



Course Content Collection Instructions

Overview

This tutorial will explain how to use the **Course Content Collection**. When an academic course is created in Blackboard Learn, a corresponding Content Collection area is created that serves as a repository for your course files. Winthrop faculty and staff may contact the Office of Online Learning to request to have a folder created in the Institution Content Collection area to share files with units or colleagues across the University.

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- ✓ <u>Retrieve Files from the Course Content Collection</u>
- ✓ Create Subfolders in the Course Content Collection

Access the Course Content Collection

From the Course Management navigation pane, click on Content Collection [1], and then select the desired course ID [2] from the list. If you access the Content Collection while editing the course, it will appear as the first option.

	COURSE MANAGEMENT		
•	Control Panel		
Y	Content Collection 1 -		
2	BBTRAINING_1_rl		
-	All Courses Content		
	All Organizations Content		
	Institution Content		
	Go		
	Basic Search		
	Advanced Search		

A list of files and folders that you have uploaded to your course overtime will display. Each time a file is added to your course, it is stored in the Course Content Collection.

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Upload Files to the Course Content Collection

Quicksteps

Course Content Collection > Upload > Upload Files > Browse My Computer > Set Options

Step 1

Access the Course Content Collection.

Step 2

Hover over Upload [1] on that Action Bar and select "Upload Files" [2].

Course	Content: BBTR	AINING 1 rl	
When you ch	Collection provides central f aange an item in the Content se, in all courses you teach, i	Collection, all links to	the
Upload ~	Create HTML Object	Create Folder	
Upload ~	Create HTML Object	Create Folder	

Step 3

Click the Browse My Computer button [3] in the File Information section.

FILE INFORMATION	
Browse to select a file to upload.	
★ File	•
Attach Files	Browse My Computer

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Step 4

A window navigation will display. Use it to locate the file you want to upload. Once you have selected the file, click the Open button.

Step 5

Use the Options section to set limitations or enable features.

OPTIONS	
Select Options	 Lock File An item can be unlocked only by the person who locked it. Locking an item prevents other users from editing it and precludes overwriting and versioning. Share Comments If Comments are Shared, users with Read permission may view and add Comments. Enable Versioning If Versioning is enabled, overwriting or editing a file will create a new Version. Enable Tracking If Tracking is enabled, each instance that a user interacts with an item is recorded.

- > Lock File check the Lock File checkbox to prevent anyone from editing the file except yourself.
- > Share Comments check the Share Comments checkbox to allow users with the Read permission to view and add Comments to the file.
- > Enable Versioning check the Enable Versioning checkbox to create a file that can be overwritten by other files at a later date. This option is useful if the document changes often.
- > Enable Tracking check the Enable Tracking checkbox to Enable Statistics Tracking for the file. This feature will let you know who accesses the file and how often.

Step 6

Click the Submit button.





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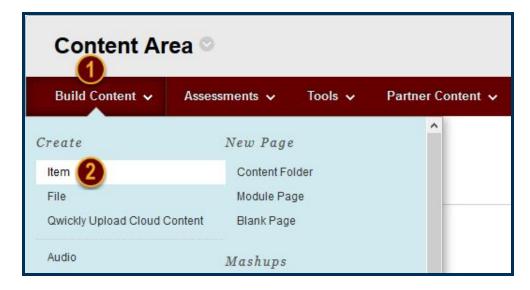
Retrieve Files from the Course Content Collection

Quicksteps

Content Area > Build Content > Item > Browse Content Collection > Submit > Submit

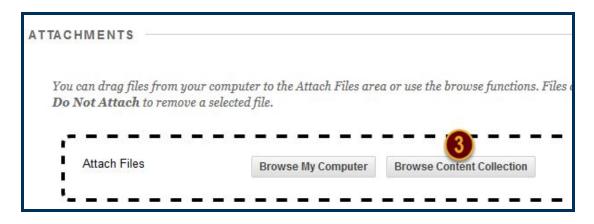
Step 1

Navigate to a Content Area, hover over *Build Content* [1] on the Action Bar, and select "Item" [2].



Step 2

Use the Name field to create a name for the Item, and the Description editor to write a description or present instructions for using the Item. Scroll to the Attachments section and click on the *Browse Content Collection* button [3] to open a window navigation.



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Step 3

Use the Browse Content Collection window to find the file(s) you want to insert. Check the checkboxes preceding the item(s) titles to select them.

Browse Content Collection								
	Browse 🗸	Upload 😽	Advanced Search					
1. Location: BBTRAINING_1_rl								
	Туре	Name 🛆						
		Tales of Terror						
		Hydrangeas.jpg						
		Spelling Activity.mp4						

Step 4

Click the Submit button at the end of the Browse Content Collection window.



Step 5

Set any options for the Item from the Standard Options section. Click the *Submit* button at the end of the Create Item page when you are finished.



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Create Subfolders in the Course Content Collection

Quicksteps

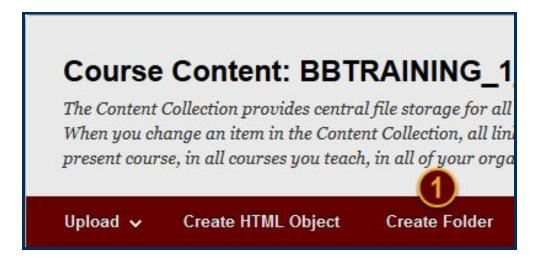
Course Content Collection > Create Folder > Folder Name > Submit

Step 1

Access the Course Content Collection.

Step 2

Click on Create Folder [1] from the Action Bar.



Step 3

Use the Folder Name field [2] to name the folder. Click the Submit button [3] when finished.



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