

## USING THE FILE MANAGER

### Uploading Files

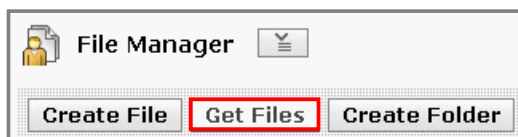
There are three ways to upload files within Blackboard Vista. You can use the file manager, a Web Folder, or Dreamweaver. Each of these methods is described below.

#### Using the File Manager

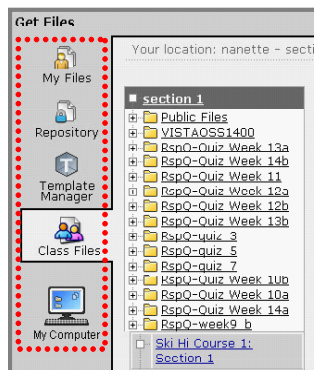
1. In the **Build Tab**, click on **File Manager** under the **Designer Tools** menu



2. Before you can use a file within your course, it must be uploaded to the file manager first. To import a file, select **Get Files**.



3. You will be directed to a new window to browse for your file. Select the location of your file from the list on the left.



- You can select from my files, repository, template manager, class files, or my computer

- Select **My Computer** to open a second window to navigate around your desktop

4. After you have selected your file it will be placed in your class files

- You can select more than one file to upload at one time – up to ten depending on file size
- Hold down Shift or CTRL on your keyboard to select more than one

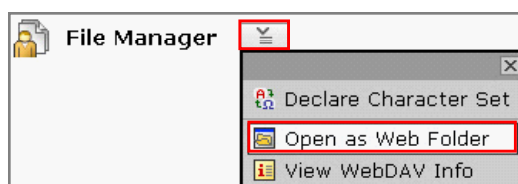
#### Using a Web Folder

1. You must be using Internet Explorer to use a web folder

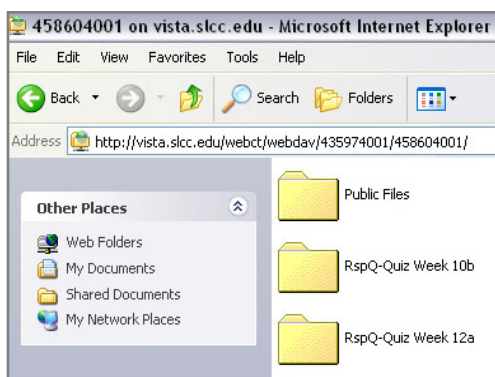
2. In the **Build Tab**, click on **File Manager** under the **Designer Tools** menu



3. From the File Manager window, select the **Action Menu** next to the **File Manager** title



4. Choose **Open as Web Folder** from the list of options



5. Your course files window will open

6. You can now use this window as you would any other window

- You can drag and drop (or copy and paste) entire folders, multiple files, etc. into your course files window

## Using Dreamweaver

To upload using Dreamweaver you will first need to define your Dreamweaver site to point to your Blackboard Vista course files.

To define the Dreamweaver Site:

1. Make sure you have a folder on your computer containing course materials to use in Dreamweaver as your local root folder

2. Open Dreamweaver and define a new site

3. Under **Site** click on **New Site**

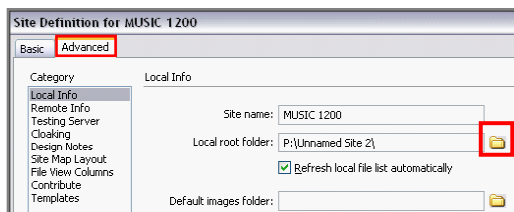


4. Use the **Advanced** tab to define your site

5. Give your site a name

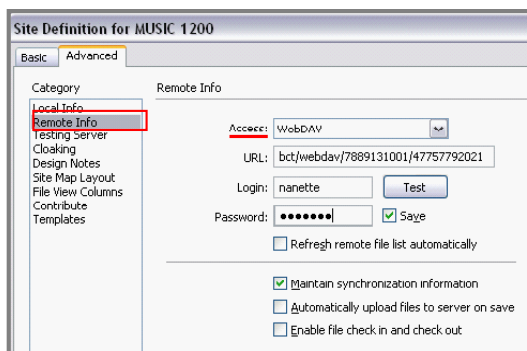
- **FACT** suggests using your course number as the site name

6. Click on the folder icon next to **Local Root Folder** to select the course folder on your computer



7. Choose **Remote Info** to now tell Dreamweaver where your course is located in BlackBoard Vista

8. Select **WebDAV** as your access type

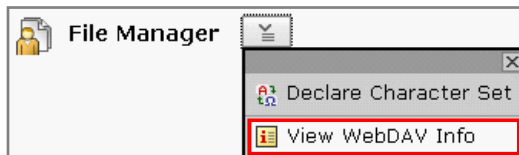


9. In the URL box you will need to locate the WebDAV URL for your course

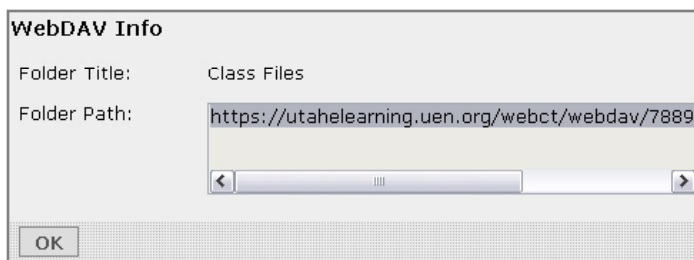
- To locate this:



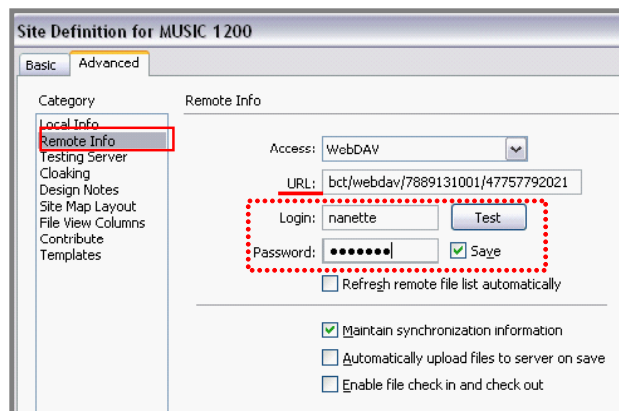
- In the **Build** tab of your course select **File Manager**



- Using the **File Manager** drop down, select **View WebDAV Info**



- When the **WebDAV Info** screen opens press "CTRL + C" on your keyboard to copy the address



- Back in the **Dreamweaver Remote Info** box paste the address using **CTRL + V** into the URL box
- Enter in your BlackBoard Login name and Password
- By selecting the **Save** button, Dreamweaver will always connect you to BlackBoard when you are working with this course
- Select the **Test** button to make sure your login information and URL are connecting to Vista from Dreamweaver
- Select **OK** to complete the site definition

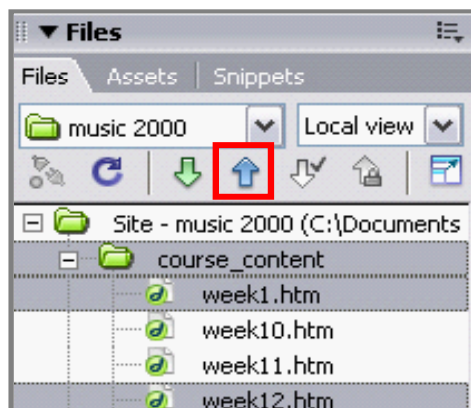
## Upload Files

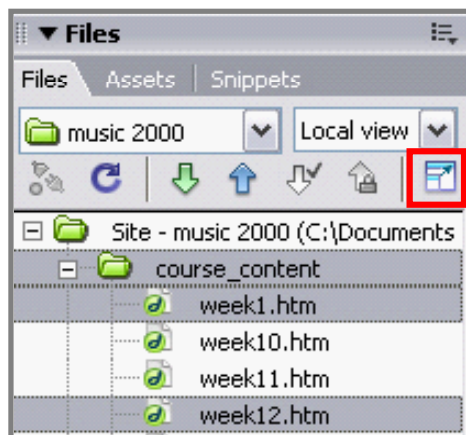
Once your site has been defined and you're ready to send files into Blackboard Vista:

1. In the **Files Panel** of Blackboard Vista select the folders or files you would like to upload

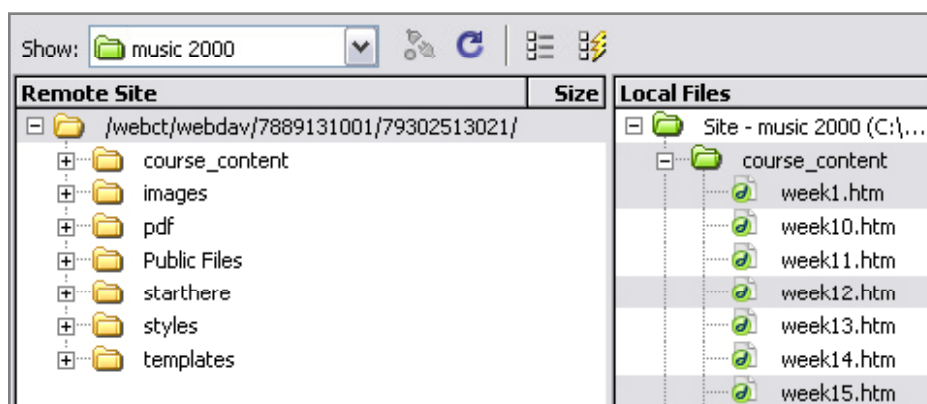
- More than one can be selected by holding down SHIFT or CTRL

2. With the files/folders selected choose the **Upload** button





3. To drag and drop files from your local computer to Bb, select the **Expand Button**



4. Drag files and folders from the right-hand **local files** side to the left-hand **remote files** side

It is possible to completely build your course using Dreamweaver. This would allow you additional formatting options and help you create great looking content pages. For help learning Dreamweaver, please contact your FACT Instructional Designer.

## Creating and Using Folders

It is suggested that you create different folders to organize your files.

- For example you can put all your pictures in a folder called **Images** or you can put all the PDF files of your notes under a folder called **Notes**
- You can also divide up the content by chapters or topics, whichever makes it easy for you to find your materials within your file manager
- FACT suggests at least the following folders be created to organize your content:

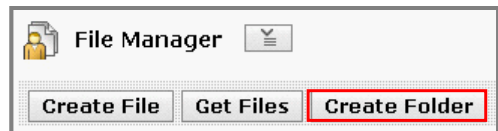
-PDF

-Images

-Content



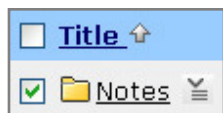
1. In the **Build Tab** click on **File Manager**



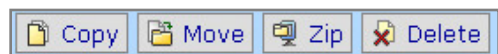
2. Under the **File Manager** title, select **Create Folder**



3. Name your folder and select **OK**



4. The new folder will be added to the **file manager** window



5. If you put a file in the wrong place, you can use the **Move** button in the **File Manager** area to put the file in the proper folder.

- You can also **Copy**, **Zip**, and **Delete** folders using this same toolbar at the bottom of the **File Manager** window

6. You can place these files anywhere in your course: home page, an organizer page, a learning module, or within the action menu of a learning module

### File Types

FACT highly recommends only the use of PDF or HTML documents in your course. For any content your student may want to print (syllabus, assignments, etc) use the PDF format

1. Use HTML for basic content or instructions. File types such as .doc can cause security errors for your students and prevent them from downloading content. The file types suggested are browser friendly.

2. Free PDF creators are available if you do not have one on your office computer.

- Any of the following are great:

-CutePDF Creator: <http://www.cutepdf.com/Products/CutePDF/writer.asp>

-PDF 995: <http://www.pdf995.com/>

-PDF4Free: <http://www.pdfpdf.com/pdf4free.html>

-Primo PDF Creator: <http://primopdf.com/>