

## Blackboard Content Collection

### Overview

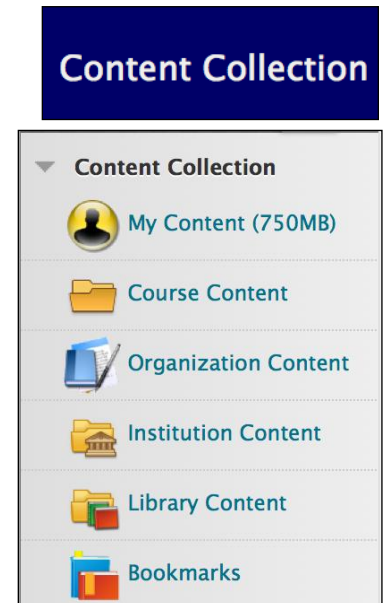
Blackboard's **Content Collection** feature is a content management system that allows you to store, manage, and share your files. **Content Collection** is like a virtual hard drive. You can access **Content Collection** from any computer while logged into Blackboard and files stored in **Content Collection** can be linked to in any Blackboard course and any updates to the file in **Content Collection** will be reflected in all courses simultaneously.

### Accessing Content Collection

To access the content collection click on the **Content Collection** tab at the top of the Blackboard Portal.

In the **Content Collection** there are different types of content areas:

- **My Content:** Used for storage of up to 750 MB of personal or non-course related academic files
- **Course Content:** Used for storage of files for courses
- **Institution Content:** Used for storage of files made available by departments or schools for faculty use
- **Library Content:** Displays content provided by the library for use by faculty
- **Bookmarks:** This area displays any bookmarked content from the **Content Collection**



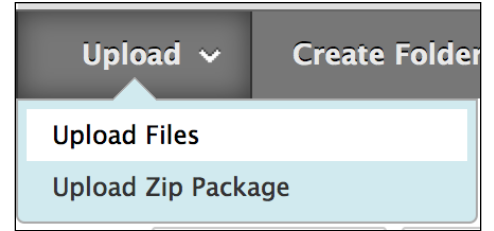
### How to create and organize content for the Content Collection

To create a folder to organize your content:

1. Navigate to the **Content Collection**
2. Click on the desired area for the folder
3. Click **Create Folder**
4. Enter a name for the folder
5. Adjust the options for the folder in the **Create and Customize**
6. Click **Submit**

## To add content to your folder:

1. Navigate to the **Content Collection**
2. Locate the folder where the content will be placed
3. Click **Upload** and choose **Upload** or **Upload Zip Package**
4. Upload the file and choose the appropriate options
5. Click **Submit**



\* Indicates a required field. Cancel Submit

**FILE INFORMATION**

Browse to select a file to upload.

\* File  No file selected.  
 If selected, the system automatically overwrites the existing file with the same name.

**OPTIONS**

Select Options

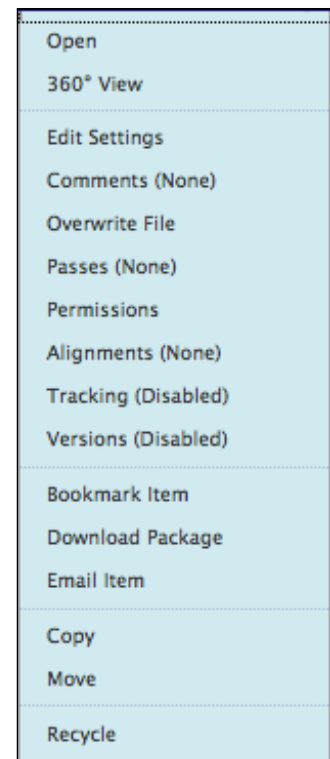
- Lock File  
An item can be unlocked only by the person who locked it. Locking an item prevents other users from editing it and precludes overwriting and versioning.
- Share Comments  
If Comments are Shared, users with Read permission may view and add Comments.
- Enable Versioning  
If Versioning is 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.

Click **Submit** to proceed. Click **Cancel** to go back. Cancel Submit

## Adjusting Folder Options:

Folders and Files have a list of options accessible via the context menu of the file or folder. Click the arrow to the right of the file name to view the menu

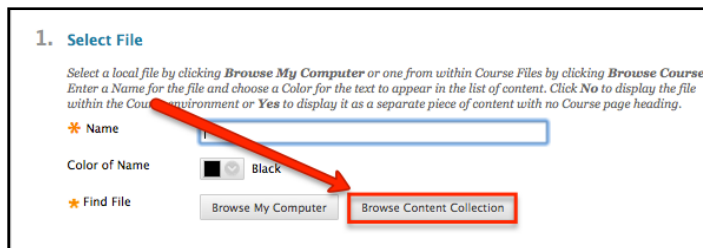
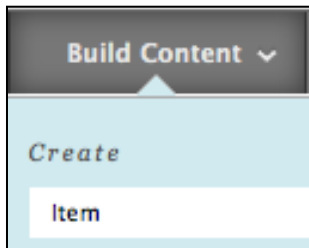
- **Open:** Opens the file
- **360° View:** Displays the owner of a file, when a file was created, who created the file, the last edit, comments, versions, file activity, courses where the file is deployed, permissions, and subfolders or files.
- **Edit Settings:** Allows you to edit the file name and options such as: Lock File, Share Comments, Enable Versioning, Enable Tracking
- **Comments** Displays comments for file
- **Overwrite File (Items):** Allows you to overwrite or replace a file with another file.



- **Passes:** used to share an item with users who do not have access to the Content Collection
- **Permissions:** Provides users with the ability to: read, write, remove, or manage a file
- **Alignments:** Align content to Goals
- **Download Package:** Download files into a .zip package
- **Email Item:** Allows you to send the file via email with someone who has access to view the file
- **Copy:** Duplicates the file
- **Move:** Removes file from current location and stores file in a new location. Multiple files can be selected at once.
- **Recycle:** Removes the item from the Content Collection

### Linking to Content Collection Files within a Course

1. Access the course where you want to add the file
2. Choose a Content area like **Course Materials**
3. Click **Build Content** and select **Item** or **File**
4. Click the **Browse Content Collection** button and locate the file
5. Use the radio buttons to select the files
6. Click **Submit**



If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).