Information

* Name

Color of Name

Text

After reading the documents for each case study, go to the course blog titled "Case Studies" and tell us which case you are most interested in working on and why. Feel free to comment on your classmates' entries.

Case Study 1: Growth Planning

Your board has decided that a 20 percent growth is the target in the next two years. What should we be focused upon to develop growth plans that can achieve that goal?

[Download case study 1](#)

Case Study 2: Executive Coaching

Should you use an executive coaching company that helps organizations improve performance through leadership development?

[Download case study 2](#)

Case Study 3: Changing Staff Needs

Today's labor market gives workers more opportunity to move from one company to another looking for

Files Appear: The links to the files appear exactly where you want. As you refine your content or need to update material, you can continue to add files, images, web links, mashups, and links to multimedia. You have the flexibility to change the order and appearance whenever you want.

B

When creating content, attach a file in the Attachments section

As you create content, you can add a file from your computer quickly and easily -OR- select one from Course Files or the Content Collection.

Advantage: You can upload files **while** building your course. You don't have to upload your materials first.

Example: Your students are struggling with the group project. You can deliver more instructions and ask them to download a file with specific examples. As you create the new content item, you can attach a file. If it is on your computer, you can select the folder in Course Files or the Content Collection that you want to upload it to.

Simply click **Browse Course** or **Browse Content Collection** to locate the file on your computer and upload it -OR- locate it in one of the folders in your repository. To learn more about the browse and upload functions, see [About Browsing for Files in Course Files and the Content Collection](#).

Create Item

* Indicates a required field. Cancel Submit

1. Content Information

* Name

Color of Name

Text

Format: Arial, 3 (12pt)

- Citing sources
- Grading scale
- How individual members are graded
- Due dates for individual milestones
- Presentation options

If you have questions, add them to the discussion forum titled "Group Presentation Q & As." One of your classmates might have the same question.

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2. Attachments

Attach File

File Appears: In the content area, the file you uploaded appears immediately following the title of the content item. You cannot change where the link appears. You can use the file name or provide another name for the file. In our example, the file name appears.

Week 2: History

Build Content Assessments Tools Publisher Content

Group Presentation Guidelines

Attached Files:

Download the attached document to learn about:

- Citing sources
- Grading scale
- How individual members are graded
- Due dates for individual milestones
- Presentation options

If you have questions, add them to the discussion forum titled "Group Presentation Q & As." One of your classmates might have the same question.



Add your files to Course Files or the Content Collection BEFORE you create content

Upload files and folders into Course Files or the Content Collection, either one at a time or in batches, using the [drag-and-drop function](#) or the [browse function](#).

Advantage: In Course Files or the Content Collection, you can [create folders](#) to organize your content, making it easy to locate files later.

Example: You decide to deliver content to your students using weeks. On the course menu, you add links for Week 1, Week 2, and Week 3. In Course Files or the Content Collection, you create folders with the same names and upload your files. When you create content, you can easily navigate to the appropriate folder to locate the file you need.

