

## Using the Blackboard Repository

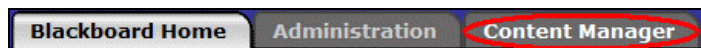
### Role: Administrators

The Repository is a file location that is available to all sites located below it in the hierarchy. Rather than upload the same file into multiple units you can provide a link to the file in the Repository. If you need to update the information you only need to edit one file, you don't have to re-upload the file to each unit.

One useful way to use it is to create a document for your web links (e.g. a student or staff resources page) then place a link to it in your template. As link addresses change you simply update the repository document.

### Uploading a file

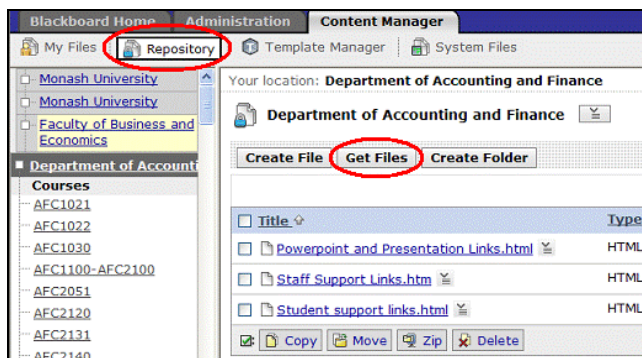
1. Select the **Content Manager** tab



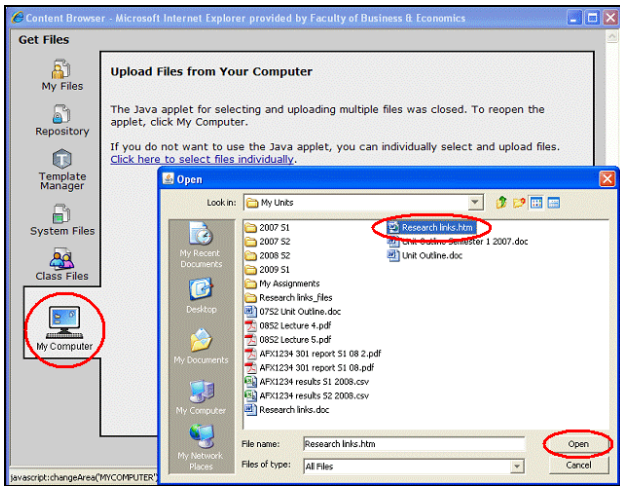
2. Click on the **Repository** Tab

3. Click the **Get Files** button

You could also use the **Create File** button if you wish to make a HTML file directly in Blackboard.



4. Select the file and click **Open** to upload it into the **Repository**

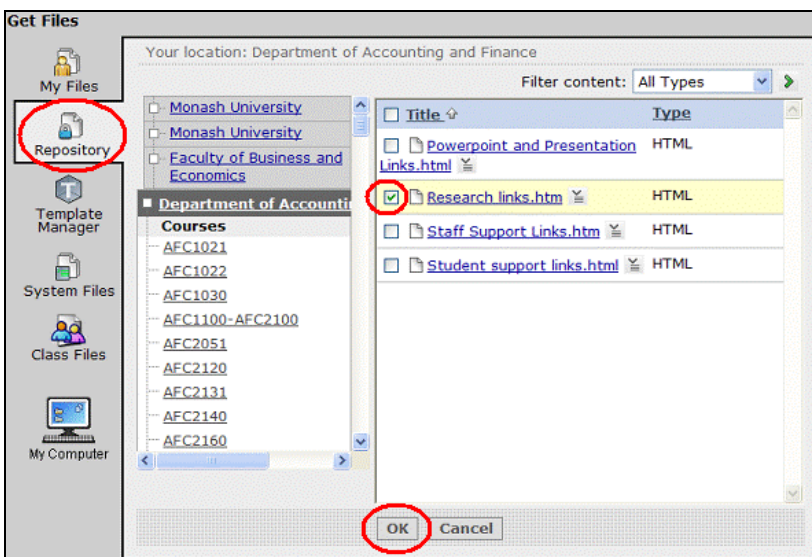


The file is now available to be linked to any unit.

Subscribing to a file

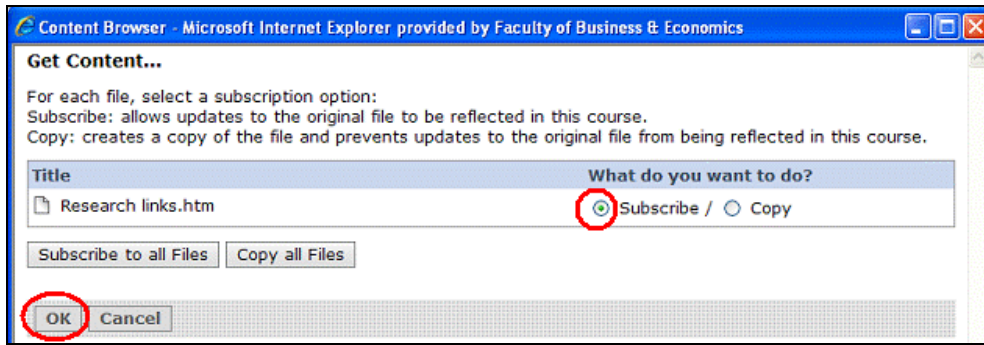
In Blackboard, linking to a **Repository** file is called subscribing. If you wish multiple sites to subscribe to a file you must go into each site and subscribe.

1. As with all file uploads, you can use **Get Files** in the **File Manager** and set up the link to the file later, or use the **Add Files** button on the selected page to upload the file and link it at the same time.
2. In the **Get Files** screen select **Repository** and navigate to the desired file.
3. Click the tick box.
4. Click **OK**

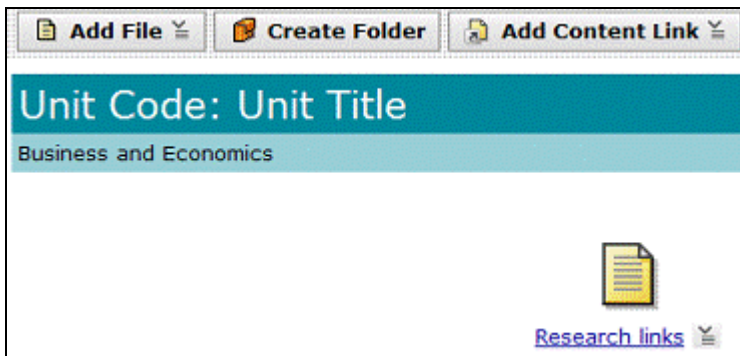



5. Ensure **Subscribe** is checked.  
 If you select **Copy**, you will upload a copy of the repository file. Any changes made to the original **Repository** file will not occur in the copy on your site.

6. Click **OK**



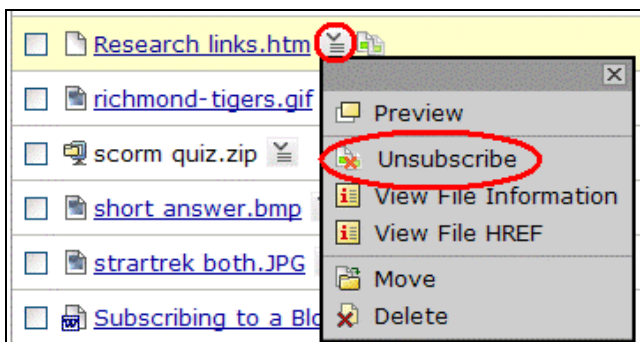
7. If you used the **Add Files** button to subscribe, the file will appear on that page. If you used the **Get Files** button in the **Files Manager** you can go to the desired page and use the **Add Files/Browse for Files** process.



Any files subscribed to a **Repository** will have the Subscribed icon  next to it in the **File Manager**.

Unsubscribe

Instructor/Designers can unsubscribe to a file via the **File Manager** by clicking the **Action Links** icon and selecting **Unsubscribe**.



The unsubscribed will file be the same as any other file i.e. it can be downloaded, or (in the case of HTML files) edited in Blackboard. The Instructor/Designer will not be able to re-establish the link to the **Repository** file after unsubscribing.