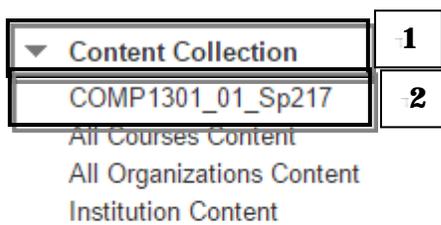


Blackboard Content Collection

The Blackboard Content Collection feature allows instructors to upload, download, store and manage folders or documents in one central location within their Blackboard course. Documents (i.e. PowerPoint sidoshows, Word documents, or Multimedia files) can be uploaded to a Blackboard course with a single upload, instead of uploading documents one at a time. All files added to the course can be copied to another course using the course copy feature in Blackboard. These files may also be archived for use in future courses.

Access the Content Collection



Basic Search
Advanced Search



1. Click **Content Collection**
2. Choose the link to the course. The course files will open in a separate window on the right. (*All Courses Content* will open all Blackboard course files under your login, as will *All Organizations Content*. *Institution Content* is not available)
3. **Upload:** Allows the instructor to upload a single document, a folder containing multiple files, a Zip file or a pre-packaged set of documents prepared by a textbook company.
4. **Set Up Web Folder:** Allows the instructor to create a Reusable document with text and multimedia content in HTML format that is then stored in the File Manager. This document may be uploaded to any Content Area. The student can open and read the information in the same manner as course content. This option works best for any items that are not time or date sensitive, but are reused frequently.
5. **Create Folder:** The instructor can create a folder to house a single document, a folder or HTML Objects, or a pre-packaged set of documents.

Upload Files

The instructor can upload a single document, a folder containing multiple files, or upload a pre-packaged set of documents prepared for Blackboard by a textbook company.

▼ **Content Collection** →

COMP1301_01_Sp217 **1**

All Courses Content
 All Organizations Content
 Institution Content

Basic Search
 Advanced Search

6. In the Control Panel Click **Content Collection**
 1. Choose the link to the course. The course files will open in a separate window on the right.
 2. Click **Upload**, and choose **Upload Files**.

FILE INFORMATION

Browse to select a file to upload.

* File **3** No file chosen
 If selected, this file will be uploaded.

3. On the next page, click Choose **File**
4. Locate the file and *double click* to **select it**
5. Click **Submit**