



# Blackboard Content System Overview

## **What is the Content System used for?**

The Blackboard Content System can be used to:

- Store all your files in one place
- Share your files with multiple courses, and other faculty
- Reuse your files each semester
- Maintain your files with time-saving editing features

## **Accessing the Content System**

The Content System is accessed through the ***Content Collection*** tab at the top of your Blackboard page.

## **Adding files to the Content System**

There are three ways to add files to the Content System:

- Add Item
- Web Folder (drag & drop)

### **Adding an Item**

To add a file to the Content System:

1. Once logged into Blackboard, click on the Content Collection tab.
2. Click the +Item button.
3. Click the Browse button and choose the file you wish to upload.
4. If necessary, check “Overwrite if a file with the same name exists.”
5. Choose whether to lock the file (leaving it at “no” is recommended).
6. Choose your comment options.
7. Click Submit.

Your file will now appear in your Content System space. You can also add folders for organization, and files can be moved around.

## Web Folder (drag & drop)

To add a file using the Web Folder:

*NOTE: You must be using Internet Explorer for this option.*

1. Once logged into Blackboard, click on the Content System tab.
2. Click the Web Folder button. A window will open that looks much like a Windows Explorer window. It will contain all the files and folders in your Content System space.
3. Drag & drop (or copy & paste) any files you want to move to the Content System.

Any changes you make to this web folder will be reflected in your Content System space. You will need to click the Refresh button at the bottom of the page to see the changes.

## Copying files from your course

To move files from one of your courses into the Content System:

1. Go to the course you want to work with.
2. In the Control Panel, click on the **Copy Files to Collection** link (in the Course Tools section).
3. Select the areas you want to copy. You cannot select individual files, only course sections.
4. Click Browse by the Destination field and select "Location /users/username" (where username is *your username*.)
5. Click the Submit button.

Once you go to your Content System space, you will see a folder containing your course content. You can then move it and organize it how you wish.

## Linking to the Content System from your course

You can link to files in the Content System from your course. This is especially useful if you are using the same document in more than one course. Any changes you make to the document after it is linked will automatically be made in all of the courses.

**To link to a file from your course:**

1. In your course, click on the section where you want to link the file.
2. In the upper right corner of the screen, click the Edit View link.
3. Using the +Select dropdown on the right, choose Content System Content and click Go.
4. Enter a name for the item and any additional text you want to accompany it.
5. Click the Browse button next to Browse Content System.
6. Navigate your Content System space to choose the file you wish to link. You can also link entire folders.
7. Click Submit.
8. In the box that pops up, click OK.
9. If desired, enter a name for the link. If you leave this blank, the link will be the filename of the item.

10. Choose any other options you want to apply to this content.

11. Click Submit.

Clicking OK will bring you back to the section you were working in. Notice that the icon next to a Content System item is different than a regular item.

### **Sharing files with others**

You can use the Content System to share files with other faculty members.

To share a file with someone else:

1. In the Content System, find the file you wish to share and click the hand icon in the Permissions column.
2. Click the Add Users button.
3. Enter the username of the person you wish to share with. You can enter multiple usernames.
4. Choose what actions they will be able to perform on the file (Read, Write, Delete, and Manage).
5. Click Submit.
6. Click OK to return to your Content System space. Notice the hand icon next to the item has changed.

In order to access the file you have shared, the other user will have to either search for it or you can email them a “pass” to the file.

#### **To email an item:**

1. In the Content System, check the box next to the file you are sharing.
2. Using the dropdown box in the upper right of the page, choose Email Items and click Go.
3. Enter the necessary information and click the Submit button.
4. Click OK to return to your Content System space.