

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.

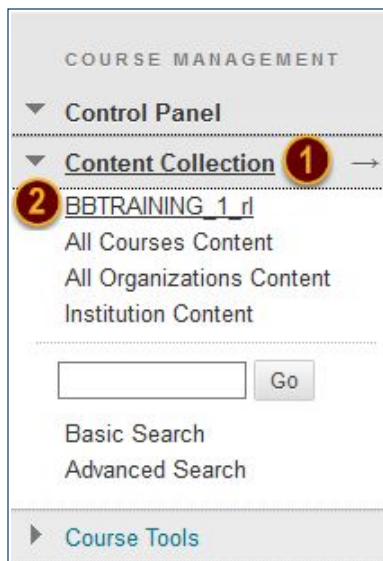
Contents

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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.



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.

Upload Files to the Course Content Collection

Quicksteps

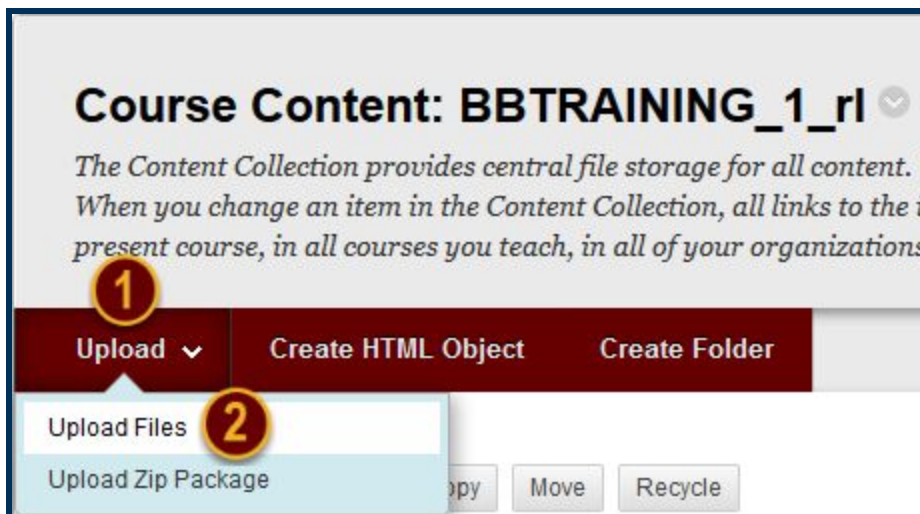
Course Content Collection > Upload > Upload Files > Browse My Computer > Set Options

Step 1

[Access the Course Content Collection.](#)

Step 2

Hover over *Upload* [1] on that Action Bar and select “Upload Files” [2].



Step 3

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



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

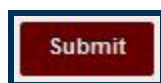
Select Options

- 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.



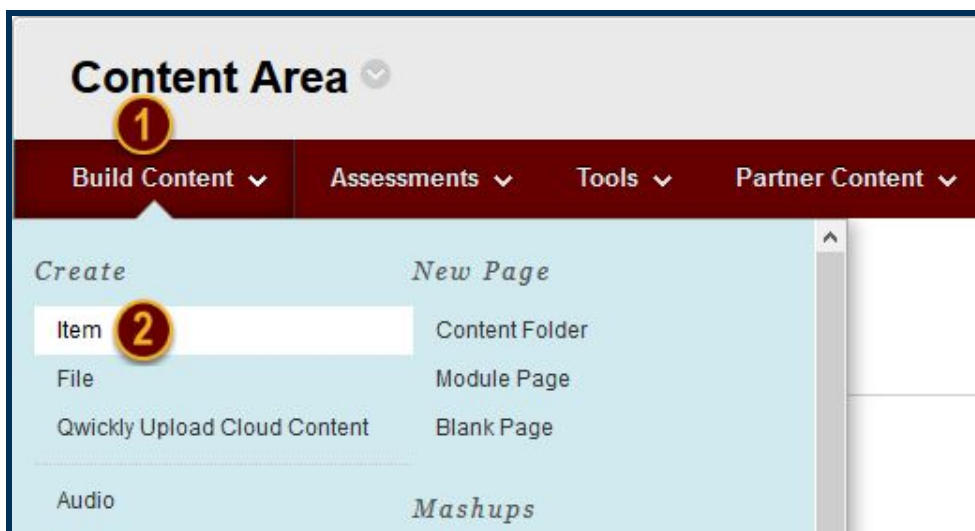
Retrieve Files from the Course Content Collection

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].



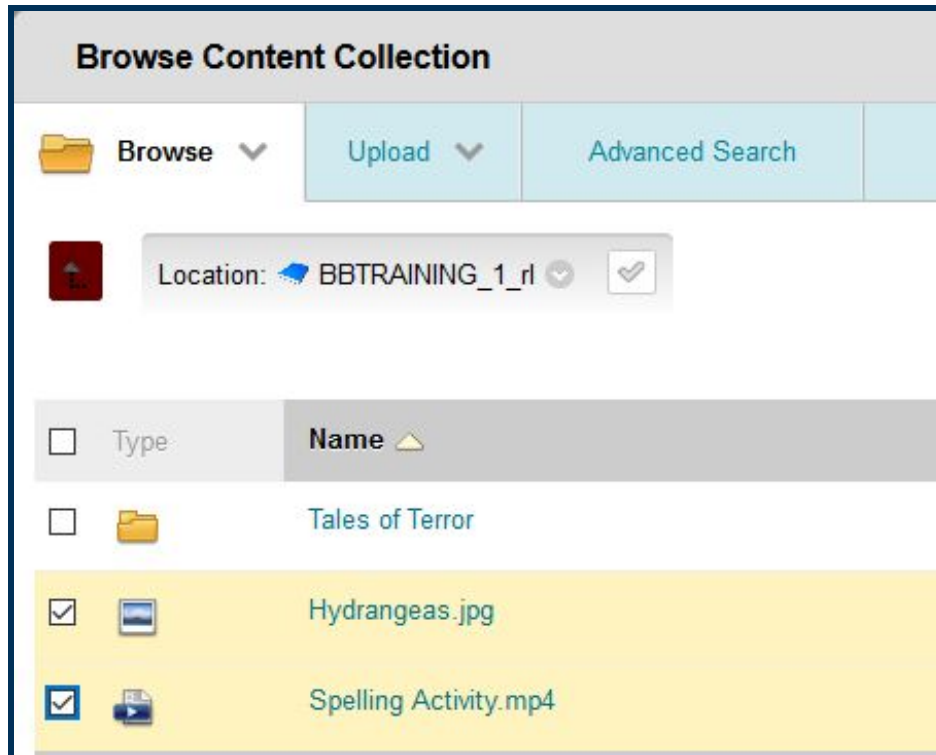
Step 2

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.



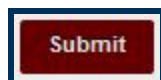
Step 3

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.



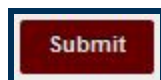
Step 4

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.



Create Subfolders in the Course Content Collection

Quicksteps

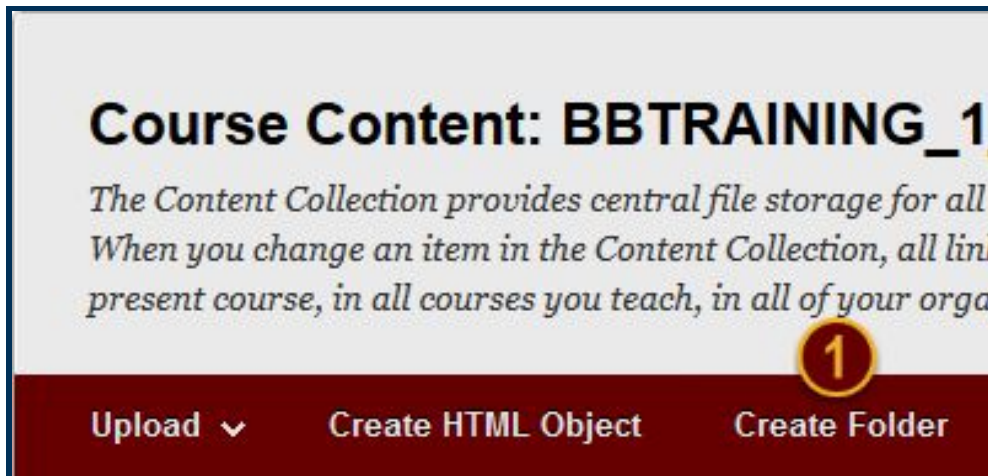
Course Content Collection > Create Folder > Folder Name > Submit

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.

