

Term	Definition
Action Bar	Rows at the top of the page containing page-level actions such as Build Content, Search, Delete, and Upload.
Action Link	Click the Action Link icon to access the contextual menu containing options for many components in Blackboard Learn, such as content items, Course Menu links, or Grade Center columns. The options in the contextual menu vary depending on the component.
Action Links Icon	The ActionLinks icon appears next to content items. Clicking this icon opens a menu of options. Options include editing, hiding and showing, previewing, deleting content items.
Add Content Link Button	The Add Content Link button is in the Course Content and Learning Module tools. This button allows designers to create links to content items from these locations.
Administration Area	The Administration area allows administrators to create and manage the Blackboard Learning System's organizational structure and its organizational levels, such as institutions, courses, and sections.
Adobe Presenter	Adobe Presenter allows you to transform drab presentations into engaging Adobe Flash multimedia experiences. Easily add narration, animations, interactivity, quizzes, and software simulations to eLearning courses.
Alt Text	Alt text is short for alternative text, and is usually a short phrase describing any visual components on a web page. Alt text is interpreted by screen readers and helps describe what some users cannot see.
Alternate Text	Alternate (Alt) text is usually a short phrase describing any visual components on a web page. Alt text is interpreted by screen readers and helps describe what some users cannot see.
Application Administrator	A user with administrator access to Blackboard Learn who performs tasks within Blackboard Learn. The information and tasks directed at this audience do not require access to the back-end servers related to your Blackboard Learn instance.
Announcements Tool	The Announcements tool allows Section Instructors to create and post important messages in a course. Announcements appear in users 'My Blackboard' or on the Announcements screen.
Archive	Create a permanent record of a course or organization, including all the content and user interactions available at the time the archive is created. The information is stored in a zipped package.
Assessments Tool	The Assessments tool allows designers to create and edit assessments, such as quizzes, self-tests, and surveys. Section Instructors use assessments to evaluate Students' progress.
Assessment Manager Tool	The Assessment Manager tool allows Section Instructors to view, manage, and grade assessments submitted by Students.

Assignments Tool	The Assignments tool allows designers to create assignments and assign them to Students or groups of Students. Students can submit assignments in two formats: text with or without attachments, or a website consisting of linked HTML pages.
Assignment Dropbox Tool	The Assignment Dropbox tool allows Section Instructors to view and grade assignments submitted by Students.
Avatar	An avatar is a personal image that can be used to represent a user throughout Blackboard Learn.
Bookmarks Tool	The Bookmarks tool allows designers to create links to pages in the Learning Module tool.
Brand	Brands define the colors, images, tab styles, icons, and other elements that create the look and feel of the Blackboard Learn. Different brands can be presented to different users. Brands allow schools to use logos, icons, and other elements to create a more relevant user experience for users within the different roles.
Breadcrumbs	As you view the items and links presented in a course, use the breadcrumbs to navigate to previous pages. The breadcrumbs appear above the content frame. Click the ellipsis to expand the list frame of a screen.
Build Tab	The Build tab is in the designer interface and contains features allowing designers to create, manage, and organize content in a course.
Calendar Tool	The Calendar tool allows users to view and create entries for campus and personal events. Users can view entries by day, week, or month.
Cascading style sheets	Instructions that specify how elements appear on a web page. A style sheet controls how an element or set of elements appear, such as text, borders, and tables.
Channel	My Blackboard contains the following channels: Calendar Day, To Do List, My Grades, Course List, External Courses, Calendar Week, Campus Announcements, Personal Bookmarks, and Campus Bookmarks.
Chat Tool	The Chat tool allows users who are in the same course to chat with one another in real time while they are in the course. There is also a Whiteboard feature, which allows users to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
Class Blog	A class blog or blog is a type of discussion topic to which users can post web logs.
Community Engagement	If your school licenses community engagement, your school can build vibrant online communities. These capabilities foster online communities and build greater connections between teachers and students both during and after class. If you are an administrator, the capabilities available on your system are listed in the upper-right corner of the Administrator Panel after Products. If you are an instructor or student, you will have a Community tab.
Content	Content is the general term for items and activities that are included in a course.
Content Area	A top-level container that contains links to content an instructor has added to the course, such as lecture notes, assignments, and tests. Content Areas appear as links on the Course Menu.

Content Collection	If your school licenses community management, you have access to integrated, enterprise-wide content management technology. This technology enables users to securely tag, manage, reuse, and share digital content using the Content Collection. If you are an administrator, the capabilities available on your system are listed in the upper-right corner of the Administrator Panel after Products. If your school licenses content management, “Content Management” will be listed. If you are an instructor or student, you will have a Content Collection tab.
Content Editor	Available only to participating schools in a limited field trail, the Content Editor is an enhanced editor for creating course content. Most schools will continue to use the standard Blackboard Learn Text Editor.
Content Frame	Large area of the screen adjacent to the Course Menu that displays the selected Content Area, tool, or material.
Content Folder	Designers can create content folders in the Course Content tool. A content folder allows designers to present and organize content, such as assessments, assignments, content files. A content folder is different from a folder in File Manager.
Content Management	If your school licenses content management, you have access to integrated, enterprise-wide content management technology. This technology enables users to securely tag, manage, reuse, and share digital content using the Content Collection. If you are an administrator, the capabilities available on your system are listed in the upper-right corner of the Administrator Panel after Products. If your school licenses content management, “Content Management” will be listed. If you are an instructor or student, you will have a Content Collection tab.
Content Page	A top-level container that contains links to content an instructor has added to the course, such as lecture notes, assignments, and tests. You can add Learning Modules, Lesson Plans, and folders to Content Pages to help organize your content. Content Pages appear as links on the Course Menu.
Content Manager Tool	The Content Manager tool is in My Blackboard. From Content Manager, users can access the My Files area. Institution Administrators can also access the System Files area. See also File Manager.
Content Area	Course areas are parts of a course that hold the content, tools or links.
Content Panel	All course management functions are accessed through links in the Control Panel. The Control Panel is located under the Course Menu and is only available to users with one of the following defined Course Roles: Instructor, Teaching Assistant, grader, Course Builder, or Administrator.
Course Artifact	A course artifact is a file version of the graded material that users can present as a sample of completed course work. A course artifact contains all the content and formatting of the original item.
Course Files	Course Files provides file storage on the Blackboard server for a single course. Course Files within each course displays content for that specific course, not for other courses taught by an instructor. Instructors can create folders and subfolders in Course Files to organize their content in a way that is logical to them. Students cannot upload files to Course Files.
Course Content Map	The Course Content Map contains navigation links to items in the Course Content tool. Depending on how the Course Content Map is set, users access it on the course menu or from a drop-down list.

Course Content Tool	The Course Content tool allows designers to create files, content folders, and add content links. The Course Content tool is always the first item under Course Tools in the course menu. The first screen of the Course Content tool is called Home Page.
Course ID	The course ID is a unique identifier for a course. After a course is created, the course ID cannot be changed. Course IDs can contain numbers, letters, hyphens(-), underscores(_), and periods(.
Course Link	A course link is a shortcut to an existing area, tool, or item in a course. Course Links can be added to a Content Area, Learning Module, Lesson Plan, folder, the Course Menu, and within some tools.
Course Menu	The course menu contains the navigation links for a course. In the designer interface, the course menu contains Course Tools and Designer Tools. In the instructor interface, the menu contains Course Tools and Instructor Tools. In the student interface, the menu contains Course Tools and My Tools.
Course Package	A course package is a ZIP file containing an exact replica of a course, including course content and materials. It does not include user interactions. You create course packages by exporting a course.
Course Preview Page	Users can view the Course Preview Page to find general information about a course. The purpose of this page is to let users find out more about the course before they are enrolled.
Course Start Page	The course start page is the first screen that Section Instructors, Students, and Teaching Assistants see when they access a course.
Course Tools	The Course Tools heading appears on the course menu. Tools that were added to the course menu are listed here. In the student interface, only tools that are visible are listed here.
Current Post	Portion of the content frame that contains the text of the selected discussion post and information about the post.
Date Rollover	The Date Rollover feature is in the Manage Course area. Designers can use it to move forward dates for all course items by a certain number of days when they prepare a course for the next term. They can also further adjust the dates by editing individual dates.
Designer Tools	The Designer Tools heading appears on the course menu. Tools that are available, by default, to designers are listed here. Tools include Manage Course, File Manager, and Selective Release.
Developer	A user with administrator access to Blackboard Learn who extends the functionality of Blackboard Learn, including accessing the back-end servers related to your Blackboard Learn instance. The information and tasks directed at this audience require access to the command line, as well as to the back-end servers.
Discussions Tool	The Discussions tool allows users to post discussion messages that other users in the same course can view and reply to.
Edit Mode	When Edit Mode is 'ON' all the instructor functions are shown, such as Build Content on the Action Bar in a Content Area or the appearance of the Action Link. When Edit Mode is 'OFF', you are viewing the page in a student view. The Edit Mode toggle appears to users with a role of Instructor, Teaching Assistant, Course Builder, and Administrator.

Emoticon	A group of keyboard characters representing a writer's mood or facial expression, for example, :), :(, and :D. They are used to improve interpretation of plain text and display feeling.
Export	Preserve selected course content in a zipped package that can be imported into the same course or a different course.
eRS	WVU internal system for instructors to request copy content, person enrollments, and new development shell requests.
Flash Movie	The Flash Movie tutorials open in a new browser window. Viewing the Flash movie tutorials requires Adobe Flash Player 7 or later. If your browser doesn't prompt you to install the Adobe Flash plug-in, you can download the Adobe Flash Player at <a href="http://www.adobe.com/products/flashplayer/">http://www.adobe.com/products/flashplayer/</a> .
Forum	The main Discussion Board page displays a list of forums. Within each forum, there can be multiple threads. Create forum to recognize discussions into units or topics relevant to the course.
File Manager Tool	File Manager is available in each course. Section Designers use it to manage files used in a course. Section Instructors can select files in File Manager by browsing for them. See also Content Manager.
Get Files Button	The Get Files button is in File Manager. It allows Section Designers to bring a copy of a file from another location to their current location in File Manager.
Grade Book Tool	The Grade Book tool allow Section Instructors to manage grades for Students.
Grade Information Bar	Information about a selected column, such as type of grade and points possible. Point to a Grade Center column title and details appear in the area preceding the grid and following the Action Bar. In this same row, you can view when data was last saved.
Grading Forms Tool	The Grading Forms tool allows Section Designers and Section Instructors to grade Students by identifying specific criteria and comparing levels of performance against the criteria.
Goals Tool	The Goals tool allows designers to specify goals for students. Designers can specify goals for individual course items, including assignments, assessments, and discussion topics.
Group Manager Tool	The Group Manager tool allows designers, Section Instructors, and Teaching Assistants to create groups of Students so they can work together.
Home Page	The Home Page is the first screen in the Course Content tool. Designers can add files, content folders, and content links on this screen.
HTML Creator Tool	The HTML Creator is an HTML editing tool that allows designers to create content in HTML without entering HTML tags. The HTML Creator automatically generates the HTML source code.
HTML Object	An HTML Object is created using the Text Editor and saved as an HTML file. HTML Objects can be reused when creating content by linking to the HTML file stores in Course Files or the Content Collection.
Import	Bring content into a course from an export package.
Import Tool	The Import tool allows designers to import content from other Blackboard Learning System courses and third-party applications, such as Respondus.
Instructor	A user who is developing, teaching, or facilitating a class. The information and tasks directed at this audience require access to the Control Panel for a course in Blackboard Learn.

Instructor Tools	The Instructor Tools heading appears on the course menu. Tools that are available to Section Instructors are listed here. Tools can include Manage Course, Assessment Manager, Assignment Dropbox, Grade Book, Group Manager, Tracking, and Selective Release.
Java	Java is an inter-platform programming language. WVU eCampus and many of the other tools used in conjunction with it are partially written in Java. The Java Runtime Environment is required for your computer to interact properly with WVU eCampus.
Java applet	A program that can be embedded into a web page and was written in the Java programming language.
Java plug-in	A method to extend a web browser's capabilities, to include processing Java applets, when visiting websites with dynamic web content. Verify your Java plug-in is functioning properly by visiting <a href="http://www.java.com/en/download/help/testvm.jsp">http://www.java.com/en/download/help/testvm.jsp</a> .
Journal	The Blackboard Learning System has organizational levels that mirror the organizational structure of an institution, in hierarchical order. Below the institution organizational level, there are other organizational levels, such as course and section. Within each of these organizational levels, there are individual learning contexts. For example, within the course organizational level, there may be a course learning context for Biology 101: Introduction to Human Biology. Within the section organizational level, there may be section learning contexts for all sections of Biology 101, such as Biology 101, Morning Section Biology 101, Afternoon Section Biology 101, Evening Section
Learning Module	Learning Modules are containers for packaging and presenting course content and allow instructors to organize related course materials in a Table of Contents. All types of content, such as items, assignments, and tests can be included in a Learning Module.
Lesson Plan	A container for content similar to a Learning Module or folder that can hold and organize content items. Instructors can create Lesson Plans within their courses to hold lesson profiles, instructional objectives, and the content items students will need to complete a lesson.
Local Content Tool	The Local Content tool allows Students to view content from their local computer, usually through a CD-ROM, instead of over the Internet.
Lockdown Browser By Respondus	Respondus – Respondus LockDown Browser is a custom browser that locks down the testing environment within Blackboard. When students use Respondus they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.
Mail	The Mail tool allows users to send messages to other users in the same course. The messages can be in text or HTML format, and can include file attachments.
Manage Course	The Manage Course area allows designers and Section Instructors to add and remove tools, modify the appearance of the course menu containing Course Tools and role-specific tools, edit tool settings, import content, reset the course, and set up the Course Preview Page.
Mashup	A Mashup combines elements from two or more courses. When you view a YouTube video in a Blackboard learn course as part of the course content, you are experiencing a Mashup. Mashups can also include Flickr photos and SlideShare presentations. Mashups are not available with a Basic License.



Media Library	The Media Library tool allows designers to build a database of text, video, and audio items, which can be organized into collections. Users can view and search for entries.
Message List	Portion of the content frame that contains a list of all the posts in a discussion thread, beginning with the initial post. The selected post is highlighted.
Module	Modules are packets of content that appear on the My Institution tab or on customized Module tabs. Blackboard Learn includes several types of modules, such as calendars, tasks, and alerts. Administrators create different modules for different types of users.
Module Page	Module Pages contain course modules that you select from a list. A course module can be tool, such as calculator, or it can display dynamic information such as grades, alerts, and announcements.
My Files Icon	The My Files icon is in Content Manager and allows users to manage their personal files.
My Files Tool	The My Files tool allows Students to manage personal files in a course. My Files is not a directory on their local computer.
My Grades Tool	The My Grades tool allows Students to view their grades in a course.
My Progress Tool	The My Progress tool allows Students to track their progress in a course.
My Settings Tool	The My Settings tool provides a central place for users to edit their profile, password, and tool options, as well as view all of the learning contexts they are currently enrolled in. Depending on institution settings, users may not be able to edit their profile or change their password.
My Tools	The My Tools heading appears on the course menu. Tools that are available to Students are listed here. Tools can include My Files, My Grades, My Progress, and Notes.
My Blackboard	My Blackboard is the screen that appears after a user logs in. My Blackboard provides a centralized access point to organizational levels, such as institutions, courses, and sections. It also provides links to Calendar Day, My Grades, Campus Announcements, and Personal Bookmarks.
NBC Learn	NBC Learn provides resources from primary-source documents to historic film and video, making research and instruction resources available for faculty and students.
Notes Tool	The Notes tool allows users to create notes about general content in a course or specific content in learning modules.
Multimedia	Multimedia refers to digital graphics, animation, sound, and video that can be used in your course. Multimedia can be integrated into your course by using the Text Editor, or by creating content items such as Audio, Image, Video, URL and Mashups.
Organizational Level	See learning context.
Organizational Structure	See learning context.
Outcomes Assessment	If your school licenses outcomes assessment, your school will have the ability to assess teaching and learning practices in the same system that instructors and student use every day. This technology adapts to your organizational structure processes to deliver a personalized assessment experience to each user. If you are an administrator, the capabilities available on your system are listed in the upper-right corner of the Administrator Panel after Products. If your institution has licensed outcomes

	assessment, “Outcomes Assessment” will be listed. If you are an instructor or a student, you will have an Outcomes tab.
Override	You can override grades that were recorded manually or automatically in the Grade Center. A grade override supersedes all attempts, including attempts students have not yet submitted. When a grade is override, future attempt do not appear with an exclamation mark-the Needs Grading icon-in the Grade Center.
Package	Also called zipped package, zipped file or zipped archive. The ZIP file format compresses data to reduce file size. A package can contain one or more files.
PDF File	PDF files open in a new browser window. Viewing PDF files requires Adobe Reader 9 or later Adobe Acrobat 7 or later. If you do not have either of these applications installed, you can download Adobe Reader at <a href="http://www.adobe.com/products/reader">http://www.adobe.com/products/reader</a> .
Permission	Settings that control user access to files and folders in the course’s file repository: Course Files or the Content Collection. user groups can be assigned Read, Write, Remove, and Manage permissions. Manage permission allows the user group to edit and add permissions. By default, Course Builders, Instructors, and Teaching Assistants are assigned all four permissions on files uploaded directly to the course’s file repository. Permissions can be changed and deleted.
POCPoint of Contact	Point of Contact is a designated person for colleges who is the primary contact for the issues pertaining to eCampus. They help assist their faculty with courses that are taught either fully online or supplemented with an online component.
Proxy Tool	A proxy tool allows users to access online courses outside of the Blackboard Learning System or third-party applications, from the Blackboard Learning System. For example, if a university’s library maintains an online repository of journal articles, a proxy tool allows users to access the online repository from the Blackboard Learning System without logging in to the library system. Each proxy tool is built on an authentication module that is deployed on the Blackboard Learning System server. The authentication module provides the necessary logic for authenticating users on the external application and redirecting them to the appropriate location in that application. Users can access the links to non-Blackboard Learning System online courses and third-party applications from the External Courses channel in My Blackboard.
Question Database Tool	The Question Database tool allows designers to create and store questions to be used in assessments.
References Tool	The References tool allows designers to create links to course resources, such as books, articles, and web sites. Students access this list of resources from the Action Menu of a learning module.
Release Criteria	Release criteria are conditions that determine the release of content. Criteria can be based on date, time, member information, grade book information, and group information. For example, if the release criteria for a quiz is a start date of March 9, that means the quiz is released on March 9. Designers can set release criteria by using the Selective Release tool.
Respondus	Respondus is a tool for creating and managing exams that can be printed to paper or published directly to eCampus . Exams can be created offline, or moved from one eLearning system to another.
Roles	Roles determine what a user can and cannot do within Blackboard Learn. A role is a collection of permissions that an administrator associated with user accounts. For example, a user with a Student role cannot access grading information for other



	students, while a user with an Instructor role can view grades for every student enrolled in the course.
Roster Tool	The Roster tool allows course members to view the profiles of other course members. Section Designers can only view profiles for Section Instructors and Teaching Assistants. Template designers cannot view profiles.
Screen Reader	A screen reader is a software application that interprets what appears on a computer screen. The interpretation is communicated to the user as audio text-to-speech, or as Braille for an output device. Screen readers are a form of assistive technology used by people who are blind, visually impaired, inexperienced in the native language, learning disabled.
SCORM Module	The SCORM Module tool allows designers to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of the Blackboard Learning System. These modules can contain files, images, or Sharable Content Objects, such as a quiz.
Search Tool	The Search tool allows users to look for keywords and other data in course content and Online Help.
Selective Release Tool	The Selective Release tool allows designers and instructors to control the release of content and folders by setting availability, link visibility, and specifying release criteria, such as name, date, and grade. Only students who meet those criteria can access the content. See also release criteria.
Self-enrollment	Self-enrollment allows users who already have a Blackboard Learning System account to enroll themselves into courses.
Self-registration	Self-registration allows users to create their own Blackboard Learning System account. After users create an account, they are automatically assigned the role of Institution Member.
Server Administrator	A user with administrator access to Blackboard Learn who performs tasks outside of Blackboard Learn, including managing the back-end servers related to your Blackboard Learn instance. The information and tasks directed at this audience require access to the command line, as well as to the back-end servers.
Sequential viewing	If an instructor has selected Enforce Sequential Viewing in a Learning Module's settings, users must proceed through the Table of Contents in the order presented. After the links are viewed sequentially, users can review it in any order. If users navigate away from the Learning Module and return it, they will be required to view it sequentially again.
Student	A user who is participating in a class. The information and tasks directed as this audience do not require access to the Control Panel in Blackboard Learn.
Studymate Author	StudyMate Author lets you create ten Flash-based activities and games using three simple templates. The Flash activities can be used with any web server or published directly to your WVU eCampus course. For faculty who wish to use this product, WVU has waived the license fee.
StudyMate Class Server	StudyMate Class Server allows teachers and students create study materials in a collaborative, web-based environment. Templates are used to enter items such as terms or facts from lecture. Students can then view the materials using self-assessments or interactive learning activities.

Syllabus Tool	The Syllabus tool allows designers and Section Instructors to create a syllabus for their course. The syllabus can contain information, such as goals, grading policies, and required text books.
SLI Coordinator	Schedule Listing Index Coordinator works closely with Admissions and Records to maintain the department's courses in STAR/Banner. This is the person responsible for Instructor/Designer enrollments, start/end dates of sections and cross-listing. If you need to modify any of your course's Banner attributes so that it reflects correctly in WVU eCampus, please find your SLI Coordinator and contact that person for any changes.
Tab	Tabs contain links to courses and organizations, modules of content, user tools, and external links to additional services and content. Administrators make different tabs available to different types of users.
Template	A template is a course that contains tools, settings, and content but not student data. A template serves as a pre-designed format and can be re-used across multiple courses so that individual courses do not have to be created each time. This allows courses to have a consistent appearance and structure, but courses can be customized individually without changing the template.
Template Designer	A template designer is a user in any of the following roles: Domain Designer, Institution Designer, Division Designer, Group Designer, Course Designer. Template designers can design templates to be used as a pre-designed format for courses. In Blackboard Learning System Online Help and print documentation, this term may be used to collectively refer to the above-mentioned roles.
Template Manager Tool	The Template Manager tool allows administrators and template designers to create and manage templates, including editing, copying, moving, deleting, and importing templates.
Text Editor	The Text Editor is used to add and format text, insert equations and hyperlinks, and attach different types of files to content. It appears throughout the system as the default editor.
Thread	In the Discussion Board, a forum contains threads. A thread includes the initial post and any replies to it.
Tomcat	A servlet container with a JSP environment. Your web server software(IIS, Apache) hosts the web pages and Tomcat processes the dynamic web content (servlets) into a readable format for users..
Tool	A tool is a function in the Blackboard Learning System software that allows users to perform specific activities.
Tracking Tool	The Tracking tool allows Section Instructors to view statistics on student activity and content usage.
TurnItIn	Turnitin checks for possible plagiarism by comparing submitted papers to several databases of previous student papers and other publically accessible work.
View Template Tab	The View Template tab allows template designers to preview the appearance and test the usability of templates.
WebDAV	Web Distributed Authoring and Versioning or WebDAV is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in File Manager.

WebEx Webinar	WebEx Webinars can be viewed in your browser by following the link provided. Click Playback to view the recording. You will be prompted to provide your name, email address, and business name. You can also download the webinar to be viewed offline. Viewing the downloaded webinar requires that you download a WebEx ARF player. Once the player is downloaded, you can watch the webinar on your computer.
Web Links Tool	The Web Links tool allows designers to create a list of Internet addresses or Uniform Resource Locators (URLs). Students can use these URLs to find resource material on the Internet.
Wimba Classroom	Wimba Classroom is a synchronous interactive technology using tools such as voice, video, application sharing, polling, and white-boarding which can be archived for students to view at a later date or downloaded in an MP3/MP4 format.
Windows Media Player Movie	Windows Media Player movie tutorials open with the Windows Media Player. Most PCs come with this program already installed. If you do not have the player on your computer you can download it here: <a href="https://windows.microsoft.com/en-US/windows/downloads/windows-media-player">https://windows.microsoft.com/en-US/windows/downloads/windows-media-player</a>
Who's Online Tool	The Who's Online tool allows users who are logged in to Blackboard Learning System and enrolled in the same course to participate in chat sessions with one another. The Who's Online tool is similar to the Chat tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from My Blackboard.
Your Computer	"Your computer" includes files on your local drive and desktop, files on a removable drive attached to your computer, and files on a network drive that you can access from your computer.
Zipped File	Also called zipped package, package, or zipped archive. The ZIP file format compresses data to reduce file size. A package can contain one or more files.