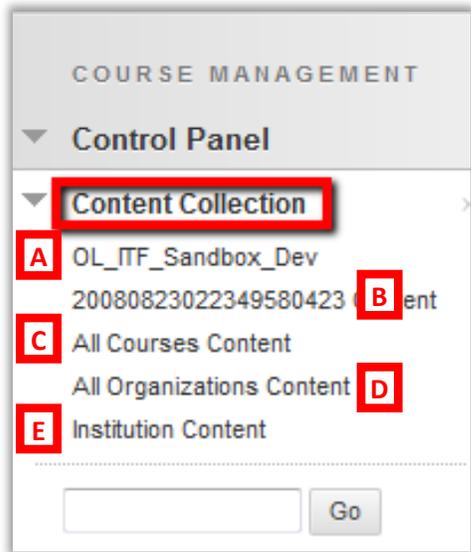


## Using the Content Collection in Blackboard

The new content collection in Blackboard gives you more options for embedding files in your course. This quick guide will introduce you to the new content collection and show you how to use it most effectively.

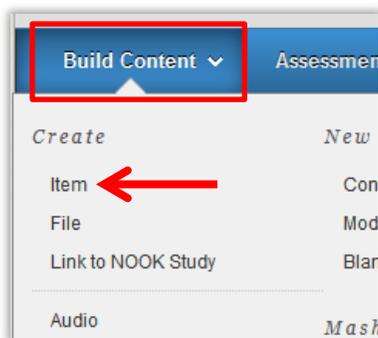
<u>Step 1</u>	
<p>The <b>Content Collection</b> now consists of five different repositories for content. To see the five types of content repositories, go to the control panel in any course and click “content collection.” Here you will find five links:</p>	 <p>The screenshot shows the 'COURSE MANAGEMENT' section with a 'Control Panel' dropdown menu. The 'Content Collection' option is highlighted with a red box. Below it, five links are listed, each with a red box and a letter: 'A' for 'OL_ITF_Sandbox_Dev', 'B' for '20080823022349580423 ent', 'C' for 'All Courses Content', 'D' for 'All Organizations Content', and 'E' for 'Institution Content'. A search bar and a 'Go' button are visible at the bottom of the menu.</p>
<p>A. <b>The course code</b> (shown here as “OL_ITF_Sandbox_Dev”) links to the course’s content and gives you access to all the files you have uploaded to this particular course.</p> <p>B. Your <b>Blackboard ID number</b> links to “<b>My Content.</b>” My Content is a place you can upload files you want to persist past the three semesters that course content is available. Note that there is a 750 MB limit on this folder (See Step 6).</p> <p>C. “<b>All Courses Content</b>” links to all the files you have uploaded to all the courses you are enrolled in as an instructor.</p> <p>D. “<b>All Organizations Content</b>” links to all the files uploaded to all the organizations you are enrolled in as an instructor.</p> <p>E. “<b>Institution Content</b>” will be a link to e-Reserves you set up for your course with the Newman library.</p>	

**Step 2**

There are two methods for adding content to your site.

**Method 1: Add the files as an attachment** in an item. Hover over “Build Content” on any content page and click on “Item.” Then, scroll down to “Attachments.” You can find files to attach here by **browsing your computer or the content collection**. You will only be able to add one file at a time. When you upload a file from your computer, it will be added to the course’s content collection. Each file added in this manner adds to your course data quota. **The content collection** consists of all the files you previously uploaded into Blackboard. Files uploaded from the content collection are not added to the course’s content collection or count towards your data quota since they already live in Blackboard. This allows you to minimize the data uploaded to your course to stay within the quota.

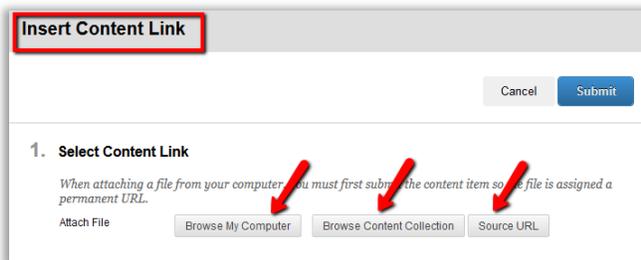
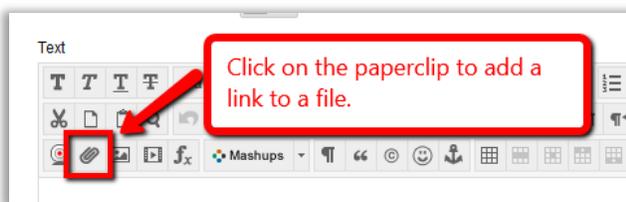
Note: You should **only** use the content collection to link to files that are **saved in a Dev site or in your content collection**, not to files that live in other live course sites because those files will be archived after three semesters and the links will break.

**Step 3**

**Method 2: Add content to a course page using the paperclip** in any content editor. This allows you to create a content link to a file that 1) you upload from your computer, 2) is saved in your content collection, or 3) is saved on a website. Just like when adding files as an attachment in Step 2, linking to files from your computer will add the file to your course content and contribute to your data quota, while adding a file from your content collection will not. The “Source URL” option allows you to provide access to files that live on sites like DropBox or to websites.

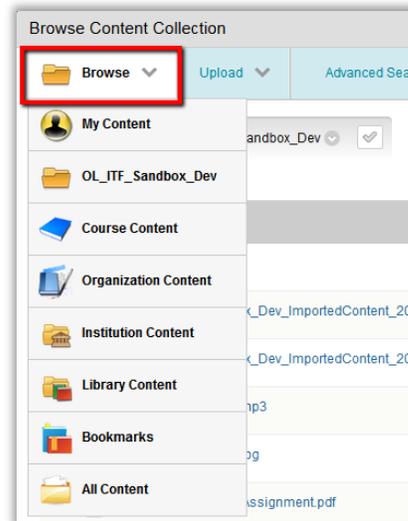
Note: You can also set up a Web DAV folder (a folder that lives on your computer but syncs with Blackboard). This folder allows you to upload large files, zip files and multiple files from your computer to your course. For information about Web DAV and instructions on how to set up and use it, see this Blackboard User Guide:

<https://cuny.edu/about/administration/offices/CIS/functions/bb/userguides/faculty/WebDAV.pdf>



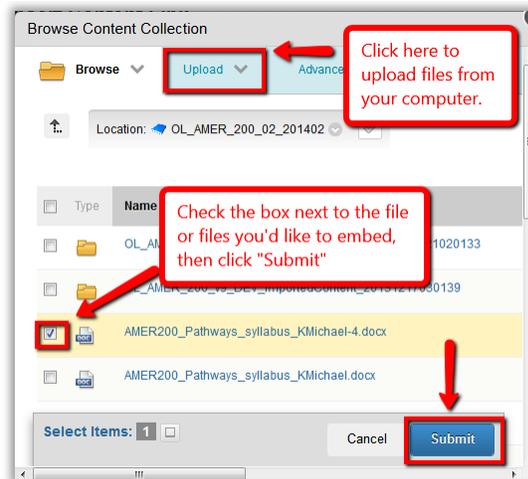
**Step 4**

When you click on “**Browse Content Collection**” in either Steps 2 or 3, a new window will pop up. When you hover over “Browse” in the upper left hand corner, a drop down menu with all the content repositories appears (e.g. Course Content, Organization Content, etc.). Click on the name of the repository you’d like to browse to find your file.

**Step 5**

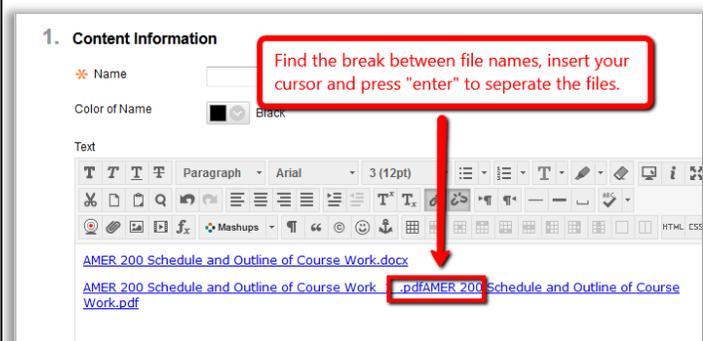
Once you are in a content repository, check the box next to the file or files you want to link to and click “Submit.”

Note: You can also upload files from your computer or your Web DAV folder here by using the “Upload” tab.

**Step 6**

If you inserted more than one file, the file titles will appear as one continuous link. To **separate the files**, find the end of each file, insert your cursor and press “enter.” When the files appear the way you’d like them to, click “Submit.”

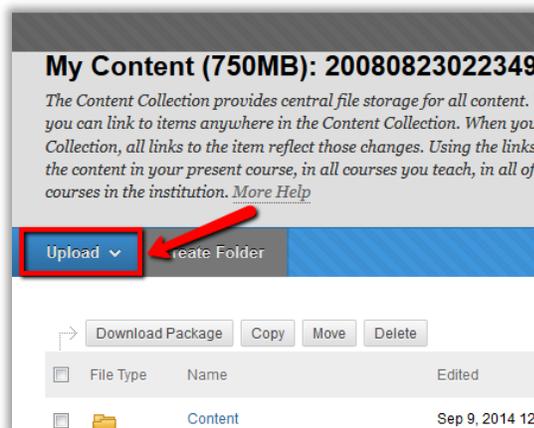
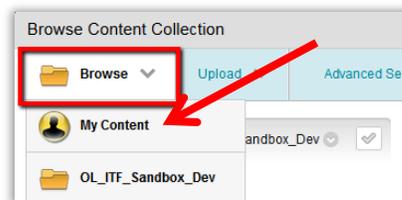
Note: One advantage of embedding files using the paperclip is that it gives your course page a cleaner look and you the option to enter text (directions, bibliographic information, etc.) into the text editor around the file links.



**Step 7**

**“My Content”** is a place you can store files that you want to persist past the three semester period that course files are available. You can then also link these files into your courses. To upload a file to “My Content,” select “My Content” either from the list in the “Control Panel” or from the drop down menu in “Browse Content Collection.” From the “My Content” page, click on “Upload,” where you can choose to upload individual files or a zip file. Once you have uploaded the files you’d like to embed in your course, check the boxes next to them as shown in Step 5 and click “Submit.”

Note: There is a **750 MB limit** on “My Content.” Also, if you link to a course from here and then change the file, your course users will not be alerted to the fact that there’s been a change. “My Content” should therefore only be used for documents that don’t need to remain part of the permanent course record. A syllabus, for example, would be an example of a file that does need to remain part of the course record, so if you intend to update that same file each semester, you wouldn’t want to house it in “My Content.”

**Step 8**

Depending on which institutions within CUNY you are affiliated with, you may have a tab on your Blackboard home page titled “Content Collection.” This is simply another route through which you can access and browse your content collection.

