

FORT HAYS STATE UNIVERSITY LEARNING TECHNOLOGIES

Forward thinking. World ready.

Best Practices for Files Management in Bb

Bb maintains a "file library" (called Content Collection) for each course site. Files that you upload to your course site are stored in this area for quick retrieval when students click the link for an attached file.

Delete Duplicate Files:

When you replace an attached file in the content area with another one, the old file that you "marked for removal" will be removed from the content area but will stay in the course files area.

2.	Attachments							
	(f you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.							
	Attach File	Browse My Computer	Browse Content Colle	ection				
	Attached files							
	File Name		Link Ti	Se	File Action	Item's Alignments		
	Blackboard Collaborate sess	sion Checklist.pdf	Blackbo	ard Collaborati	Create a link to this file	Add alignment to content	Mark for removal	
	Blackboard Collaborate ses	sion Checklist.pdf	Blackbo	ard Collaborati	Create a link to this file	Add alignments to content	Do not attach	
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L	If you select a file you do no	f you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.						
L	Attach File	Browse My Comput	er Browse Content	t Collection				
L	Attached files							
L	File Name		Link Title	File Action	Item's Alignments			
L	Blackboard Collaborate Checklist.pdf	e session	Blackboard Collabora	Create a link to this file	Add alignment to content	Inmark for removal	File marked for removal. Will be removed from	
L	Blackboard Collaborat Checklist.pdf	e session	Blackboard Collabora	Create a link to this file	Add alignments to content	Do not attach	the content area only	
						Û		
L						New file will be addee	d	
						and thus, will be a		
						duplicate.		

How to delete the duplicate files?

1-Access the course files area:

Under Course Management area, click on **Content Collection**, then click on the course ID that show s up

	COURSE MANAGEME	NT
\mathbf{T}	Control Panel	
Ŧ	Content Collection	\rightarrow
	CTELT_Collaborate	
	All Courses Content	
	Go Basic Search Advanced Search	

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.



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2-Select the duplicate file to delete it. (Usually duplicate files with the same name will have (1) or (2) at the end of the title.

P	Download Pa	ckage Copy Move Delete			Refresh
	File Type	Name	Edited	Size	Permissions
۲	.	Blackboard Collaborate session Checklist (1).pdf	May 9, 2014 2:05:33 PM	580.0 KB	
		Blackboard Collaborate session Checklist.pdf	Apr 22, 2014 4:40:03 PM	580.0 KB	<u>"</u>
		Duplicate file			

Also, you may have old files coming from previous course copies that you need to delete. Usually, these duplicate files are inside a folder that contains "Important Content" in the folder name:

File Type	Name
E	4136012913459433_ImportedContent_20130508011232(1)
E	4136012913459433 _ImportedContent_20130508011232(2) 📀

Enter these folders and check the files inside if they are linked to content areas in the course shell. This can be checked using the 360 View feature:

1-Select the file inside the folder, and click on the down arrow button



2- Select the 360 View

	8):
Open		-
360° View		
Edit Settings Overwrite File	v	60



3- A new page will open up that show s if the file is linked or not in the "Links" area. If the file is linked,360 View will show you where it is linked. Example:

\diamond	Links			
	Course Id	Course Name	Instructor Name	Course Items
	NURS805_Master	Nursing 805 Master Shell Course		Attachment: Prescribe_control_subst1.pdf

If the file is NOT linked, 360 View will show you that there is no links to this file, thus, it's safe to delete it. Example:

🔅 Links				
No links available.				