Course Files: Manage File Permissions

Creating and maintaining a repository of materials is an important part of developing a Blackboard course. With Course Files, 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.

Course Files is relative to the course, so only content for that particular course is stored there. Content is not shared across courses taught by the same instructor. However, content in the Course Files can be used in multiple places within the course just by linking to the specific file. All instances of content items linked to the repository can be updated or edited in the Course Files area, if saved with the same file name.

File accessibility can be managed within the Course Files area. Access to files is governed by Permissions, including Read, Write, Remove & Manage. Permissions are assigned by role (instructor, student, teaching assistant) and can be edited at any time through the Course Files area.

Adjust File Permissions:

1. Login to Blackboard.
2. Enter the course within which you would like to work.
3. In the Control Panel, click on the Files selection to expand the menu.
4. Click the Course ID link. This opens the Course Files area, where all files stored within the course are displayed.
5. Moving down the list in order, or selecting only particular files as necessary, click on the Permissions icon in the far right column.
6. On the Manage Permissions page, you will see a list of the user roles and the permissions associated with each.
7. If a desired role is missing:
   a. Click the Add Course User List button.
   b. Click to check the box next to the desired role (e.g. Student) and then select the permissions you wish to assign to users with that role (e.g. Read).
   c. Click the Submit button to save your changes.
8. To edit the permissions assigned to a role:
   a. Click the gray square with down arrows next to the role whose permissions you wish to modify.
   b. Select Edit from the drop-down menu.
   c. Click to check the boxes next to the permissions you wish to assign to the role, or un-check the boxes next to the permissions you do not wish to assign to the role.
   d. Click the Submit button to save your changes.