

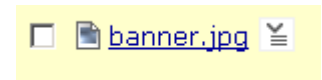
Making changes to a file in a Blackboard course.

Log into your Blackboard course.

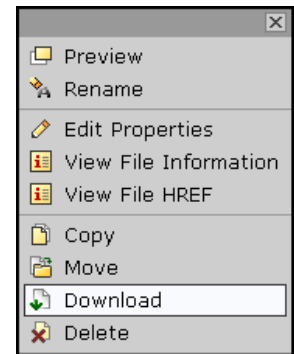
In the Build tab, under Designer Tools (bottom left) click on File Manager.



Immediately to the right of each file name is an icon called ActionLinks.



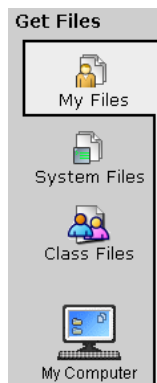
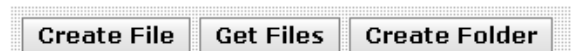
Click on the ActionLink and a menu will pop-up which allows you to do a couple of useful things. The first is Preview - which lets you see what the file is. Further down the pop-up menu is Download - which lets you download the file to your computer.



Make any necessary changes to the document on your computer.

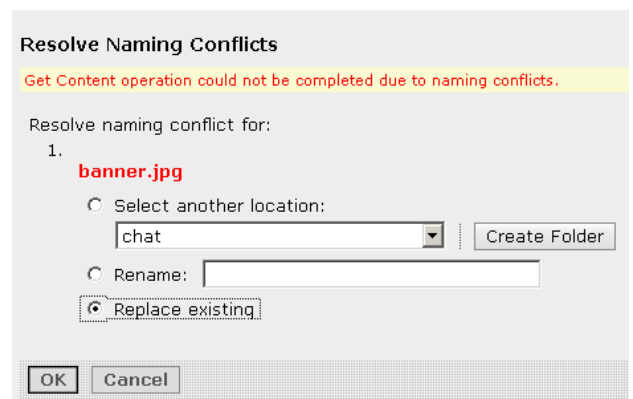
Once you made the changes, go back into the same place in your Blackboard course. (In the Build tab, under Designer Tools (bottom left) click on File Manager.)

Click the Get Files button at the top of the file list.



Click the My Computer icon to navigate your computer and locate the revised file.

Click Open. You will probably get a window warning about a naming conflict. Choose replace existing and click OK.



Options:

If you want download several files at once you can put a checkmark beside them all, then click Zip at the bottom of the file list to create a package to transport them all at once.