



Blackboard Content Collection –Share Student Folders with Course for Instructors

Introduction

This handout explains how to add a student content collection folder to your Blackboard course.



Note: a student will have had to share his/her content collection folder with your course before you can perform this task. (See student version of this handout.)

Share Student Folders with Course

This step is composed of two tasks: find folder in the Content Collection and add those folders in your course.

Find Student Folders in Content System

1. Navigate to the Content Collection.
2. Next to Location, click the users link.
3. Click Find Folder in the gray header bar.
4. Type the UNCG username in the box and click Submit.
(Do not click Browse. The search function is not easy to use.)
5. You should be returned to Location: /users and see the added username folder.

Add Student Folders to Your Course

1. In your course, create a folder or a new content area for the student folders.
2. In that folder or content area, click Add (+) Item.
3. Give the item the name of a student.
4. Next to Link to Content Collection item, click Browse.
5. In the Select File or Folder window, click the users link next to Location.
6. Click the link to the student folder you wish to add.
7. Click the radio button next to the folder you wish to add.
8. Click Submit.
9. Back in the Add Item page, click Submit.