

Content Collection Instructions

Overview

This tutorial will explain how to access and use the **Content Collection**. The Content Collection is a repository for course, organization, and institution files. It allows you to store content for courses that you teach and share that content with other users and the institution.

Content Collection Features

The Content Collection lets you access your files from any networked computer—anytime, anywhere. With the Content Collection, you can accomplish these goals:

- ✓ Store all your course and personal documents securely.
- ✓ Avoid emailing and receiving large files.
- ✓ Make all your documents and files searchable.
- ✓ Backup all your work against technology failure.
- ✓ Share files with individuals and groups.
- ✓ Share files with people outside of Winthrop.
- ✓ Collect and turn in assignments through links in your Blackboard course.
- ✓ Update your files easily and track versions of them.
- ✓ Easily archive all your work and documents.
- ✓ Store files only once, and use them in many Blackboard courses and organizations.

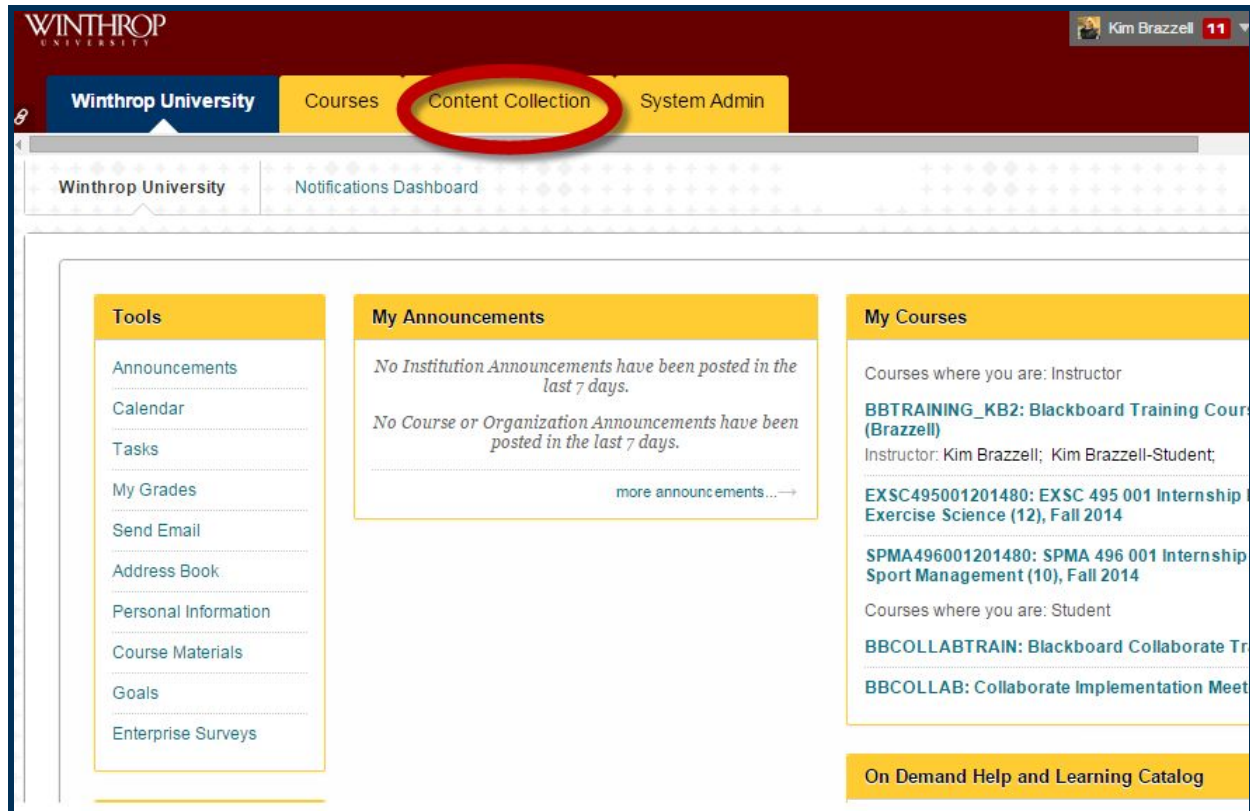
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Access the Content Collection

You can access Content Collection by clicking on the Content Collection tab from your Dashboard in Blackboard Learn.



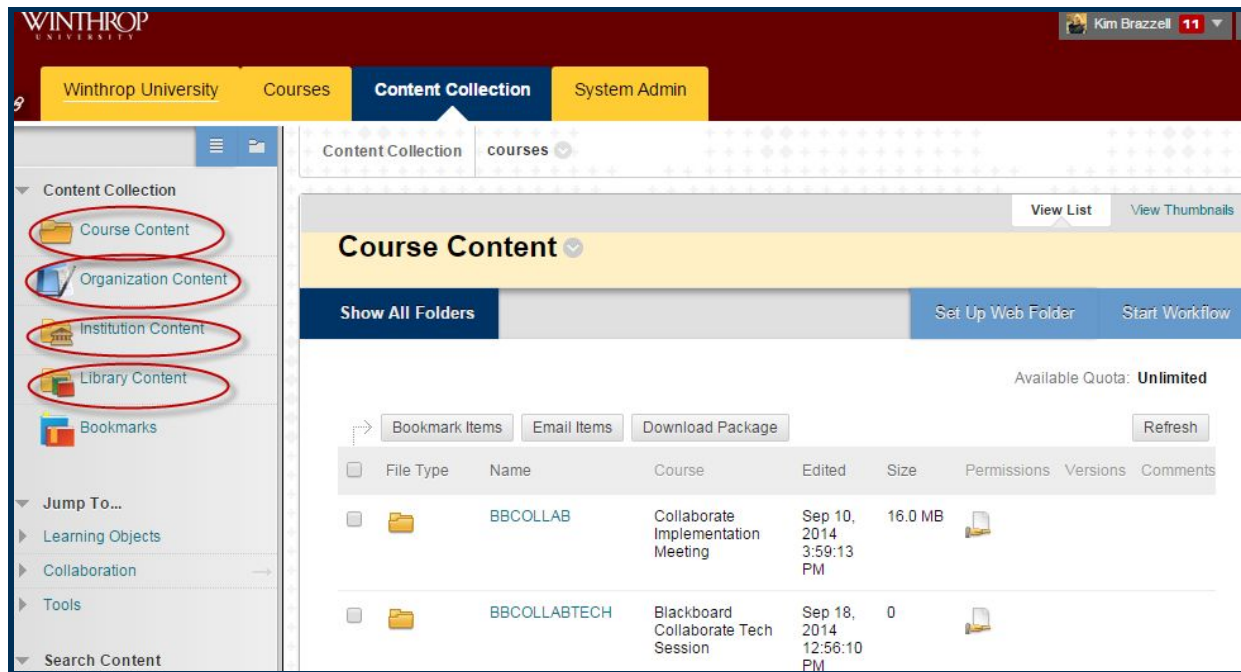
The screenshot shows the Blackboard Learn dashboard for a user named Kim Brazzell. The top navigation bar includes 'Winthrop University', 'Courses', 'Content Collection' (highlighted with a red circle), and 'System Admin'. Below the navigation bar is a 'Notifications Dashboard' section. The main content area is divided into three columns: 'Tools' (with links for Announcements, Calendar, Tasks, My Grades, Send Email, Address Book, Personal Information, Course Materials, Goals, and Enterprise Surveys), 'My Announcements' (displaying two messages about no announcements in the last 7 days), and 'My Courses' (listing courses where the user is an instructor and a student). A yellow button at the bottom right says 'On Demand Help and Learning Catalog'.

This tab, sometimes referred to as a Portal, will remain across all pages in Blackboard Learn.

Navigate the Content Collection

The Content Collection Menu

The Content Collection Menu is separated by different categories:



The screenshot shows the Winthrop University Content Collection interface. The top navigation bar includes 'Winthrop University', 'Courses', 'Content Collection', and 'System Admin'. The left sidebar contains a 'Content Collection' menu with four items circled in red: 'Course Content', 'Organization Content', 'Institution Content', and 'Library Content'. Below these are 'Bookmarks', 'Jump To...', 'Learning Objects', 'Collaboration', 'Tools', and 'Search Content'. The main content area is titled 'Course Content' and shows a table of folders. The table has columns for File Type, Name, Course, Edited, Size, Permissions, Versions, and Comments. Two folders are listed: 'BBCOLLAB' and 'BBCOLLABTECH'.

File Type	Name	Course	Edited	Size	Permissions	Versions	Comments
Folder	BBCOLLAB	Collaborate Implementation Meeting	Sep 10, 2014 3:59:13 PM	16.0 MB			
Folder	BBCOLLABTECH	Blackboard Collaborate Tech Session	Sep 18, 2014 12:56:10 PM	0			

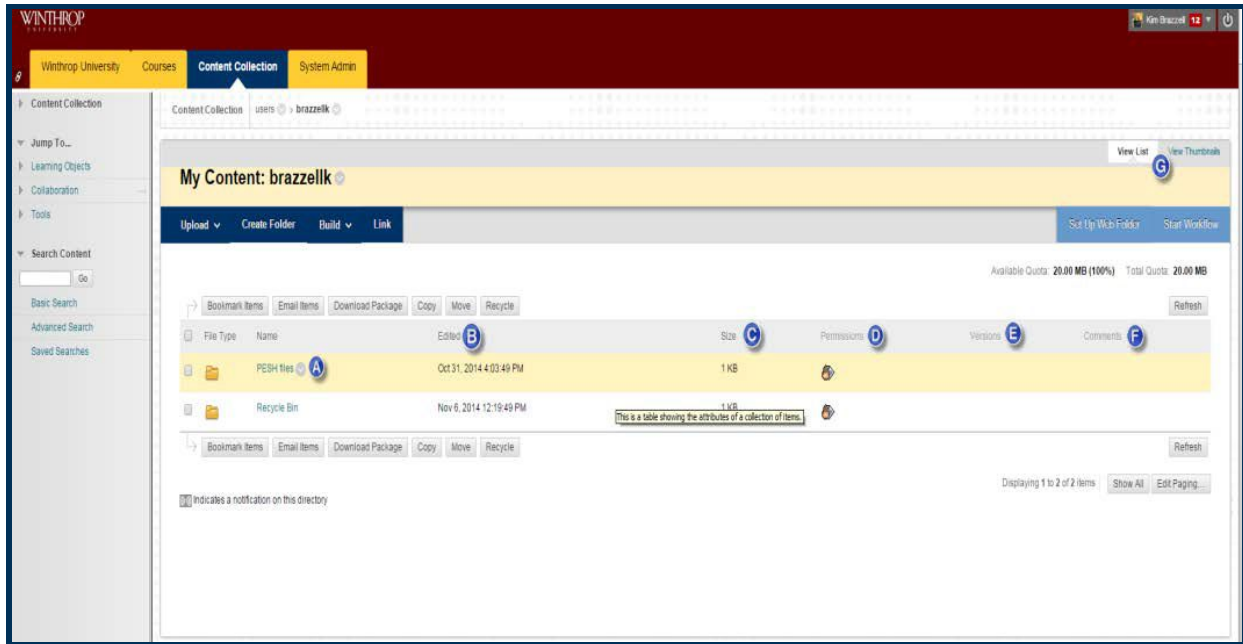
Course/Organization Content - When a course or organization is created in Blackboard, a corresponding Content Collection area is created called Course Files.

Institution Content - Share information across the institution in this Collection area.

Library Content - Librarians can place domain-specific content and create eReserves.

The User Interface

Once you have selected a folder to work in, the following graphic shows the Content Collection UI with explanations of each section:



- A. **Action Link** – click for more functions
- B. **Edited column** – indicates the date and time the file or folder was last edited.
- C. **Size column** – indicates the size of the file or folder.
- D. **Permissions column** – permissions associated with the file or folder. Icon indicates whether the file has been shared with other users: file shared or private / not shared. Click the icon for more details.
- E. **Versions column** – if versioning is enabled, the version number appears as a link
- F. **Comments column** – if comments are enabled, the number of comments appear
- G. **View List / View Thumbnail** – switch between views. When in Thumbnail view, drag the slider bar to make thumbnail images larger or smaller.

Create a Folder in the Content Collection

Step 1

[Access the Content Collection.](#)

Step 2

[Navigate](#) to the area where you want to create a new folder.

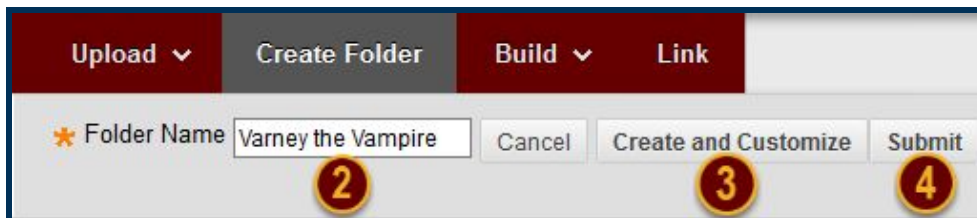
Step 3

On the Action Bar, click *Create Folder* [1].



Step 4

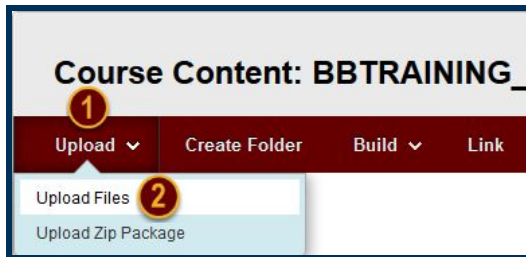
Provide a name for the folder in the Folder Name field [2]. Use the Create and Customize button [3] to set options for the folder. Click the *Submit* button [4] when finished.



Upload a File to the Content Collection

Step 1

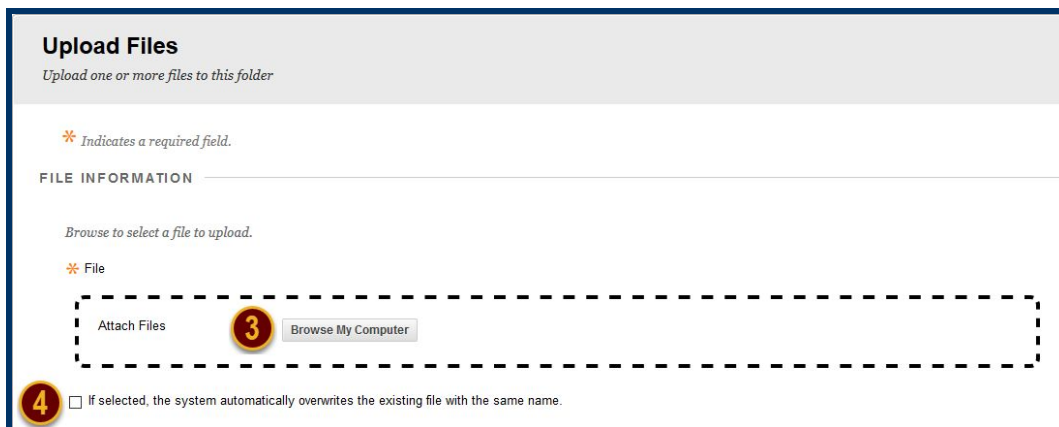
In the Content Collection, hover over *Upload* [1] on the Action Bar and select “Upload Files” [2].



Step 2

Click the *Browse my Computer* [3] button to open a navigation window. Use the window to locate the file you want to upload to the Content Collection. When finished, click the *Open* button.

If you are uploading a new version of an older file, check the checkbox preceding the “If selected, the system automatically overwrites the existing file with the same name” option [4].



Step 5

Use the Options section to enable features that meet your particular needs. For example, if you want to record each access to the resource, select the checkbox preceding “Enable Tracking”.

Step 6

Click the *Submit* button to upload the file to the Content Collection.

Grant Permissions to Users

Permission Types

When you set **Permissions** on a file or folder, you decide which type(s) of access to grant to a user or group. At a minimum, you will always select the Read Permission. The other Permissions (Write, Remove, and Manage) can be selected in addition to the Read permission.

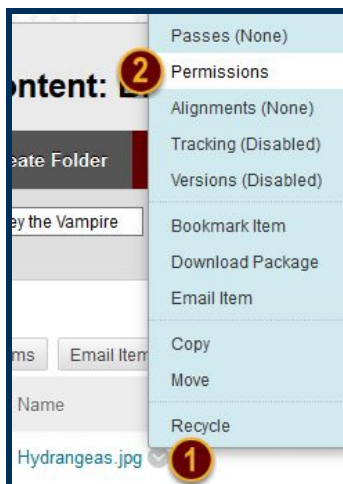
Specifying the permission type gives you complete control over user actions with shared files and folders, protecting your materials from unauthorized changes.

The following table describes the privileges for each Permission type:

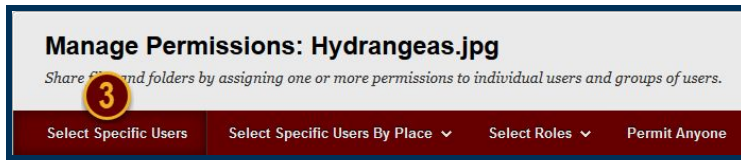
Permission Type	Privileges
Read	<ul style="list-style-type: none"> View and download
Write	<ul style="list-style-type: none"> Edit and overwrite Add files and folders to a folder
Remove	<ul style="list-style-type: none"> Download and remove
Manage	<ul style="list-style-type: none"> Control properties and settings Create a pass Grant a permission to others

Grant Permissions to Specific Users

1. Open the Content Collection folder where the file is located (for example, /users).
2. Open the Item Options menu for the file by clicking on the Item Options arrow [1] that follows the file's title and select "Permissions" [2].



- From the Manage Permissions page, click *Select Specific Users* on the Action Bar [3].



- The Add User page appears. Use the Username field to type (or use the *Browse* button to search) for users in the Blackboard system. You can set permissions by checking the checkboxes preceding each Permission type in the Set Permissions section.



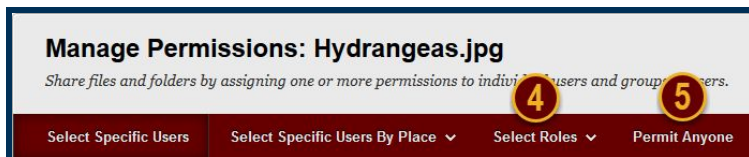
If permissions are added for a user or user list, but no check boxes for specific permissions (Read, Write, Manage, and Delete) are selected, the user or user list is still added to the Manage Permissions page and can be changed from there. This is true for all users and user lists with the exception of Public and All System Accounts.

- Click the *Submit* button.

Grant Permissions to All Users

There are two ways of granting permission to all users:

- Select "All Roles" from the *Select Roles* [4] list on the Manage Permissions Page.
- Click *Permit Anyone* [5] from the Action Bar on the Manage Permissions page.



Grant Permissions to Folders Versus Items

You can [Grant Permissions to Specific Users](#) on folders as well as files. Be aware, though, that Permissions granted to a folder may or may not affect the files and subfolders within the folder.

If the Overwrite option is selected for a folder, for example, the previous permissions for all files and subfolders in the folder are removed. Only the permissions selected in the Permissions field when completing the Overwrite are granted to these files and subfolders.

After editing permissions on a folder, the user may change the permissions on a file within the folder, but these permissions will be reset if Overwrite is selected for the parent folder again.

Make sure to double-check file Permissions when changing the file's parent folder.

Grant Permissions to Non-Winthrop (External) Users

You can create a Pass (a URL link that can be used to access a file or folder) to grant Permissions to external users. This pass can then be emailed to the recipient.

1. Navigate to the Content Collection folder you want to make accessible to an external user.
2. Open the Folder Options menu by clicking on the Folder Options icon following the folder's title.
3. Select "Passes" from the Folder Options menu.
4. On the Passes page, click *Create Pass* on the Action Bar.
5. Set an expiration for the Pass, or select "No expiration."
6. Select the permissions you want to assign for the Pass.
7. Click the *Submit* button.

Now that the Pass exists, it can be emailed to the external user(s):

1. Check the checkbox that precedes the expiration date in the *Expires* column.
2. Click the *Email Pass* button that follows the table.
3. Separate multiple email addresses with commas. The Subject field can be edited and additional text can be included in the Message editor. Do not edit the auto-generated link located in the message body.
4. Click the *Submit* button.