

Blackboard 9.x - Using the Content Collection for File Management

Introduction

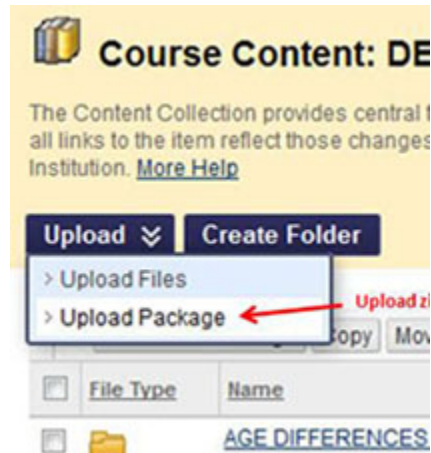
In Blackboard 9.x, the Content Collection can be used as a file storage system. Sets of files can be uploaded to or downloaded from this area. In your Blackboard course, links can be made to files or folders residing in the Content Collection. As well, every file attached in your course resides in the directory for that course in the Content Collection.

Effective functions include:

- *Upload and download multiple/all course files at once rather than one at a time.* To update your course files for next semester, download all the files, make changes, and then upload all files.
- *Linking to folders of files as opposed to one file at a time.* If you have multiple readings for one topic, link to the folder. Then students can access the files all at once. Further, with an existing folder, you can switch out the files in that folder without having to recreate its link in the course.
- *Immediate access to materials you have stored in your private Content Collection directory or in other Course or Organization directories to which you have Instructor/Leader access.* If you were in a class and discussion turned to a topic on which you had particularly pertinent materials in another Content Collection directory, you could quickly and easily access that file.
- *Create libraries of materials that can be shared across instructors, departmental courses, or interdisciplinary areas.* Create a Blackboard organization and enroll colleagues as leaders. Use that Organization's Content Collection directory to store a common set of files.

Upload a Set of Course Files

1. On your local computer, create a folder that contains all files and folders you wish to upload.
2. Zip this folder.
 - a. PC: right click on the folder and select Sent To > Compressed (zipped) File.
 - b. Mac: hold down the Control key and click your mouse > select Compress "your file name".
3. Access your Blackboard course (or organization or private Content Collection directory).
4. Click Upload > Upload Package.
5. Click Browse and navigate to and select the zip file. Click Open.
6. In Blackboard, click Submit.
7. Blackboard will extract the zip file automatically.



Download a Set of Course Files

1. Check the boxes of the files and/or folders you wish to download. (If you wish to download all, check the box at the top of the checkboxes next to File Type to select all.
2. Click Download Package.
3. Click Save File and OK. The package saves as a zip file.
4. Unzip the zip file.
 - a. PC: right click on the zip file and select Extract All.
 - b. Mac: double click the file to extract.



Create Link in Course to Content Collection Item

1. In a Content Area, select Build Content.
2. Select Item and type in a Name.
3. Under 2. Attachments, click Browse Content Collection.



4. In the Content Collection window, select the file(s) or folder(s) to which you wish to link.
5. Click Submit.
6. In your Blackboard course, click Submit again.

Upload and Attach Website or Narrated PowerPoint Converted to Flash

1. Follow the Upload and Create Link Instructions above.
2. Click into the folder containing the unzipped files.
3. Select the file that you wish users to access first (usually called index.html).

<input type="checkbox"/>	File Type	Name
<input type="checkbox"/>		AGE DIFFERENCES IN WELL-BEING AND MO.
<input type="checkbox"/>		fxprompt.is
<input checked="" type="checkbox"/>		index.html

4. Type a Link Title.
5. Be sure that 'Give users access to all files and folders in the folder' is checked.
6. Click Submit.

Attached files

File Name	Link Title	File Action
 index.html	<input type="text" value="index.html"/>	Create a link to this file

Provide user-friendly link name.

Select so students can view necessary files.

Give users access to all files and folders in the folder
 Give users access to this file only
 Give users access to selected files in folder