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.

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

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.

	File Type	Name		Edited	Size	Permissions
☐						
☑	PDF	Blackboard Collaborate session Checklist (1).pdf		May 9, 2014 2:05:33 PM	580.0 KB	
☐	PDF	Blackboard Collaborate session Checklist.pdf		Apr 22, 2014 4:40:03 PM	580.0 KB	

Download Package   Copy   Move   **Delete**   Refresh
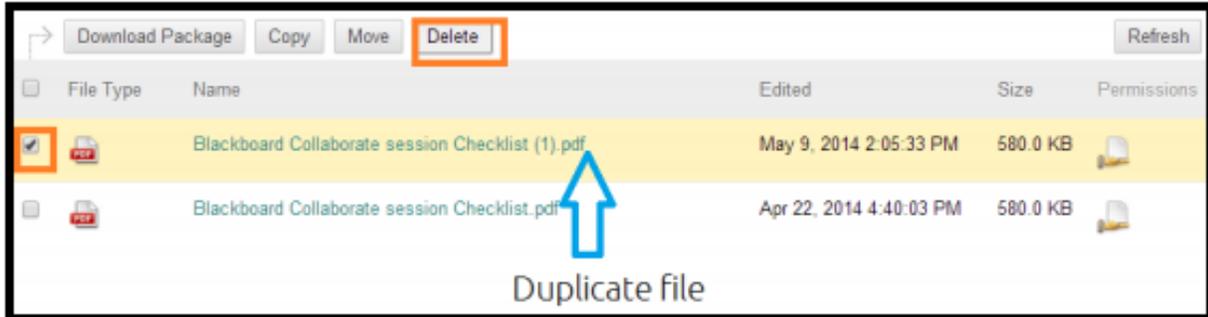
Duplicate file

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
☐		
☐	📁	4136012913459433_ImportedContent_201305080111232(1)
☐	📁	4136012913459433_ImportedContent_201305080111232(2)
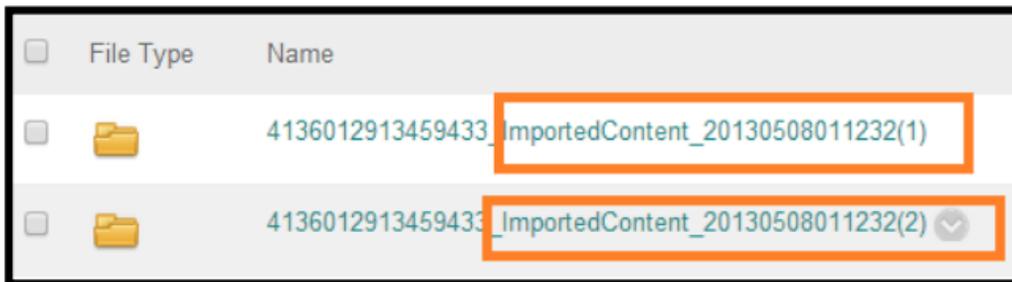
Enter these folders and check the files inside if they are linked to content areas in the course shell. This can be checked using the 360 View feature:

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

2- Select the 360 View

Open

360° View

Edit Settings   360° View

Overwrite File

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:

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: