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About the Guide

This Blackboard guide is dedicated to training and support materials for the Content Collection tool that will be available to all Blackboard users starting in the spring 2015 semester.

First-time Blackboard instructors will need to complete the Blackboard Essentials training prior to participating in this training.

Upon completion of this training you will be able to:

1. Define the content collection tool and determine if it is beneficial to you
2. Navigate the content collection tab and home directory
3. Create a folder in the Content Collection
4. Upload a file or files in the Content Collection
5. Edit file settings in the Content Collection
6. Overwrite a file in the Content Collection
7. Manage file permissions in the Content Collection
8. Move materials from an existing course into the content collection
9. Link to a file in the content collection from within your course
10. List the steps to copy your course

Suggested Activities

Suggested activities are included on pages 20-22 of this guide. If you registered for an on-campus or online workshop, you will be provided with the sample courses in Blackboard in order to complete these activities. If you have not formally registered for a workshop but would like sample courses to complete the suggested activities, please contact the Center for Teaching and Learning at 708-974-5347.
Overview

The Blackboard Content Collection is a designated area of the Blackboard server where files are stored. The files can be linked to courses and shared by the owner with other users on the system.

Files that are “saved” and/or “stored” on the server are accessible via the Internet. If you upload a file (e.g. syllabus or paper) to the content collection, you will have access to those documents as long as you have access to the Internet.

Files can be stored at the course level, user level, and institution level. Files stored in the Institution Content area and My Content area can be linked to from any course.

Blackboard Content Collection – File Sharing

Additional Resources

- BLACKBOARD HELP: Course Files vs. the Content Collection
Navigating the Content Collection

Accessing the Content Collection

The Content Collection can be access from the Content Collection tab or from within the Course Management/Control Panel area of a course.

From the Content Collection tab, you can access shared institution files as well as manage files in the My Content and Course Content areas.

Content Collection Tab

Content Collection Link in Course
Content Collection Screen

The Content Collection is broken down into five key areas:

1. **Breadcrumb Trail**: The Breadcrumb trail appears at the top of the Content Frame. It is a hierarchical trail that shows where in the Content Collection the user is located and how they got there.

2. **Content Frame**: The content frame displays the area of the content collection you are working in. It occupies most of the screen to display the current view and includes the Breadcrumb Trail and Action Bar.

3. **Action Bar**: The Action Bar appears below the Breadcrumb Trail. It includes buttons to perform actions specific to that page.

4. **Content Collection Menus**: The menus are located in the left hand sidebar and include the Content Collection, Jump To and Search Content menus.

5. **Content Areas**: The Content Collection organizes files and folders into separate areas for users, Courses, and the Institution.
Content Collection Content Areas

There are four areas under Content Collection: My Content, Course Content, Institution Content, and Library Content, but you will primarily be using My Content and Course Content.

There are two ways to view the menu for Content Collection – shortcut view OR folder view.

My Content
In the My Content area, you can store and manage files. Files in the My Content area, may or may not be associated with a course.
Course Content

The course content area stores folders and files for the courses you are teaching. Opening the course content area displays a folder for each course section you are teaching. You can add additional files to your course from the content collection tab or from within a course. Please note, if you upload a file within a course, it will automatically be stored in the corresponding folder in the course content area.
Home Directory

When you click on My Content or Course Content you will automatically be directed to your “home directory” where the majority of your files will be stored. The home directory for My Content and Course Content have the same layout.

You can perform the following tasks from within your home directory:

1. **Select file**: Choose a file or folder by clicking in the box before the item.
2. **Upload**: Choose Upload to transfer files from your local PC to the content directory.
3. **Create Folder**: Choose Create Folder to create a folder. Folders are used to organize or group a collection of files or folders.
4. **Download Package**: If you want take your files with you, download them by clicking the Download Package button.
5. **Copy**: To copy a file from one area of the content collection to another, select the file(s) and click Copy.
6. **Move**: To move a file from one area of the content collection to another, select the file(s) and click Move.
7. **Delete**: To delete an item, click Delete. (NOTE: Important! This action is final and cannot be undone. A pop-up box will appear asking you to confirm if you really want to delete the item. If folders are selected to be deleted, all subfolders and files within the folder are also deleted.)
8. **Permissions**: The permission icon is a “shortcut” view that visually informs you as to the status of a file or directory. This symbol

   ![Permission Icons]  
   - Indicates that the resource is being shared.
   - Indicates that the resource is not being shared.
Creating and Managing Files

Creating Folders

1. Access desired location of the content collection.
2. On the action bar, click the Create Folder button.
3. Type Folder Name.
4. Click the Submit button.
5. A Success message appears.

Additional resources:

- BLACKBOARD HELP: Organize Content in Folders
- VIDEO: Creating a Folder in the Content Collection
Uploading Files or Files

Individual Files
You can upload individual files as large as 100 MB to Blackboard and there is no limit to the number of individual files that you can upload.

1. While in the content collection, click Upload from the navigation bar.
2. Select Upload Files from the drop down dialogue box.

3. Click Choose File to locate the file(s) to upload. If you wish to overwrite an existing file with the same name, check the corresponding box.

4. Choose Open to select the file to be uploaded.

5. Click the Submit button.
Multiple Files
You can also upload multiple files, by clicking the multiple files button in the upper right corner. If the multiple upload fails, click undo to remove all uploaded files and return to the parent folder.

1. While in the content collection, click **Upload** from the navigation bar.
2. Select **Upload Files** from the drop down dialogue box.
3. Click **Multiple Files** in the upper-right corner. Note: Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the Single File option to add files one at a time. Contact the Help Desk at 708-974-4357 for assistance.

4. Click on the **Browse** button to locate files in different locations on your computer OR drag and drop the files you want to add to the Content Collection.

5. Once your selected files have been attached, you have to option to **Remove** them from the upload list by clicking on the blue X.

6. Click **Submit** to upload the file(s) to the content collection.
About Packaged .ZIP files
It is easy to transfer or copy a zipped package from your local PC to the content collection. Blackboard will automatically “unzip” the package and place it’s into the directory from which you initiate the process.

**Important Note:** If you do not want all the files in the package to be placed into the starting directory, start by first creating a folder, navigating to that folder, and then clicking the upload button. By doing so, you place the contents of the package into a separate, manageable location.

1. While in the content collection, click **Upload** from the navigation bar.
2. Select **Upload Files** from the drop down dialogue box.
3. Click **Choose File** to locate the file(s) to upload. If you wish to overwrite an existing file with the same name, check the corresponding box.
4. Choose **Open** to select the file to be uploaded.
   Click the **Submit** button.

Additional resources:

- [VIDEO: Uploading Files to the Content Collection](#)
- [VIDEO: Uploading a Zipped File to the Content Collection](#)
Downloading Files or Files

1. Access desired **location** of the content collection.
2. **Choose** file(s) or folder(s) by clicking in the box before each item.

3. Click the **Download Package** button.
4. Go to download location on your computer to locate file(s).

Additional resources:

- [VIDEO: Downloading Files in a Zipped Package](#)
Editing file settings

The edit settings option has several purposes. First, it provides you with the option to rename a file. Second, you can use this same option to check or retrieve the URL to the file. Finally, it allows you to double-check or change the file type extension (e.g., .docx or .pdf)

Rename a File

1. **Locate** the file you want to edit/rename and click **gray arrow** on the right.
2. Click **Edit Settings** from the drop down menu.
3. From the file information area, in the **File Name box**, you can rename the file. **Note:** It is critical that the **File Type** match the extension.

4. Click **Submit**.
Overwriting Files

There are instances when a file needs to be replaced by another file. In this case you would want to overwrite the file with another file. Files may be overwritten from the My Content area, the Course Content area or within the course.

It is easy to replace or overwrite any file that resides on the content collection. Additionally, if a link exists to this document from a course, organization, or website, then the link will instantly be updated when the file [document] is overwritten. No other action is required to “fix” the link, since overwriting the file replaces the document and the link to the file does not change.

1. **Locate** the file you want to edit/rename and click **gray arrow** on the right.
2. Click **Overwrite File** from the drop down menu.

3. From the File Information area, click **Browse** to search for the file you intend to overwrite or replace the existing file. Upon selecting the file you will see the selection displayed in the File entry box.
4. Click **Submit**.
5. A **Success: Item overwritten** prompt appears at the top of the screen indicating that the file was replaced.
Managing File Permissions

If you’d like to provide shared access to files to other instructors, you can modify file and folder permissions.

1. Access desired **location** of the content collection.

2. To manage permission, click the **permissions icon**.
   - Indicates that the resource is being shared.
   - Indicates that the resource is not being shared.

3. Add appropriate permissions.

Additional resources:

- [BLACKBOARD HELP: Folder Permissions](#)
Moving Files

You can move files from one location to another. You may want to move an entire course folder from the Courses area to the My Content so that files can be shared across sections. When you move files, course links to the files will automatically be updated.

1. Access desired location of content collection.
2. Select each item you want to move by checking the box to the left of the file/folder name.
3. Click the Move button.

4. Click the Browse button to select a destination folder.

5. In the Browse Content Collection window of the My Content area, select the folder into which you want to move the selected file(s) by clicking the radio button to the left of the item. Please note, you can use the up arrow to move to a different location.
6. Notice that the selected folder location appears in the destination box. If you are overwriting an existing file, please check the box.

7. Click the Submit button to move the file(s) to the selected location.

Content Collection and YOUR Course

Linking to a file in Content Collection

Note: If you add a file to a course it will automatically be stored in the course folder in the content collection. If it is a file that you wish to reuse, it is suggested that you first upload the file to the My Content area of the Collection.

1. Open your course.
2. Change Edit Mode to ON.
3. Open a content area.
4. Click Build Content, then Item.

5. Type an item name.
6. In the attachments area, click the Browse Content Collection button.
7. You will automatically be in the course folder for your current course. Click the icon OR click the Browse menu to navigate to a different location in the Content Collection.

8. Locate file you wish to link to. Check the box to the left of the file name to select the file.

9. Click the Submit button to submit the file for selection.
10. Click the Submit button to finish creating the item.
Copying Your Course

1. Go to the **course** you would like to copy. In the **Control Panel**, click on **Packages and Utilities**, then **Course Copy**.
2. From the Select Copy Type drop down menu, choose **Copy Course Materials into an Existing Course**.
3. To locate the *Destination Course ID*, click on the **Browse** link.
4. The Courses dialogue box will open, listing all the courses in which you are the instructor. Select your destination course, by clicking on the **radio** button in front of the course name.
5. Click on **Submit** at the bottom of the list, to accept your choice.
6. **Check the box** to the left to select items to copy you want to copy.

7. In the file attachments area, select the default option, **Copy links and copies of the content**. Here is a brief overview of each option:
   - **Copy links to Course Files**: No copies of linked files are included in the copy. The copied course has the same set of links and those links point back to the original location of the link defined in the origin course.
   - **Copy links and copies of the content (recommended)**: Makes copies of linked files but ONLY those files that are linked to course content. Files within the course's home folder that are not linked to any content are NOT included in the copy.
   - **Copy links and copies of the content (include entire course home folder)**: Makes copies of ALL files in the course's home folder, even if the files are not linked to course content.

8. Click the **Submit** button.

Additional resources:
   - **BLACKBOARD HELP: Copying Courses and Content Collection Items**
Sample Courses for Activities

During the fall 2014 semester, training for the Content Collection tool in Blackboard will be hosted on our pilot Blackboard environment at http://learn2.morainevalley.edu. Please note that this is a temporary environment for training purposes only.

If you registered for an on-campus or online workshop, you will be provided with the following sample courses in Blackboard. If you have not formally registered for a workshop but would like sample courses to complete the suggested activities, please contact the Center for Teaching and Learning at 708-974-5347.

- **Content Collection: Sample Course – Complete**
  *This sample course has been created to demonstrate what a completed course with content looks like in the content collection.*

- **Content Collection: Sample Course – Empty**
  *This sample course has been created so that you can practice copying a course from one section to another.*

Activity 1: Browse Content Collection

1. Open the **Content Collection tab**.
2. Open the **My Content** area.
3. Open the **Course Content** area.
4. **Browse** through course files for CC_sample_complete###.

Activity 2: Create a Folder

1. Open the **Content Collection tab**, then the **My Content** area.
2. Click **Create Folder**.
3. **Type** “Sample Content”
4. Click the **Submit** button.

Activity 3: Upload a File

1. Open the **Content Collection tab**, then the **My Content** area.
2. Click **Upload**, then **Upload Files**.
3. Click **Choose File** button.
4. From on campus, go to the file location I:\CTL\BB Content Collection
5. Click BB_CC_Sample_File.docx, then Open.
6. Click the Submit button.

Activity 4: Overwrite a File

1. Open the Content Collection tab, then the My Content area.
2. Locate and click the BB_CC_Sample_File.docx you uploaded in Activity 3.
3. Add your name to the top of the file. Save the file on the desktop.
4. Return to Blackboard and locate BB_CC_Sample_File.docx. Hover over file name and click the gray drop-down arrow that appears to the right of the file name. Choose Overwrite File.
5. Click the Choose File button to browse and select the revised file.
6. Click the revised file, then click the Open button.
7. Click the Submit button to finish the process and overwrite the file.

Activity 5: Move a File

1. Open the Content Collection tab, the Course Content area.
2. Open the folder for CC_sample_complete###
3. Click the Show All Files button.
4. Select all items.
5. Click the Move button.
6. Click the Browse button to choose Destination.
7. Select the Sample Content folder that you created in Activity 2.
8. Click the Submit button to select the destination location.
9. Click the Submit button to complete the Move process.

Activity 6: Link to item in Content Collection
Repeat these steps to add a link to the Final Exam Schedule and Agree to Degree files located in the Institution Content area.

1. Open the course, Content Collection: Sample Course – Complete
2. Open the Information content area.
3. Click Build Content, then Item.
4. Type an item name.
5. In the attachments area, click the Browse Content Collection button.
6. You will automatically be in the course folder for your current course. Use the Browse menu to navigate into the Institution Content area then open the folder for Syllabus Attachments.
7. Locate file you wish to link to. Check the box to the left of the file name to select the file.
8. Click the Submit button to submit the file for selection.
9. Click the Submit button to finish creating the item.
Activity 7: Copy a Course

1. Go to the course, *Content Collection: Sample Course – Complete*.
2. Go to *Control Panel*, click on *Packages and Utilities*, then *Course Copy*.
3. From the Select Copy Type list, choose *Copy Course Materials into an Existing Course*.
4. To locate the *Destination Course ID*, click on the *Browse* link.
5. The Courses dialogue box will open, listing all the courses in which you are the instructor. Select *Content Collection: Sample Course – Empty*.
6. Click on *Submit* at the bottom of the list, to accept your choice.
7. Check the box to the left to select items to copy you want to copy.
8. In the file attachments area, select the default option, *Copy links and copies of the content*.
9. Click the *Submit* button.