



What is file versioning in the content collection?

What is file versioning?

According to Blackboard's help files, "versioning keeps track of each interaction with a file. The Manage Versions page lists the following information about each version:

- The version number as a hyperlink.
- The date and time the version was created.
- The person who created the version.
- The size of the file.

Versioning must be turned on to keep track of the file."

(Taken from: Blackboard Help site)

Comments				
No comments available.				
Versions				
Version Number	Created	Created By	Size	
Version 2	08 September 2011 15:07:08	Estelle Drysdale	1.06 KB	Not Locked
Version 1	08 September 2011 09:54:14	Estelle Drysdale	1.06 KB	

How do I switch file versioning on?

Whenever you upload files, both single and multiple files, please select the tick boxes to Enable Versioning and Tracking of the document. If you upload Multiple Files, please add these two options afterwards.

Single file upload

Upload Single File

* Indicates a required field.

1. File Information

* File

If selected, the system automatically overwrites the existing file with the same name.

2. Options

Select Options

Share Comments
If Comments are Shared, users with Read permission may view and add Comments.

Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.

Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

Multiple file upload

Upload Multiple Files and Folders

Name	Size	Remove
To begin uploading, drag and drop files and folders here. Or, you may click Browse.		

Select Options

Share Comments
If Comments are Shared, users with Read permission may view and add Comments.

Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.

Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

How does versioning work?

Whenever you upload a file(s) which already exists on clickUP and you keep the file name the same, it will keep the different versions. Just remember to click the check box below the file name otherwise it will not be overwritten.

The screenshot displays the clickUP interface for a course named 'Training Estelle 2011'. The user is logged in as 'Estelle Drysdale'. The interface includes a navigation menu on the left with options like 'Homepage', 'Lecturer', 'Content', 'Course Activities', and 'Study tips'. The main content area is titled 'Upload Single File' and contains a form with three sections: '1. File Information', '2. Options', and '3. Metadata'. In the 'File Information' section, the file path is 'C:\Users\Estelle Drysdale\Desktop\fotos.txt' and the checkbox 'If selected, the system automatically overwrites the existing file with the same name.' is checked. In the 'Options' section, the 'Enable Versioning' checkbox is also checked. A red error bar at the top of the form area reads: 'Upload failed for the following reasons: Cannot upload a file over a file with the same name.' Two callout boxes provide additional information: one explains that the error occurs if the overwrite checkbox is not selected, and another emphasizes that the 'Enable Versioning' checkbox must be checked to avoid this error.

This is an example of screen when you did not select the tick box. You will get this error.

Upload failed for the following reasons:
Cannot upload a file over a file with the same name.

Upload Single File

Upload a single file to this folder.

* Indicates a required field.

1. File Information

Browse to select a file to upload.

* File C:\Users\Estelle Drysdale\Desktop\fotos.txt Browse...

If selected, the system automatically overwrites the existing file with the same name.

2. Options

Select Options

Share Comments
If Comments are Shared, users with Read permission may view and add Comments.

Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.

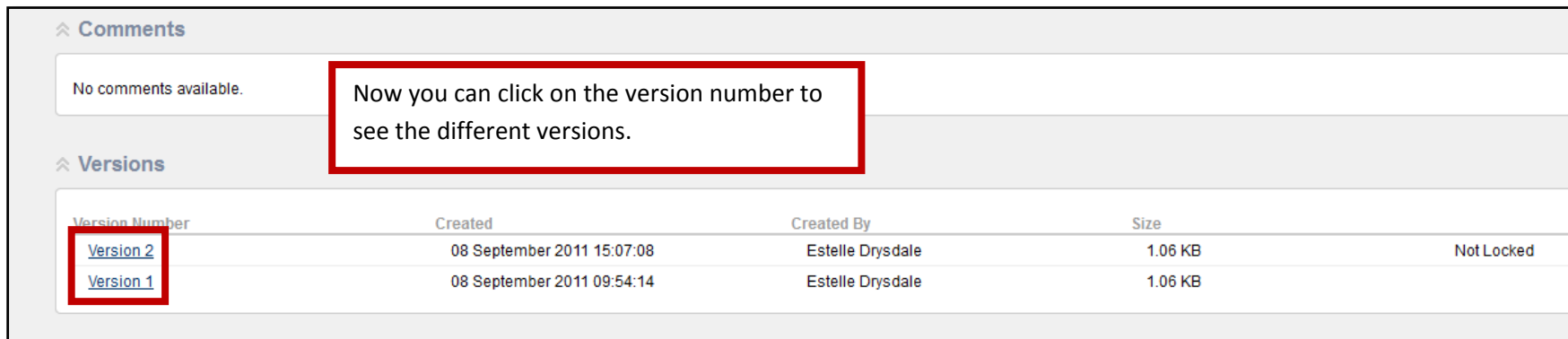
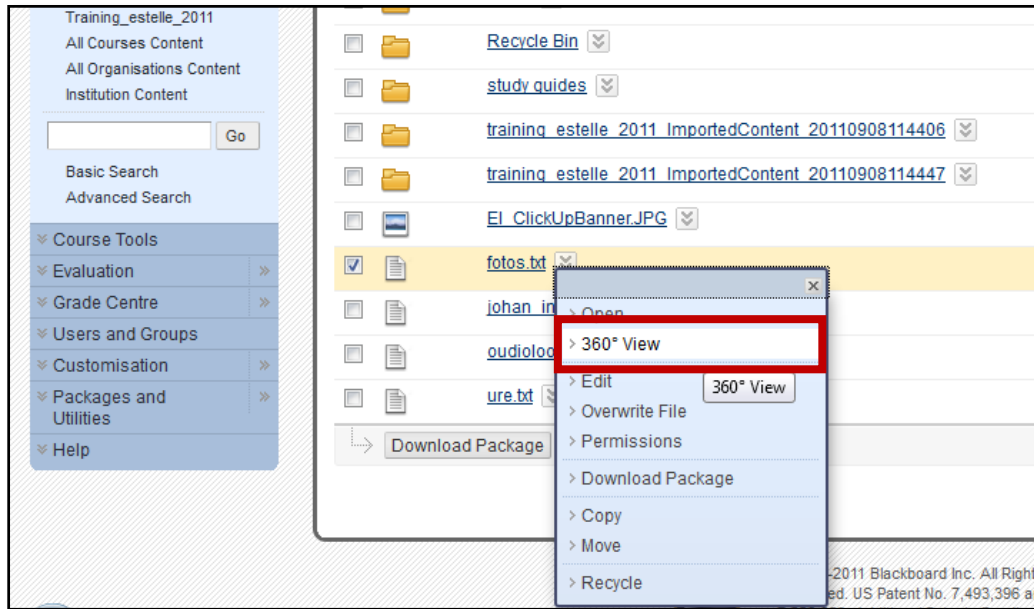
Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

3. Metadata

Please fill in ALL the fields

This field must be checked otherwise you will get the red bar at the top!!!

You will only be able to see the different versions from the 360° View.



If you change the settings to take the versioning off, it deletes the old versions.