



Move or Delete Files or Folders in your Content Collection

Blackboard 8.0 now assigns a unique ID ([xid-1911704_1](#)) to each file that is uploaded to the Content Collection. Because of this, problems with illegal characters such as spaces and dashes are no longer an issue. Also, moving files will no longer break the link in your course as Blackboard 8.0 recognizes the ID, and not the path to the file.

Move Files or Folders

An individual file/folder or multiple files/folders can be moved to a new folder location within the Content Collection without breaking the URL path within your course.

To move the file or folder, check the box of the file(s) or folder(s) to be moved.

Content Collection: My Content

Web Folder Item Folder Link Copy Move Remove Email Items Go

Location: /users/bbintro10 Available Quota: 45.07MB (90%) Total Quota: 50.00MB

	Name	Modified	Size	Permissions	Versions	Comments	
<input type="checkbox"/>	Building a Learning Unit	Jun 5, 2006 8:42:43 AM	532KB				Modify
<input type="checkbox"/>	test	Mar 12, 2008 10:41:11 AM	3.61MB				Modify
<input type="checkbox"/>	Respondus.swf	May 30, 2008 11:26:06 AM	383KB		Off		Modify
<input checked="" type="checkbox"/>	rubric_assign_project.doc	May 30, 2008 12:18:01 PM	68KB		Off		Modify

Click Move the button in the tool bar.



Move /users/bbintro10/rubric_assign_project.doc

Location: /users/bbintro10

1 Content Information

Move the following content:

Name	Size	Modified
rubric_assign_project.doc	67K	May 30, 2008 12:18:01 PM by bb intro10

2 Destination

Browse to select a destination folder for this content.

* Destination

Overwrite if a file with the same name exists.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

1 – **Content Information:** will identify the file(s) and/or folder(s) to be moved.

2 – **Destination:** the folder that the file currently resides in will be listed. Click the **Browse** button.

A simplified version of the Content Collection will open. Click on the radio button in front of the folder where you wish the file to move. If you are moving a file out of a folder and into the main root directory (*users/your_eid*), select the radio button in front of "Location: /users/your_eid"

Select Folder

Web Folder Item Folder

Location: /users/bbintro10

	Name	Modified	Size
<input checked="" type="radio"/>	Building a Learning Unit	Jun 5, 2006 8:42:43 AM	532KB
<input type="radio"/>	test	Mar 12, 2008 10:41:11 AM	3.61MB
	Respondus.swf	May 30, 2008 11:26:06 AM	383KB
	rubric_assign_project.doc	May 30, 2008 12:18:01 PM	68KB

Click the button.



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Browse to select a destination folder for this content.

* **Destination**

Overwrite if a file with the same name exists.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

The new folder location will be listed in the Destination box.

Click the button to complete.

Deleting Files or Folders

Deleting or removing files and folders is a permanent action. Once a file is deleted, it **cannot** be recovered.

Check the box of the file(s) or folder(s) to be deleted.

Content Collection: My Content

 Web Folder  Item  Folder  Link  Copy  Move  Remove Email Items

Location: [/users/bbintro10](#)

Available Quota: 45.07MB (90%) Total Quota: 50.00MB

	Name	Modified	Size	Permissions	Versions	Comments
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<input type="checkbox"/>	 Respondus.swf	May 30, 2008 11:26:06 AM	383KB		Off	Modify
<input checked="" type="checkbox"/>	 rubric_assign_project.doc	May 30, 2008 12:18:01 PM	68KB		Off	Modify

Click the button in the tool bar.

A pop-up window will appear warning you that this action is final and cannot be undone and that all subfolders and files will also be removed.



Click  to continue.