Course Files: Move Files to Course Files

With the Blackboard Course Files feature, instructors have access to all of their files from a central location inside their course. They can manage, organize, and view those files to suit their needs.

Large amounts of content can be moved quickly from a local drive to Course Files. Content already existing in a course, such as that copied from a prior class, can be moved from a local course directory to the Course Files repository. Once content is in the Course Files, it can be organized using folders and sub-folders. The organization of content in Course Files is separate from the organization of content as it is presented in a course, though files moved into the repository will reflect the Course Menu structure.

This document describes the process used to move all files in a course into the Course Files repository for an archive of course files, preparation for a course copy, or to gather all files from preexisting content for course links.

Moving Files to Course Files:

1. Login to Blackboard.
2. Enter the course within which you would like to work.
3. In the Control Panel, click to expand the Packages and Utilities option.
4. Select Move Files to Course Files.
5. On the Move Files to Course Files page, click to place a check mark in front of “Selecting this option will add all content in this course to Course Files.”
6. Click Submit.
7. You will see a success message at the top of the page, which informs you that you will receive an email message when the move has completed.
8. When you receive the confirmation email, check your course to verify that the files are now listed within the Course Files repository:
   a. Go to the Control Panel and select Files:
   
   ![Control Panel](image)

   b. Click the Course ID link.
   c. In the Course Files area, there should be a list of all course files, particularly a folder titled “Course ID_ImportedContent_(series of numbers),” which contains all the files moved into the repository.
   i. If you do not see this particular folder, please give the process more time.