Blackboard Content Collection *Quick Guide*

What is the Content Collection?

Blackboard's *Content Collection* is a file repository that allows faculty and students to store, manage, and share content. The *Content Collection* functions as a virtual hard drive that can be accessed from any computer by logging into a user's Blackboard account. When a file resides in the *Content Collection,* it can be easily reused and linked to from any Blackboard course, and if a file that resides in the *Content Collection* needs updating, faculty need to update it only once, eliminating the need to go into each course to upload an updated version of the file.

Navigating the Content Collection

From the Content Collection tab, there are five points of entry that faculty have access to:

- **My Content**—allows storage and management of personal or non course-specific files. Shared files and folders will not display under the My Content area.
- **Course Content**— used to store folders and files for each course. Opening the *Course Content* area will display a folder for each course and allow you to see its content.
- **Institution Content**— used to store files for educational and administrative units. This area can have files that the department or college has set up for several faculty to have access to.
- **Library Content**—the university library may post eReserves, other electronic resources, or other library-related content. Content can be made available either through the Library Content folder or through eReserves. Only library personnel may post materials on eReserves, but faculty can add eReserves content to their Blackboard courses and students will have *Read* permissions to the files.
- **Bookmarks**—links to a file or folder in the Content Collection. Bookmarks are convenient for opening folders that are accessed frequently or for remembering the location of an important, but seldom used or hard-to-find folder.

Note: In addition to accessing the Content Collection via the navigation tab, the Content Collection can also be accessed through the *Control Panel* in individual courses.

Creating Reusable Content

There are two types of content that make up the Content Collection:

- **Folders**— Folders are storage "bins" for other folders and files. Folders can be created with-in other folders or can be standalone folders.
- **Items**— *Item* is a generic description that refers to any type of file, including MS Office, PDF, and other file types.

How to Create a Folder

1. Access the *Content Collection*
2. Navigate to the area and folder that will contain the new folder
3. On the action bar, click **Create Folder**
4. Provide a name for the folder
5. Click **Create and Customize** to set options for the folder
6. Click **Submit** when finished

How to Create an Item

1. Access the *Content Collection*
2. Navigate to the area and folder that will contain the Item
3. On the action bar, click **Upload** and select either *Upload Files* or *Upload Package* (**note:** It is possible to upload multiple files at one time by pressing *Ctrl*)
4. Select options to Lock File, Share Comments, Enable Versioning, and Enable Tracking
5. Click **Submit** when finished

Organizing and Managing Content

The Content Collection allows users to store, share, and publish content within personal user folders, Course folders and Institution folders. Some of the key options are:

- **Open** —Opens the selected file or folder.
- **360⁰ View** — Provides information such as the permanent URL, the item's Owner, who created it and when, when it was last edited, Permissions, and anywhere that it is deployed
- **Edit Settings** — Allows for editing the name and options, including Lock, Tracking, or Comments
- **Overwrite File—** (Item only) After an Item has been created, the file can be overwritten or replaced with another file.
- **Permissions**— Specifies who can access, modify, or delete the file
- **Download Package**—Files can be downloaded into a .zip package and stored on your local workstation
- **Copy**— Copying a file creates an exact replica of that file. The file can be copied to the same location or a new location
- **Move**— Moving a file removes it from its current location and stores it in a new location. It is possible to select multiple files for moving, making it easy to transport large batches of content to new locations
- **Recycle** — Recycling an Item/Folder moves it to the Recycle Bin folder. The Recycle Bin is automatically emptied after 8 days , so it is possible to recover a file that is recycled in error.
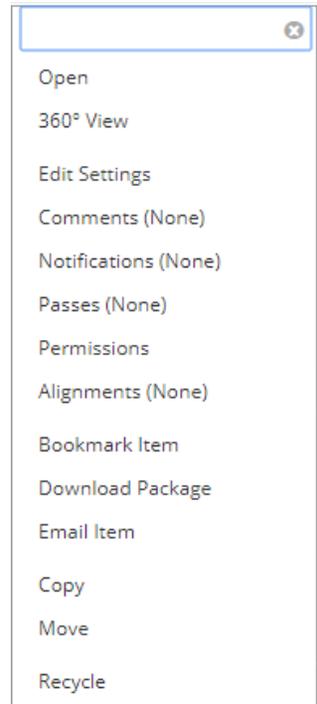
Linking Files to a Blackboard Course

1. Navigate to the course where you would like to link the file.
2. Select a *Content Area* where you will be linking the file.
3. From the action bar, select **Build Content > Item** or **File.**
4. Click the **Browse Content Collection** button and navigate to the desire file.
5. Click the **Radio Button** to select one or more files.
6. Click **Submit** when finished.

Note: Files can also be linked to a course by selecting **Copy** from a file's menu within the Content Collection**.**

Managing Permissions

Permissions must be granted to make content accessible to users . There are four types of Permissions to consider:

- **Read**—allows users to view files and folders
- **Write**—allows users to modify files and folders
- **Remove**—allows users to remove files and folders
- **Manage**—allows users to control the properties and settings of files and folders

To access the Permissions settings for a file, navigate to the file through the Content Collection**,** click the action link for that file, and select **Permissions.** Next select E**dit** and check the boxes next to the desired settings outlined above.

Important!

- Course quotas are allocated 1 GB. When a file is added to a course through the Content Collection, that file does not take up space in the course.
- Be careful who you grant Write, Remove, or Manage permissions because your files and folders may be overwritten or entirely removed from the Content Collection.
- Students are automatically given *Read* permission to content in the Content Collection when it is linked to a course.
- Packaged files, such as those created by software products like Adobe Presenter and Camtasia, must first be added to the Content Collection rather than being added directly to a course. These files can then be linked to an individual course.