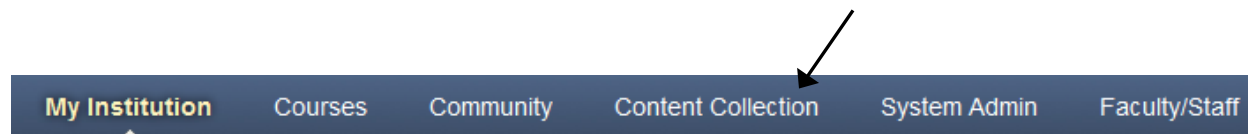


## Content Collection Basics

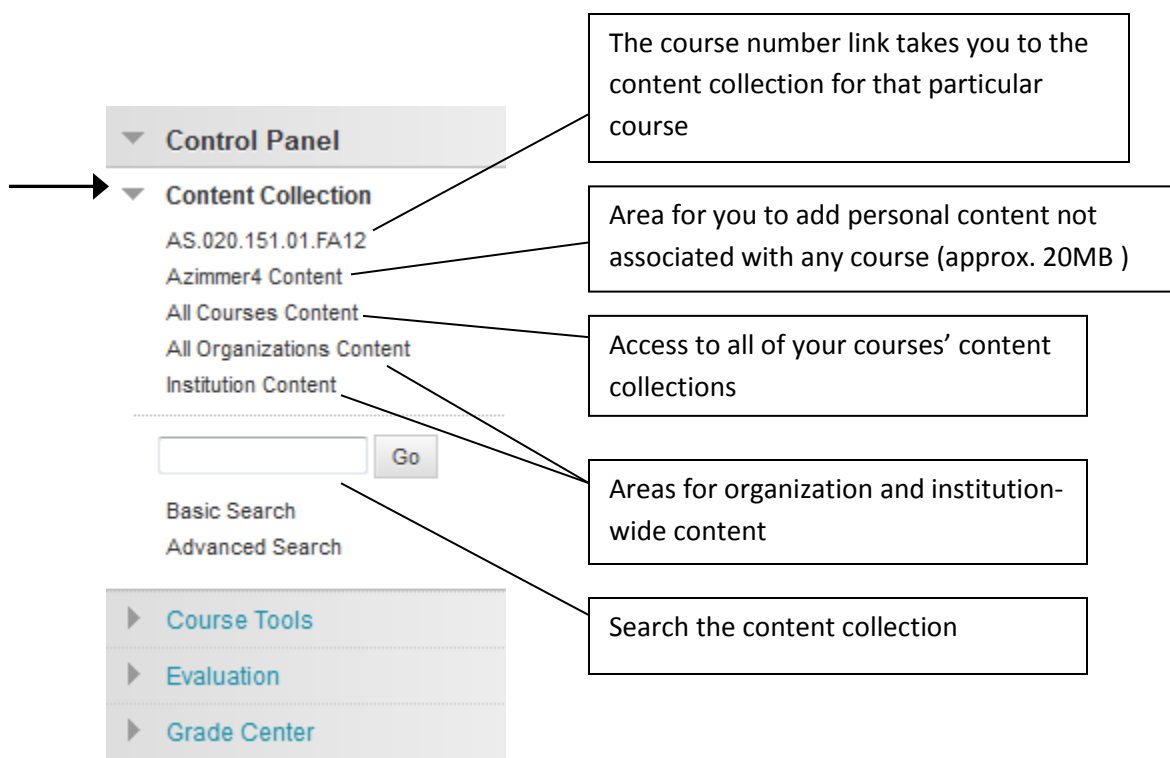
The content collection is where all of your course files are stored in Blackboard. Each course has a maximum of 2 GB of storage available in the content collection.

### Accessing the Content Collection:

You can access the content collection by clicking the 'Content Collection' link at the top of the screen:



Or through the Control Panel once inside of a course:



The image shows a screenshot of the Blackboard Control Panel with several callout boxes explaining the Content Collection options. The Control Panel is expanded to show the Content Collection section. The callout boxes are as follows:

- Control Panel**: The course number link takes you to the content collection for that particular course.
- AS.020.151.01.FA12**: Area for you to add personal content not associated with any course (approx. 20MB).
- Azimmer4 Content**: Access to all of your courses' content collections.
- All Courses Content**: Areas for organization and institution-wide content.
- All Organizations Content**: Search the content collection.
- Institution Content**: Search the content collection.

Below the Content Collection section, there is a search box with a 'Go' button and links for 'Basic Search' and 'Advanced Search'. At the bottom of the Control Panel, there are links for 'Course Tools', 'Evaluation', and 'Grade Center'.

## Content Collection at a Glance:

The screenshot shows the Blackboard Content Collection interface. At the top, there are buttons for 'Upload', 'Create Folder', and 'Set Up Web Folder'. Below these are action buttons: 'Download Package', 'Copy', 'Move', 'Delete', and 'Refresh'. A table lists the content items with columns for 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. A callout box on the left points to the table, stating 'Files and folders added to this course'. A callout box on the right points to the 'Permissions' column, stating 'Can be used to set permissions on files and folders'. Another callout box at the top left points to the 'Upload' button, stating 'Upload multiple files at once (drag and drop, import .zip files)'. A callout box at the top center points to the 'Create Folder' button, stating 'Create folder to organize files'. A callout box at the top right points to the 'Set Up Web Folder' button, stating 'Use WebDAV to transfer files to content collection'.

File Type	Name	Edited	Size	Permissions
PDF	iMovie_tutorial.pdf	Jan 27, 2012 9:26:29 AM	122.4 KB	[Permissions icon]
JPG	j0202097(1).jpg	Jan 27, 2012 9:26:29 AM	42.3 KB	[Permissions icon]
JPG	j0202097(2).jpg	Jan 27, 2012 9:26:29 AM	42.3 KB	[Permissions icon]
JPG	j0202097.jpg	Jan 27, 2012 9:26:29 AM	42.3 KB	[Permissions icon]
JPG	j0399879.jpg	Jan 27, 2012 9:26:29 AM	211.2 KB	[Permissions icon]
PPT	Jane Healy.ppt	Jan 27, 2012 9:26:29 AM	1.18 MB	[Permissions icon]
PDF	KNA.pdf	Jan 27, 2012 9:26:29 AM	751.2 KB	[Permissions icon]
PDF	madrid1.pdf	Jan 27, 2012 9:26:30 AM	392.6 KB	[Permissions icon]
PDF	madrid2.pdf	Jan 27, 2012 9:26:30 AM	2.31 MB	[Permissions icon]

## Uploading files to the Content Collection:

It is possible to upload multiple files at once to the content collection. Please see the **'Uploading Zip files to Blackboard'** and **'Dragging and Dropping Multiple files into Blackboard'** tutorials for those instructions.

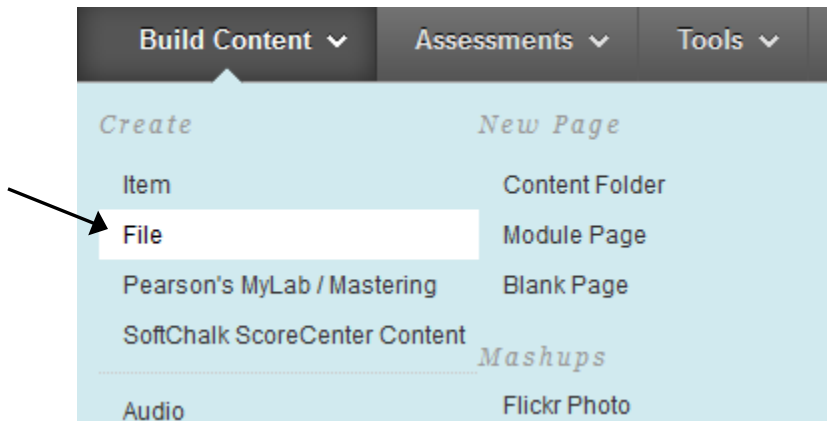
Any files that you add to your course one at a time, by browsing your computer, are automatically added to the content collection for that course. For example, if you use the 'Build Content' dropdown to add a File to your course, that file will automatically be added to the content collection for that course.

The screenshot shows the 'Build Content' dropdown menu. The menu is open, showing options for creating new content. An arrow points to the 'File' option. The menu items are:

- Create
  - Item
  - File**
  - Pearson's MyLab / Mastering
  - SoftChalk ScoreCenter Content
- New Page
  - Content Folder
  - Module Page
  - Blank Page
- Mashups
  - Audio
  - Flickr Photo

## Linking files to your Course from the Content Collection:

If you've uploaded multiple files to the content collection and want to link to them from your course, you'll want to choose the 'Browse Content Collection' button when adding the files. For example, again if you use the 'Build Content' dropdown to add a File to your course, you can either browse your computer, or browse the content collection; choose 'Browse Content Collection' to link to files that have been uploaded to the content collection.



### 1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Co** Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or content with no Course page heading.

\* Find File
















Browse My Computer

Browse Content Collection

## Viewing and Setting Permissions in the Content Collection:

**Note:** By default, students do not have access to files that you've uploaded directly to the content collection – they only see files that have been added to your course via the course menu, content areas, etc. Normally it is not necessary to manually adjust permissions on content items. These instructions are for special circumstances which may require setting individual permissions on content items.

1. To view and set permissions on a file or folder in the content collection, click on the 'Permissions' icon of the item:

<input type="checkbox"/>		<a href="#">Powerpoints</a> 	Sep 3, 2010 10:23:09 AM	0	
<input type="checkbox"/>		<a href="#">pumpkin.bmp</a> 	Aug 31, 2010 3:42:27 PM	703.2 KB	
<input type="checkbox"/>		<a href="#">ReaganLesson.pdf</a> 	Aug 24, 2010 3:26:21 PM	74.2 KB	
<input type="checkbox"/>		<a href="#">Sample_Syllabus.htm</a> 	Jul 9, 2010 2:24:49 PM	16.4 KB	
<input type="checkbox"/>		<a href="#">SlidePresentation.doc</a> 	Sep 3, 2010 10:18:29 AM	24 KB	

- The display shows which users have permission to view the item. In this example, TAs, Instructors, Course Builders, and Students can view the item. (TAs, Instructors, and Course Builders also have other permissions, such as Write permission.)

		Read	Write	Remove	Manage
<input type="checkbox"/>	User/User List				
<input type="checkbox"/>	CER Training2 (cer_train2): Course Builder (User List)	✓	✓	✓	✓
<input type="checkbox"/>	CER Training2 (cer_train2): Instructor (User List)	✓	✓	✓	✓
<input type="checkbox"/>	CER Training2 (cer_train2): Student (User List)	✓			
<input type="checkbox"/>	CER Training2 (cer_train2): Teaching Assistant (User List)	✓	✓	✓	✓

- To change permissions on an item for a particular user role, click the Edit dropdown next to the role and select 'Edit.' In this example, the TA role is selected.

		Read	Write	Remove	Manage
<input type="checkbox"/>	User/User List				
<input type="checkbox"/>	CER Training2 (cer_train2): Course Builder (User List)	✓	✓	✓	✓
<input type="checkbox"/>	CER Training2 (cer_train2): Instructor (User List)	✓	✓	✓	✓
<input type="checkbox"/>	CER Training2 (cer_train2): Student (User List)	✓			
<input checked="" type="checkbox"/>	CER Training2 (cer_train2): Teaching Assistant (User List)	✓	✓	✓	✓

Displaying 1 to 4 of 4 items

- Check or un-check the permissions you want to set on the item. Click Submit.

### 1. Edit Permissions

CER Training2 (cer\_train2): Teaching Assistant (User List)

### 2. Set Permissions

Permissions

- Read
- Write
- Remove
- Manage

### 3. Submit

*Click Submit to proceed. Click Cancel to quit.*

5. The permissions should be changed. In this example, the TA role no longer has Write, Remove, or Manage permissions.

<input type="checkbox"/> User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> CER Training2 (cer_train2): Course Builder (User List)	✓	✓	✓	✓
<input type="checkbox"/> CER Training2 (cer_train2): Instructor (User List)	✓	✓	✓	✓
<input type="checkbox"/> CER Training2 (cer_train2): Student (User List)	✓			
<input type="checkbox"/> CER Training2 (cer_train2): Teaching Assistant (User List)	✓			