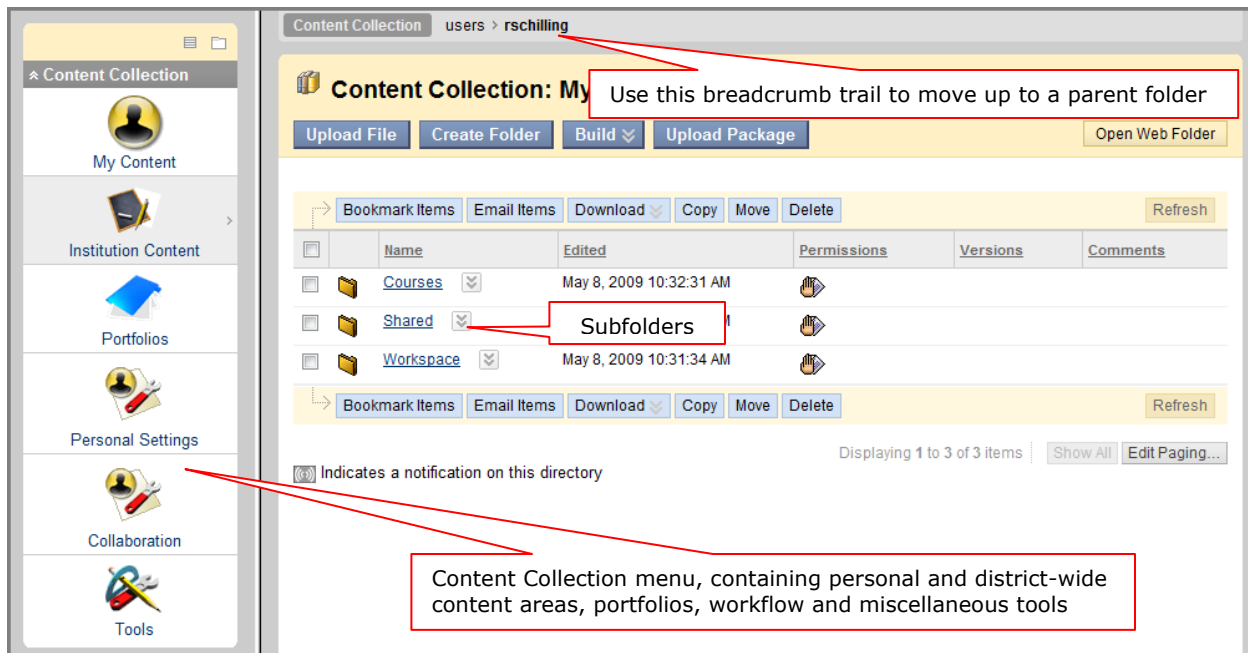








The Content Collection component has a similar interface to the Learning System component. Content Collection will allow instructors to more easily load and update content into Blackboard. The Content Collection menu on the left side controls what is seen on the right. This guide assumes the user is logged into Blackboard.

1. Click the **Content Collection** tab from the My Institution page. The following screen appears, with the **My Content** area displayed by default:

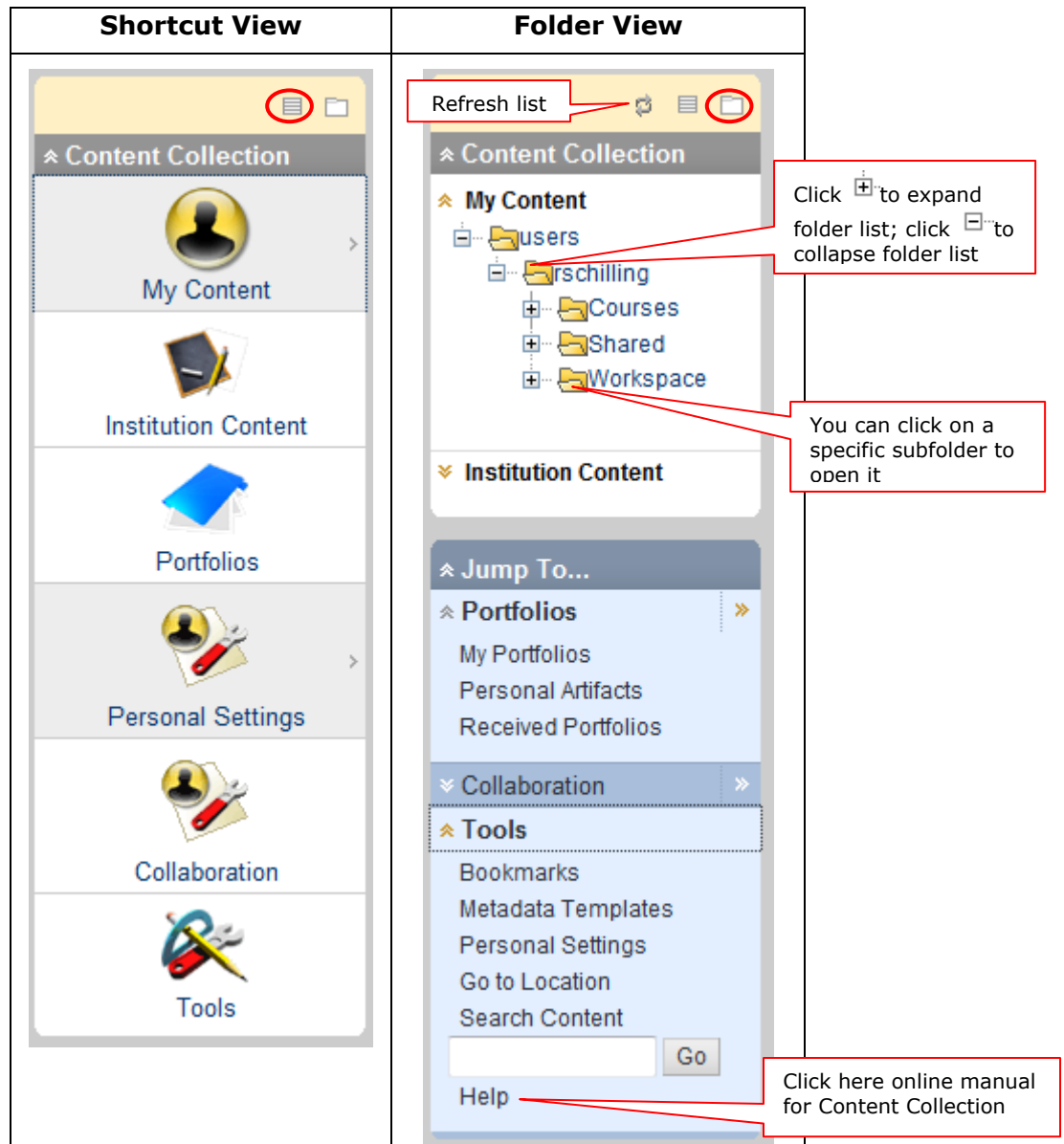


Content Menu Items

- **My Content**  - a personal storage area and workspace for content development.
- **Institution Content**  - shared content within a campus or even throughout the Maricopa colleges that use Blackboard. You can determine the permission for users and even set guest access.
- **Portfolios**  - all Blackboard users can create and share e-portfolio information.
- **Personal Settings**  - Set your default Content Collection entry point or opt-out of workflow notifications.
- **Collaboration**  - features for create and using workflows for group projects.
- **Tools**  - content searching, bookmarking and setting metadata templates.

Switching Views

There are two views of the Content Menu: Shortcut View and Folder View.



For information on using specific Content Collection features, check out the other quick reference guides. The "Building Linkable Material" guide is a good place to continue your journey!