



Blackboard 8.0 Quick Reference Guide

Course Management Series

Enable Version Control in a Document

Version control Allows users to automatically archive, track an access previous versions of their files. The system creates separate copies after each collaborator makes changes, and users can go “back” and access older copies from before the changes were made, providing an automatic backup for overwritten files. The history function provides a view of all of the versions that have been created along with creation date, author and other information.

Turn on Versioning

Step 1: Navigate to the file you wish to use versioning for in Content Collection:

Content Collection: Institution>Courses>Deployed>...

Step 2: Select **Modify** next to the file:

Content Collection: DAU Content

Web Folder Item Folder Link Copy Move Recycle Start Workflow Go

Location /institution/Courses/Common_Resources/Test Area Available Quota: Unspecified

Name	Modified	Size	Permissions	Versions	Comments	360° View
<input type="checkbox"/> Test.doc	Aug 7, 2010 3:27:54 PM	46KB		Off		Modify

Step 3: Click **Properties:**

Modify: Test.doc

Location /institution/Courses/Common_Resources/Test Area/Test.doc
Location URL https://myclass.dau.mil/bbcswebdav/institution/Courses/Common_Resources/Test%20Area/Test.doc
Permanent URL https://myclass.dau.mil/bbcswebdav/xid-577522_4

- ▶ **Read File**
View this file from the Web browser.
- ▶ **Properties**
Modify properties and lock options.
- ▶ **Overwrite File**
Upload a file to replace the current file.

Step 4: Select Enable Versioning and click Submit.

Permanent URL https://myclass.dau.mil/bbcswebdav/xid-577522_4

File Type

File Size 46K

Owner SYSTEM

Created By Nicole Isenberg

Created On Saturday, August 7, 2010 3:21:34 PM

Last Modified By Nicole Isenberg

Last Modified Saturday, August 7, 2010 3:27:54 PM

2 Options

Select Options

- Lock File
If the file is locked, only the person who locked it may unlock it.
- Share Comments
If comments are Shared, users with Read permission may view and add comments.
- Enable Versioning
If versioning is enabled, overwriting or modifying a file will create a new version.
- Enable Tracking
If tracking is enabled, each instance that a user interacts with an item is recorded.

3 Submit

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

* Required Field

Step 5: You will see the Versioning is now turned on. To update a file, Click **Modify and use the **Overwrite File** function.**

Content Collection: DAU Content

Web Folder Item Folder Link Copy Move Recycle Start Workflow Go

Location /institution/Courses/Common_Resources/Test Area

Available Quota: Unspecified

Name	Modified	Size	Permissions	Versions	Comments	360° View
<input type="checkbox"/> Test.doc	Aug 7, 2010 3:27:54 PM	46KB		1		Modify