

**University at Albany**  
**Blackboard Learning System**  
**Open File Manager as Web Folder**

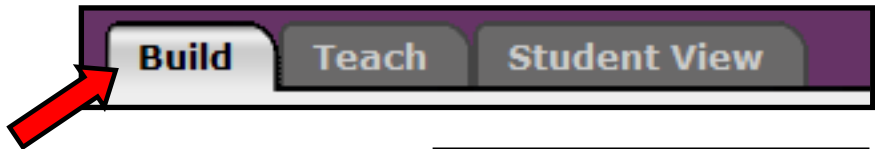
What: How to Open a Web Folder for the File Manager of a Blackboard course.

Why: You can drag and drop files into the File Manager using its Web Folder window. You can then make links to these files in the Blackboard course for students to access. Note that this folder is a temporary network folder – you need to follow the instructions below each time you want to open a Web Folder of the File Manager. If you want to create a permanent network folder for File Manager on your computer, use the WebDAV set-up procedure.

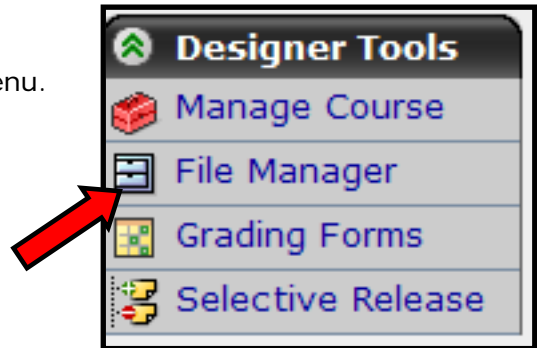
Note: These instructions require you to use Internet Explorer.

How:

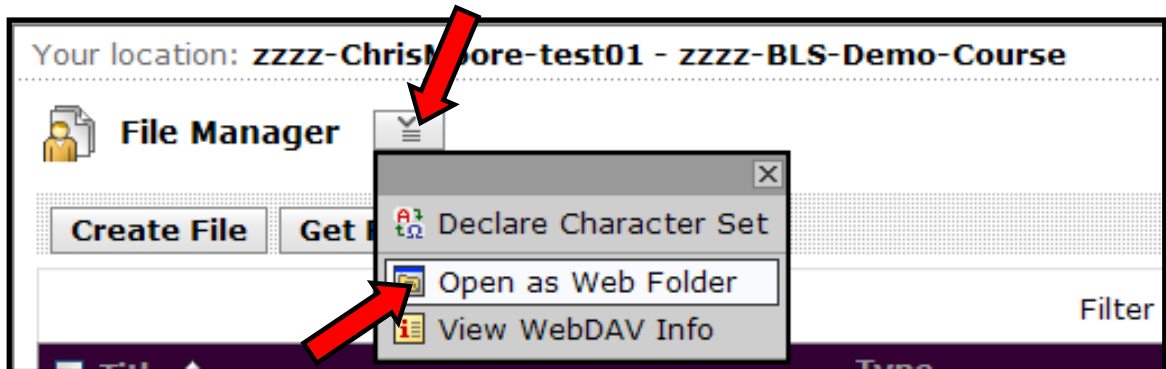
1. Click the **Build** tab.



2. Click **File Manager** on the Designer Tools menu.



3. Click the **ActionLinks** button for File Manager.



4. Click **Open as Web Folder**.

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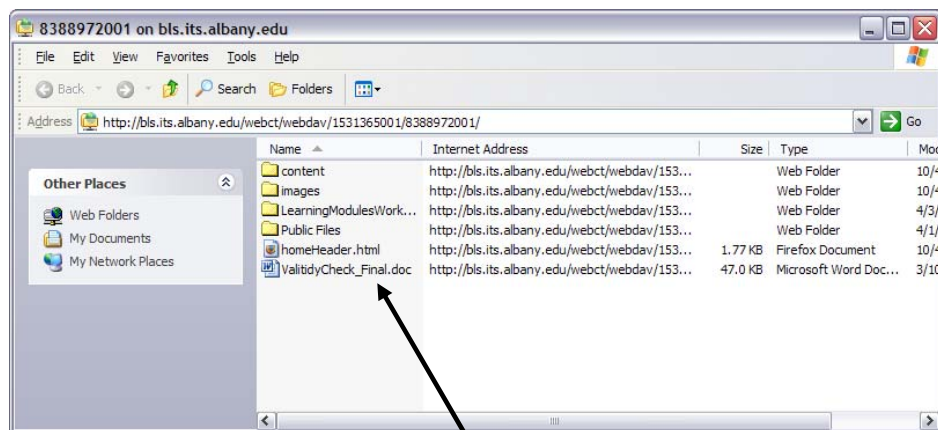
5. When prompted, **login** with your NetID and Unix password (same as for Blackboard access).



Notes:

- o The login dialog box may be hidden behind other windows. If you do not see the login dialog box, move or minimize the other windows.
- o The Web Folder will not open until you have logged in.
- o You only need to login once per Windows session (if you logout of your computer, you'll be prompted to login the next time you want to open a Web Folder).
- o You can open a Web Folder for any folder in your File Manager using these same steps (select the ActionLinks button for the corresponding folder).

The Web Folder for the course File Manager will be open in a network window. You can drag and drop files and folders into this window and they will be available through the File Manager of your Blackboard course.



These are the files and folders in your course File Manager.