



## Blackboard Content Collection – Create Folder, Add File and Share with Course for Students

### Introduction

This handout explains how to create a folder and add a file in the Blackboard Content Collection as well as how to share the folder (and the files in that folder) with a Blackboard course in which you are enrolled.

### Create Folder

1. After logging into Blackboard, click the Content Collection tab.
2. The Content Collection: My Content page should display.
3. Click Add (+) Folder. (*Not* Web Folder.)
4. Give your folder a name. If you are sharing your folder with a Blackboard course, you may wish to include your name in the folder name.
5. Scroll down and click Submit.

### Add Files to Folder

1. Click the link to your newly created folder.
2. Click Add (+) Item.
3. In the Add Item page, click Browse.
4. In the Choose file box, navigate to the desired file, and click Open.
5. Back in the Add Item page, click Submit.

### Share Folder with Blackboard Course

1. To the right of Location, click the link for your username.
2. To the far right of your folder, click Modify.
3. Click Permissions.
4. On the far right, you should see Course User List in the drop down menu in the gray header bar. Click Go next to this.
5. Check the box next to the Blackboard course with which you would like to share your files.
6. Under Choose Roles, check All Course Users.
7. Under Set Permissions, check the level of permission you wish to grant (usually Read).
8. Scroll down and click Submit.

### More on Permissions

It is possible that you already, or will, have materials in the Content Collection that are not relevant to the course with which you have shared. If this is the case, you will need to revoke permission from the folders or items that you do *not* wish to share. In this case, if you revoke permissions on a folder, it will revoke permission on the items within that folder as well.

To revoke permission:

1. Navigate to the folder or item in the Content Collection and click Modify.
2. Click Permissions.
3. Check the box next to the course for which you wish to revoke permissions and click Remove in the gray bar.
4. Click OK.