

## Blackboard Content Collection

### Folder Creation

1. Click on **Content Collection** tab.
2. Click on **+ Folder** to add a folder.
3. For Folder name, type in Department name (i.e. CIS)
4. Click on **Submit**.
5. Click on the newly named folder.
6. Click on **+ Folder** to add a folder.
7. This time name the folder after a course (i.e. CIS 112).
8. Repeat steps 5-7 for each course the department includes.
9. Next add content to each course folder.
10. Click on the course named folder to add content.
11. Click on **+ Item** to add an item.
12. Click on **Browse** to locate the file to be added. Then click on **Submit**.
13. The file now appears in the course folder.
14. Repeat steps 10-12 for each document that needs to be added to each folder.

NOTES: If files need to be modified, first make changes to the document by opening the application in which it was created and save with the original name. Click on the **Modify** link next to the file. Click on the **Overwrite File** link to upload a file to replace the current file. Click on the **Browse** button to find the recently updated file and click on **Submit**.

To copy, move or remove a file, place a check mark next to the appropriate folder or item and then click on the action. Please note, that if a file or folder is removed, the link is broken and will no longer be accessible in the courses that have linked to it.

Now that the folders have been created, the next step is setting up the folders, so that the content may be retrieved.

### **Adding Content to Folders**

1. Click on the course named folder to add content.
2. Click on **+ Item** to add an item.
3. Click on **Browse** to locate the file to be added. Then click on **Submit**.

### **Adding HTML Pages to Content Collection**

1. Adding HTML pages with graphics are done slightly different, in order to ensure that the graphics appear to the users.
2. If these steps are not taken, the person that added the content will be the only one that can see the images. The graphics will not appear to other users.
3. The **HTML page and images must be zipped** in a compressed folder.
4. From the **Content Collection** tab, select the location in which the HTML document is to be added.
5. From the drop down menu located on the right side of the screen, select **Upload Package**.
6. Click on **Go**.
7. Click on the folder, and inside, the folder with the HTML content will appear.

### Modify Files

1. If files need to be modified, first make changes to the document by opening the application in which it was created and save with the original name.
2. Click on the **Modify** link next to the file.
3. Click on the **Overwrite File** link to upload a file to replace the current file.
4. Click on the **Browse** button to find the recently updated file and click on **Submit**.

### Copy, Move or Remove Files

1. To copy, move or remove a file, place a check mark next to the appropriate folder or item and then click on the action.
2. Please note, that if a file or folder is removed, the link is broken and will no longer be accessible in the courses that have linked to it.

### Adding Users to Retrieve Content

1. Add users (faculty in your department) to the Users folder. Note: everyone will be able to see and access all of your folders by default. It will be necessary to set the permissions for each folder in order to determine which users have access to which folders.
2. To add users, click on the **Users** folder on the left panel on the screen. It will be located just above username.
3. Next click on **Permissions** next to username folder.
4. Next click on, **Add Users**. In the Username box, type in the username of the person to be added. If necessary, place a checkmark next to **Read**. Click **Submit**. You may enter multiple users by separating usernames with a comma.

5. Now these individuals have access to Read and Manage (if you wish to give additional permissions, place check marks next to the other options in Step 4) the folders that were created.
  - a. **Read** – the user may only see the document. No changes can be made to the content.
  - b. **Write** – the user may make changes to the content.
  - c. **Remove** – the user can permanently remove content.
  - d. **Manage** – allows the user to select individual files to link content to the course.
6. To prevent users from seeing content, deselect all checkmarks under permissions.
7. Now that the folders are structured, users will now be able to access to the content by creating a series of steps.
8. In the panel on the left side of the screen, s/he should type the username of the Department Chair (or the person's content s/he wishes to view).
9. If it is someone that s/he will be frequenting, s/he may bookmark the folder.
10. To create the bookmarked folder, the instructor should search for the folder (Step 8), click on the username folder link, then place a check mark in the box next to the folder, then click on the drop-down arrow next to **Download Package** on the right side of the screen, and choose **Bookmark Items** and click **Go**. The user may then name the Bookmark whatever name s/he chooses.

NOTES: To prevent users from accessing content or folders, deselect all checkmarks under permissions.

### Retrieving Content

1. In the panel on the left side of the screen, the user should type the username of the Department Chair (or the person's content s/he wishes to view) in the text box under the **Search Content** link and click on **Go**.

2. Click on the user's folder. Everything that is accessible will appear.
3. If it is someone that s/he will be frequenting, s/he may save the search or bookmark the folder.

### Creating Bookmarks

1. To create the bookmarked folder, the instructor should search for the folder
2. Click on the username folder link, then place a check mark in the box next to the folder.
3. Click on the drop-down arrow on the right side of the screen, and choose **Bookmark Items**.
4. Click *Go*. The user may then name the Bookmark whatever name s/he chooses, then click **Submit**.

### Saving Searches

1. In addition to creating bookmarks, searches may also be saved.
2. Click on the +Save Search file after searching for user.
3. Next, the user may then name the Saved Search whatever name s/he chooses, then click **Submit**.
4. Saved searches may be accessed by clicking on the **Search Content** link, and then the Saved Searches link at the top of the page.

### Linking to Content in Courses

1. From the **Control Panel** of the course, click on the *Content* area in which the link is to be added.
2. Click on **+Item**.
3. Type in a name for the document, and any other additional information to be conveyed in the **Text** area.
4. Click on **Browse** next to **Link to Content Collection item** to locate file.

5. If desired, complete **Options** section.
6. Click on **Submit**.

### **Linking HTML Files from Content Collection to Courses**

1. Linking of HTML Pages is slightly different.
2. As was previously explained, HTML pages are zipped files.
3. The unzipped folder is selected. Usually only individual files are selected when linking to the Content Collection; however, this is the one exception when the entire folder is selected.

### **Testing**

1. Test Pools and Tests may be uploaded into the Content Management System.
2. Test pools are in a zipped file format.
3. This package may be uploaded into the Content Collection.
4. Test pools may be newly added or downloaded from a course.
5. There are three ways to create a Test Pool
  - a. From the Textbook CD
  - b. Creating manually
  - c. Using the Bb Quiz Generator

### **Uploading Test Pools currently in Pool Manager of Course**

1. From the **Control Panel**, click on **Pool Manager**.
2. Click on **Export** next to the Pool to be added to the Content Collection.
3. Select the **Export to Content Collection** link.

4. Click on **Browse**.
5. When the Content Collection window opens, click on **user name** and select folder in which the Test Pool is to be added(if necessary, create a new folder in which the Test Pool is to be added).
6. Click on **Submit**.
7. When the Content Collection window closes, click on **Submit** again.
8. A window appears that the Pool has successfully been exported.
9. Click on **OK**.

### Uploading new Test Pools into Content Collection

1. From the **Content Collection** tab, select the location in which the Test Pool is to be added.
2. Click on **+ Item** to add an item.
3. Click on **Browse** to locate the zipped Test Pool file to be added. Then click on **Submit**.
4. The Test Pool will then be added.

### Downloading Tests from Courses into the Content Collection

1. From the **Control Panel**, click on **Test Manager**.
2. Click on **Export** next to the Test to be added to the Content Collection.
3. Select the **Export to Content Collection** link.
4. Click on **Browse**.

5. When the Content Collection window opens, click on ***user name*** and select folder in which the Test is to be added(if necessary, create a new folder in which the Test is to be added).
6. Click on ***Submit***.
7. When the Content Collection window closes, click on ***Submit*** again.
8. A window appears that the Test has successfully been exported.
9. Click on ***OK***. The file will save as a zip file.

### **Adding Tests from Content Collection into Course**

1. From the ***Control Panel***, click on ***Test Manager***.
2. Click on ***Import***.
3. Click on ***Browse*** next to ***or Copy file from Content Collection***.
4. Choose the location of the zipped file in the Content Collection.
5. Click on ***Submit***.
6. When the Content Collection window closes, click on ***Submit*** again.
7. A window appears that the package has been processed.
8. Click on ***OK***.

### **Copy Files from Course Content to Content Collection**

Files that are currently in courses in the Blackboard Learning System may be copied in to a folder in the Content Collection. Items that are added through to the Content Collection may be used in new courses and shared with other users.

This tool is meant for adding new content to the Content Collection; it does not detect Content Collection items that have been added to a course or make changes to the course itself.

The Copy Files to CS tool copies items attached to the following:

- Content folders
- Content items
- Course links
- Assignments
- Instructions
- External links
- Learning units

**Attachments** added to the following areas of a course are **NOT** added to the Content Collection through the Copy files to CS tool:

- **Attachments** added to any Assessment areas (this includes Tests, Surveys and Question Pools)
- **Attachments** added to Discussion Board messages, including Group Discussion Board messages
- Files uploaded to the Digital Drop Box by Instructors
- Items added to the Grade Assignment page by the Instructor are not copied. These items include comments for a specific user and are sent when the Assignment is graded. (Items added to the Add Assignment page by an Instructor are copied)

Student files added to a course are also not copied, this includes:

- Files uploaded to the Digital Drop Box by users
- Files uploaded by users to Assignments

To copy files from courses to Content Collection complete the following steps:

1. From the **Control Panel** of the course, click on the **Copy Files to Collection** link.

2. Select the content areas from which to copy the items. (i.e. **Course Information, Course Documents, Assignments**, etc.) by placing a check mark in the box next to the appropriate area(s).
3. Next, click on **Browse** next to **Destination**. This will open the Content Collection.
4. Choose a location to deposit the content by selecting the radio button next to desired location, and click **Submit** in the Content Collection window.
5. The Content Collection window will close.
6. Next click on **Submit**.
7. The Copy Files to Content Collection: Results page will open. It will detail the name of the files and the location of the files. Click **OK**.
8. That's it. The information is now copied from the course to the Content Collection.

### Course Link Checker

Errors may occur from time to time because a link from the Content Collection has been broken. One of the primary reasons that may cause this to happen is that the document has been removed from the Content Collection or the document has been renamed.

The Course Link Checker feature checks the validity of links to the Content Collection items in a course.

To access this tool follow the below steps:

1. From the **Control Panel**, click on the **Check Collection Links** link under the **Course Tools** heading.
2. Click on **OK**.
3. A list of all content linked in the course will show.