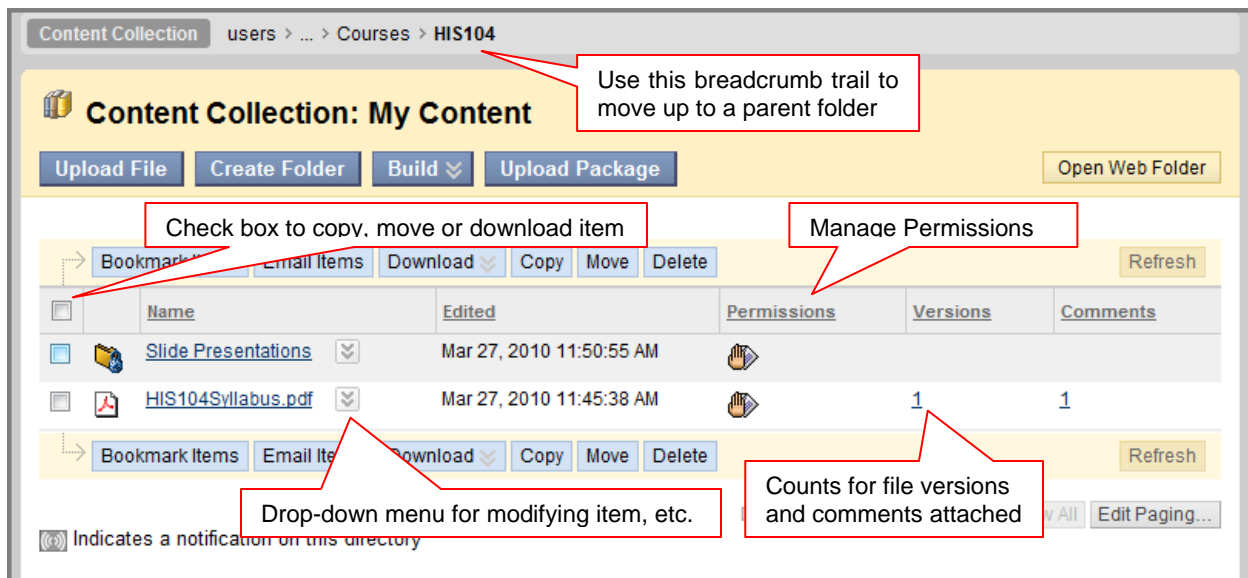


One of the most important aspects of the Content Collection is the ability to share information amongst your own classes, your colleagues and the institution as a whole. Whatever your target audience, the process is similar: 1) upload the file, 2) link to it from within a specific course.


The following steps use the “My Content” area, but the process will also work for “Institution Content” as well.

Creating a Subfolder in My Content Area

1. From the **My Institution** page, click the **Content Collection** tab. The My Content page appears by default. Here's a sample of what can appear in this view:



The screenshot shows the Blackboard Content Collection interface for a user's My Content area. The breadcrumb trail is 'users > ... > Courses > HIS104'. The main heading is 'Content Collection: My Content'. Below the heading are buttons for 'Upload File', 'Create Folder', 'Build', 'Upload Package', and 'Open Web Folder'. A table lists content items with columns for Name, Edited, Permissions, Versions, and Comments. Callouts point to various features: 'Use this breadcrumb trail to move up to a parent folder' points to the breadcrumb; 'Check box to copy, move or download item' points to a checkbox; 'Manage Permissions' points to a hand icon; 'Drop-down menu for modifying item, etc.' points to a dropdown arrow; and 'Counts for file versions and comments attached' points to the '1' in the Versions and Comments columns.

2. From the Navigation Pane on the left, click **My Content** .
3. In the **My Content** area, open an existing course folder by clicking on the folder name.



This is a close-up of the table from the previous screenshot. The 'Courses' folder name is circled in red, and a dropdown arrow is visible next to it. The table has columns for Name, Edited, and Permissions.

Name	Edited	Permissions
Courses	May 8, 2009 10:32:31 AM	
Shared	May 8, 2009 10:32:15 AM	

4. To create a new subfolder, click **Create Folder**.
5. Indicate the folder name. Other options described below:

2. Quota Options

The quota limits the size of the contents of the folder. The quota cannot be greater than the quota for the parent folder. If unspecified, the folder will inherit the quota of the parent folder. The contents of each subfolder count against the quota of the parent folder.

Available Quota: 20.00MB (99.99%)

Recommendation: leave blank and let Bb allocate space for you

Quota in Megabytes (MB)

Inherited Quota 20.00MB

Default storage space per user; you can request more space through your campus Bb administrator

3. Lock Options

If the folder is locked, only the person who locked it may unlock it. Locking the folder locks the name and properties of the folder as well as overwriting and versioning. Locking the folder does the following:

Prevents changes to folder

Lock Type

- No Locks
- Lock this folder
- Lock this folder and everything it contains

Prevents changes to files in folder as well

4. Comment Options

If Comments are Shared, users with Read permission may view and add Comments. If Comments on all folder contents are shared, Comment options on individual items and subfolders may be edited. However, if this option is updated for the folder, it will overwrite any option changes made to subfolders and items within the folder.

Comments

- All Comments on this folder are private.
- Share Comments on this folder.
- Share Comments on this folder and everything it contains.
- All Comments on this folder and everything it contains are private.

Allow users to share opinions, etc. regarding folder contents

5. Version Options

Versioning creates a new file each time the file is changed and saved. When Versioning is enabled, you can roll back a file to a previous Version. Settings on individual items may be edited. However, if this option is updated for the folder, it will overwrite any option changes made to subfolders or items within the folder.

Versions

- No Versions
- Enable Versioning on the files within this folder
- Enable Versioning on the files within this folder and all of its subfolders.

Allows users to create different versions of the same file (e.g, several people work on same file and save different copies)

6. Tracking Options

Tracking records each instance that a user interacts with the folder. Settings on individual items may be edited. However, if the folder tracking options below are updated, any option changes made to subfolders or items within the folder will be overwritten.

Tracking

- No Tracking
- Enable Tracking on the files within this folder.
- Enable Tracking on the files within this folder and all of its subfolders.

Records each time user interacts with item; useful for verifying someone has read a required assignment or seeing who last made changes to a file

7. Metadata Options

Metadata includes information about the files in this folder. Adding metadata to a folder does not overwrite any existing metadata. This setting only applies to existing subfolders and files when new content is added.

Metadata

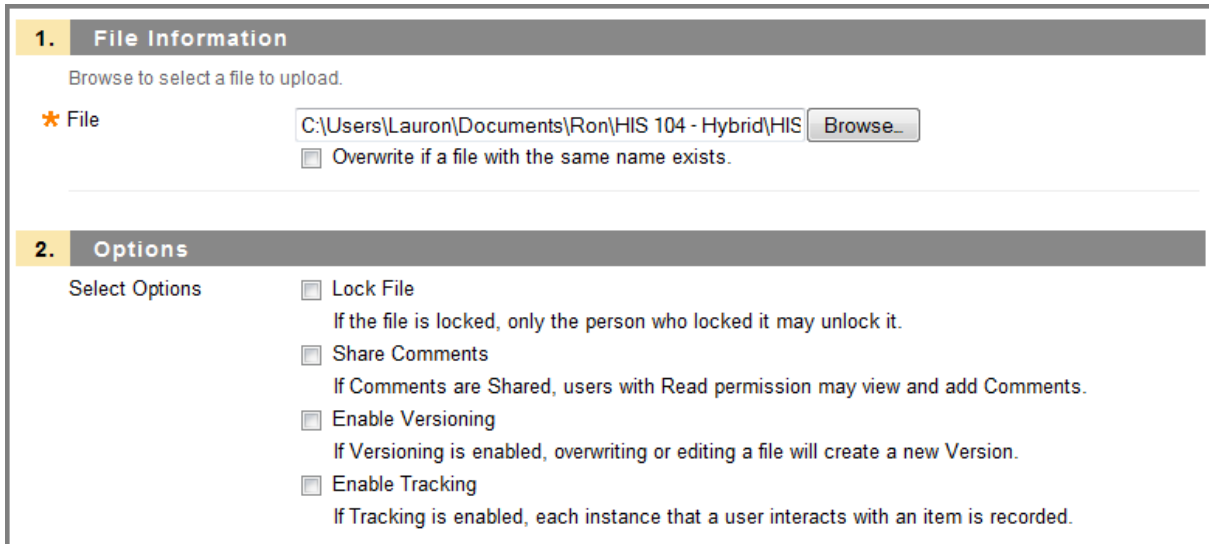
- Metadata applies to this folder only
- Apply metadata to this folder and the files it contains
- Apply metadata to this folder, its subfolders and all files they contain

Allows you and others to find your materials easily using Search functions

6. Click **Submit**. The folder appears in the list.

Creating an Item in My Content Area

1. Decide where you want the new item to be stored – open a subfolder, if needed.
2. Click **Upload File**. Use the **Browse** button to find and open the desired file. Item options are similar to folder options:



The screenshot shows a two-step process for uploading a file. Step 1, 'File Information', includes a text input field for the file path (C:\Users\Lauron\Documents\Ron\HIS 104 - Hybrid\HIS) and a 'Browse...' button. Below this is a checkbox for 'Overwrite if a file with the same name exists.' Step 2, 'Options', is titled 'Select Options' and contains four checkboxes with their respective descriptions: 'Lock File' (prevents others from editing), 'Share Comments' (allows others to view and add comments), 'Enable Versioning' (creates new versions on edit), and 'Enable Tracking' (records user interactions).

3. Click **Submit**.

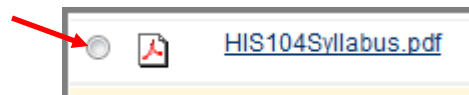


It is recommended that you add general metadata (e.g., keywords and learning objectives) to the new item you added. This will aid in searching for the file if you intend to share the item later with others. See separate “Metadata” guide for details.

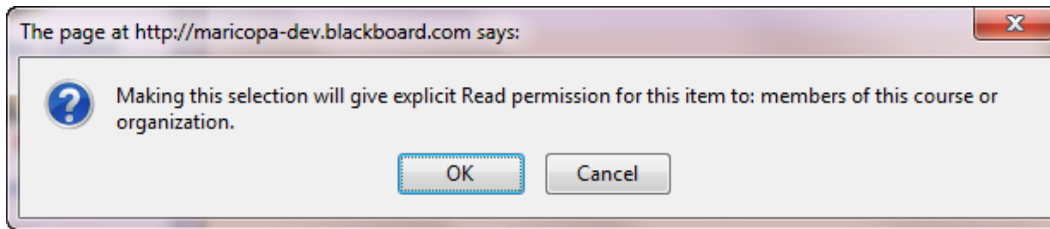
Linking to a Content Collection Item

To link a Content Collection item to a course:

1. Click **My Institutions** tab and open the desired course.
2. From the course menu, open the desired content area (e.g. “Syllabus”).
3. Click Create Item.
4. Enter the name and descriptive text.
5. From the *Attach or Link Item* section, click the **Browse** button next to *Link to Content Collection Item*. A Content Collection window appears (My Content by default).
6. Navigate to the location where the item is located.
7. Click the circle next to the desired item.



8. Click **Submit**. The following warning appears:




9. Click **OK**. You are returned to the previous page, with the link appearing in the *Link to Content Collection Item* box.

10. Determine other settings and click **Submit**.

When a student clicks to open the item, Blackboard goes to the Content Collection and opens that file.

Updating a Linked File

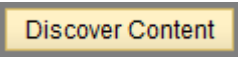
1. In the **Content Collection**, make sure the **My Content** view is showing.
2. Navigate to the location where the item is located.
3. From the double chevron  menu, click **Overwrite File**.
4. Click the **Browse** button to find and select the revised file.
5. Click **Submit**. The updated file will now be seen in any course in which it was linked.


Building a Reusable Object

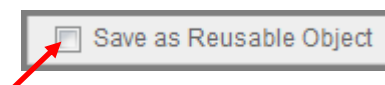
In Content Collection, you can create reusable objects which you can then easily add to your courses and even share with colleagues. Anything that can be placed in a Blackboard text editor box (text, images, etc.) can become a reusable object. Reusable objects can reduce repetitive effort when adding content to courses. Here are some of the options under the **Build** menu in a Content Collection folder:

- **Assignment** - create the instructions for an Assignment deployed in a course content area.
- **Course Content** - create content for a generic Item included in a course content area.
- **Discussion Topic** - create topic details for a Forum displayed in a course's Discussion Board.
- **External Link** - create a link that can be added to a course's content area.

Creating a reusable object is similar to creating an item (or external link) within a course.

To access the reusable object in a course's content area, click  box at the top of the page.

-  You can also save content as a reusable object when using (in a course content area) the Create Item command or other functions that use the text editor. Click the checkbox which appears at the bottom of the text editor box.



Importing a Packaged (Zipped) File

If you want to link to a learning object (e.g., interactive exercise, slide presentation) that involves many files that must work together, use the Upload Package feature in the Content Collection. Then you can link to just one copy of the learning object for many sections of a course or from one semester to the next. If the learning object is large in size (e.g., 5 megabytes or more), this can save an incredible amount of space and enhance Blackboard performance.



It's recommended that you unpack a zipped file in an empty subfolder - with an appropriate name - because there could be a dozen or more files that will appear (even some subfolders), once the unpacking has occurred.

To unpack the zipped file:

1. Click **Upload Package**.
2. Click the **Browse** button next to the **File** option to and select the zipped file.
3. Click **Submit**. It could take several minutes for this process to complete, depending on the size of the zipped file.

To link to the unpacked file in a course:

1. In the course content area where you want the learning object to appear, click **Create Item**.



You can also link to a learning object from the Create Assignment tool, or anywhere else a *Browse for Content Collection Item* is available.

2. Enter the name for the item.
3. Click the **Browse** button next to *Link to Content Collection Item*. A Content Collection window appears (My Content by default).
4. Navigate to the subfolder where the unpacked learning object is stored.
5. Click the circle next to the item that is supposed to launch first (e.g., "index.htm" file).
6. Click **Submit**. The linkage information appears in the *Link to Content Collection Item* box.
7. Back in the Create Item page, enter text for *Name of Link to File* (this is the name students will click on).
8. Make any other changes to the item settings, then click **Submit**. The item appears at the bottom of the content area list by default.

When a student clicks on the link, Blackboard will know how to access all the other files in the "package".