

## Navigating the Content Collection in Blackboard

Instructors can now use the Content Collection to store, share, and publish content. Files can be easily repurposed and linked from any Blackboard course. When a file that is stored in the Content Collection needs updating, faculty need to update it only once inside the Content Collection, eliminating the need to go into each course to upload an updated version of the file.

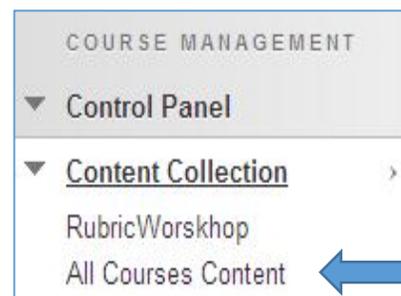
- You can store content one time, for multiple courses you teach.
- You can share content across courses and with other users.



### All Courses Content folders

A course folder for each course appears by default under All Courses Content. Within each course, you can create additional subfolders.

The default roles that have full permissions (read, write, manage, and remove) to subfolders in a course are instructors, teaching assistants, and course builders.



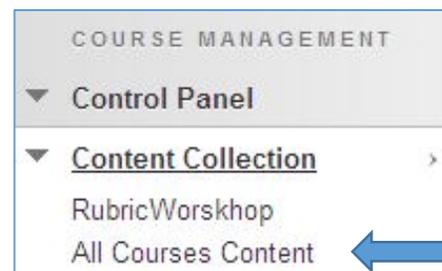
### Creating Shared Content in the Content Collection

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

- Folders – Standalone folders or subfolders
- Items – Any type of file

#### **How to Create a Folder**

- Access the Content Collection > All Courses Content
- Navigate to the course that will contain the new folder > click on the course name to enter that course
- On the action bar, click “Create Folder”
- Name the folder
- Click Submit



## How to Create an Item

- Access the Content Collection > All Courses Content
- Navigate to the course that will contain the new item > click on the course name to enter that course
- Click on a subfolder if desired
- On the action bar, click “Upload” and upload files or zip package
- Browse Computer
- Access Files
- Click Submit

**NOTE:** *Best practice would be to keep naming conventions for files as general as possible. (e.g. ENG100 Syllabus rather than ENG100 Fall 2017 Syllabus)*

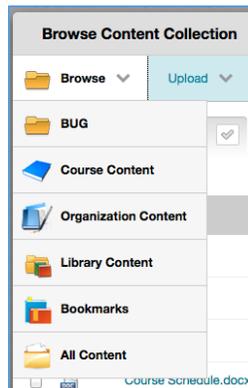
## Linking content collection files (shared content) within your Blackboard Course

- While in any one of your courses, choose the content area where you will be linking the file (i.e. Course Materials)
- Select Build Content > Item
- Click the “Browse Course” button

- Click “Browse”



- Select “Course Content”



- Navigate to the file you wish to link to by clicking on the course name and subfolder name if applicable
- Select the file by clicking on the checkbox to the left of the file name
- Click Submit
- Complete the item name and description
- Click Submit

## Overwriting an existing file in the Content Collection

It is easy to replace or overwrite any file that resides in the content collection. If a link exists to this document from any other course, then the link will instantly be updated when the file 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**.

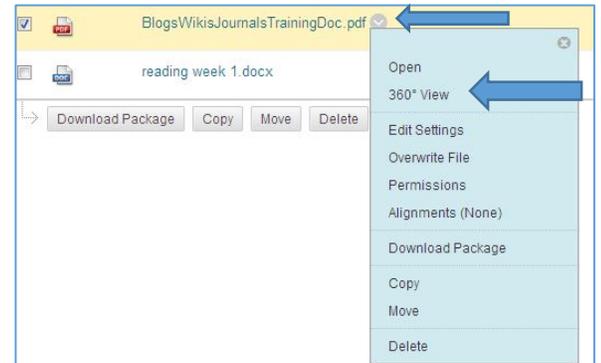
1. From the Content Collection locate the file you want to replace and click the drop down menu to the right of the title.
2. Choose Overwrite File from the drop down menu.
3. Choose the “Browse my Computer” button and select the file.
4. Click Submit to have the selected file replace the existing file.

**NOTE:** *The title of the document/file will remain the same as the original name*

## **Properties on linked items in the Content Collection using the 360° View**

The 360° View provides you with all the stored information about any piece of content in the Content Collection. You can learn all of the basic properties of the item and **information about links** that exist to the item. Use the 360° View if you need to know at a quick glance who last edited an item, what the permanent URL is, and recent comments or file activity. This view is helpful if you want to look at **all** the information for an item in one place.

- While in your course, go to Control Panel > Content Collection > All Courses Content
- Click on the name of any course to enter it
- Once in that course, click the down carrot next to any item and choose 360° View
- You will see all the information on that item



**Remember:** When a file that is stored in the Content Collection needs updating, faculty need to update it only once inside the Content Collection, eliminating the need to go into each course to upload an updated version of the file.