

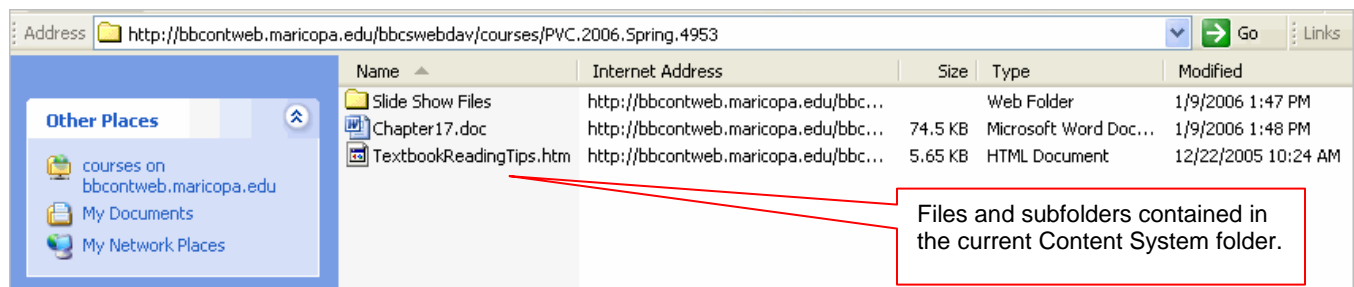


### Using the "Web Folder" Feature

In the Content System, you have added capabilities in uploading and managing files in Blackboard. The Web Folder feature (available in all content areas), displays a Windows Explorer-like window where you can upload multiple files simultaneously through a drag-and-drop technique. Web Folder also lets you more easily update a file without having to remove and add the file again, as you have to do in the Learning System. In addition, you can set up a Web Folder you access frequently to make it act like a regular network drive or folder in "My Network Places" in the Windows operating system. These instructions assume you are in the Content System and working on a PC.

#### Opening the Web Folder

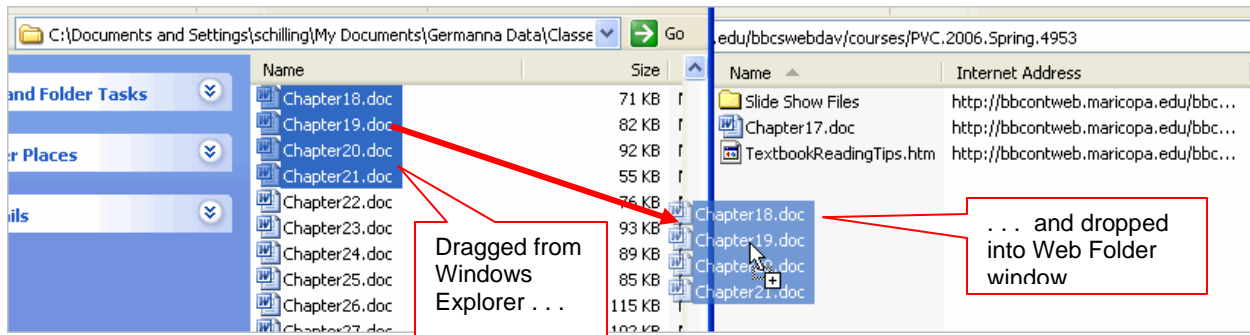
- Step 1:** Open the desired content area (My Content, Course Content, etc.) then the desired folder in that area.
- Step 2:** From the action bar, click **Web Folder**. A separate window appears, as in the following example:



- Step 3:** To close the Web Folder, click the  for the browser window. You are returned to the Content Collection folder.

#### Uploading Multiple Files

- Step 1:** After opening the Web Folder (see above instructions), use Windows Explorer to open a separate window for the files you wish to upload from your computer.
- Step 2:** Arrange the two windows so you can see both of them.
- Step 3:** In the Explorer window, select the files (using Ctrl-click) and drag and drop them into the Web Folder window, as in the following example:




**Step 4:** After the files are copied, close the Web Folder and Windows Explorer windows.

**Step 5:** Back in the Content Collection window, click **Refresh** to update the display of the file list.

## Updating a File

**Step 1:** After opening the Web Folder (see above instructions), double-click to open the file you want to modify. Make the desired changes, save the file and exit the program.

 In opening the file, you may be asked to enter your username and password again.

**Step 5:** Close the Web Folder window to return to the previous window.

**Step 6:** Click **Refresh**. This refreshes the page (check the Modify column for an updated date/time for the revised file).

 If the date/time does not update for the revised file, you may need to delete the browser cache (**Tools >> Internet Options >> Delete Files**).

## Adding a Web Folder to “My Network Places”

If you access a certain Web Folder frequently, you may want to add it to “My Network Places” (in Windows) to make the folder more convenient to access.

**Step 1:** After opening the Web Folder (see above instructions), highlight and copy the URL from the web address bar in the browser window.

**Step 2:** From the Windows **Start** menu, click **My Network Places**.

**Step 3:** Click **Add a Network Place**. When the Wizard dialog box appears, click **Next**.

**Step 4:** Click **Choose another network location**, then click **Next**.

**Step 5:** Paste the URL into the *Internet or network address* text box, then click **Next**. (When asked, enter your Blackboard username and password.)

**Step 6:** Enter a name you want to use for this “network place,” then click **Next**.

**Step 7:** Click **Finish**. The folder appears.

Whenever you want to access this Web Folder, you can open My Network Places (from the Start menu), then open the folder you named. (You can even drag a shortcut icon of the folder to your Windows taskbar.)

 You may need to log in with your Blackboard username and password.