

At its most basic, the Blackboard Content Collection is a centralized repository for all of your course and organization files. Following is an introduction to the Content Collection that focuses completely on the content management aspects for just course and organization content.

Navigating the Content Collection for Course and Organization Documents

The Content Collection can be accessed from two places in Blackboard. The first is from the “Content Collection” tab, and the second is via the course Control Panel.

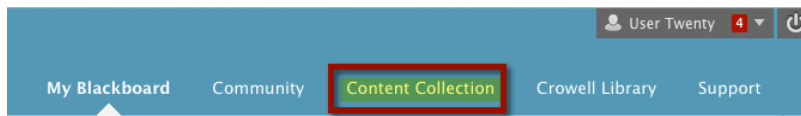


Figure 1: From the “Content Collection” tab

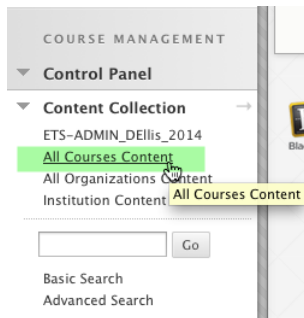


Figure 2: From the course Control Panel

Documents that are uploaded to courses or organizations are automatically added to the Content Collection; documents can also be uploaded directly to the Content Collection from your computer, flash drive, or online storage.

View from the “Content Collection” Tab

When you click on the “Content Collection” tab, you should come to a page that looks similar to below; however, you may also see a screen that has a “Recycle Bin” folder—this is a glitch that is still being worked through.

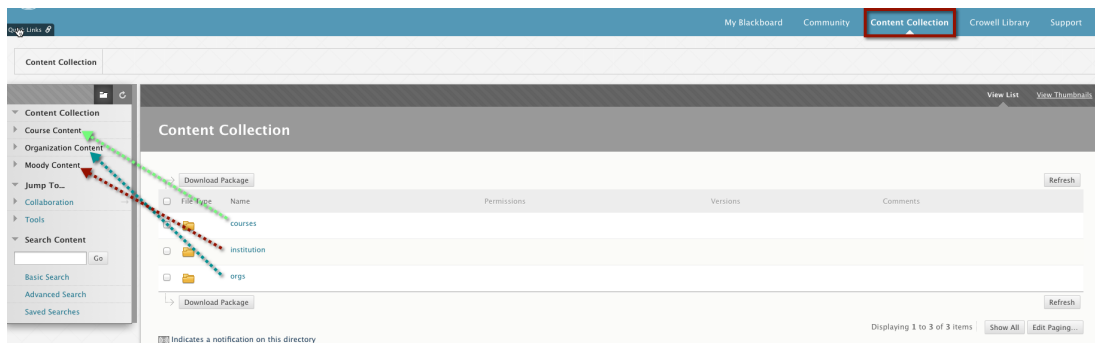


Figure 3: Opening Content Collection screen; arrows match the folders to the corresponding type of content in the left-side menu

- The “Course Content” / “courses” area gives access to all courses in which you are listed as the instructor.
- The “Organization Content” / “orgs” area gives access to all courses in which you are listed as the leader.
- The “Moody Content” / “institution” area is where folders for collaboration can be created; this is where the “Academics” folder is located, and it contains a folder for each department with permissions given to each full-time faculty member per department. Otherwise, folders must be created by request to ITS. The “library” folder is to be used only by the Moody libraries.

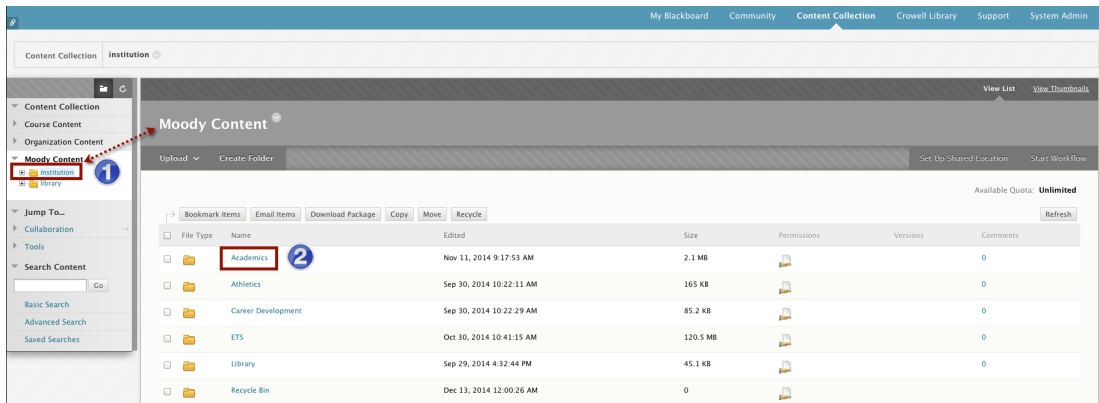


Figure 4: The “Moody Content” area, which contains the “institution” folder where the “Academics” folder is located

The “Academics” folder will contain your department folder, and that is the only folder you should be able to see. The screenshot below comes from a System Admin view and is shown so that you have an idea how the “Academics” folder is set up. Permissions for each folder have been granted according to the integrated faculty list provided by the Provost’s Office. New full-time faculty or any part-time faculty will need to be added to the appropriate folder by the department chair.

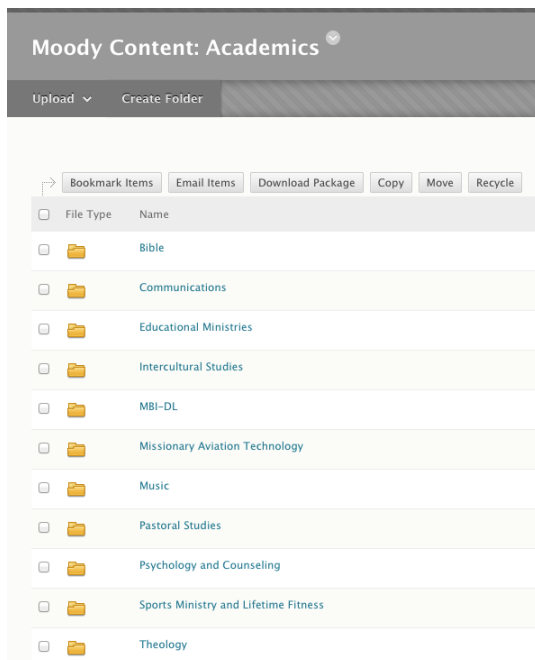


Figure 5: Structure of the “Academics” folder; individual faculty will only see the folder for his/her department

View from the Course Control Panel

The Content Collection can also be accessed from the course Control Panel. (*Note:* the “Content Collection” section of the Control Panel replaces the “Files” section.) In the figure below, the green-highlighted item is the Blackboard ID for the particular course being accessed, and clicking that link takes you directly to the content for that course.

The pink-highlighted items correspond to the same areas that are found under the “Content Collection” tab. Clicking any of these links will take you to that tab—note that the highlighted tab changes from “My Blackboard” to “Content Collection”—but you will still be in the framework of the course in which you started and can easily click any course link to return to working in your course.

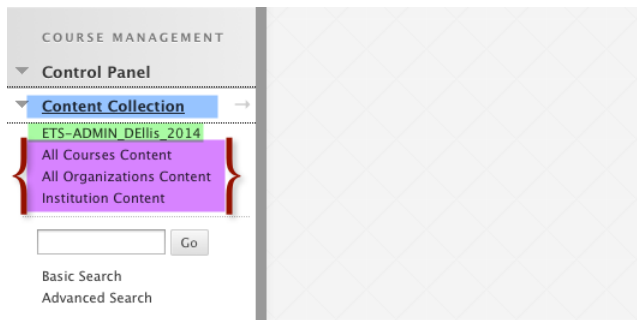


Figure 6: View of the Content Collection from within a course

Advantages of the Content Collection

Even if you don't take advantage of the full suite of features the Content Collection provides, there are some basic-level advantages to using it.

- Because the Content Collection is a centralized repository for all courses, documents and other files can be shared across courses. In other words, you can use a document you uploaded to course A in course C. When you are uploading a document to your course site, choose the option to “Browse Content Collection” and then navigate to the folder that contains the item you wish to upload.

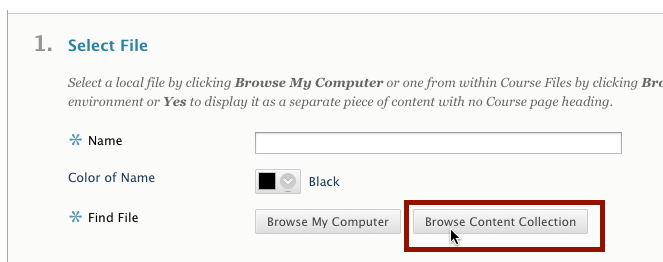


Figure 7: Browse the Content Collection to choose content from any of your courses or work folders

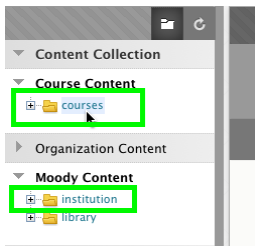
- When you browse to the Content Collection to upload content to your course site, you are actually *linking* to the item rather than pulling the whole document into your course. Because you are linking to the content and it isn't being copied to your course, when you make a change to a document you are making the change in only one place. The courses that have that document are automatically updated with the changed document, which means that you don't have to upload the changed document to every course site in which it is included. This functionality is most easily accomplished if you use the “Set Up Shared Location” feature, which is explained in the next section of this help sheet.

Setting Up a “Shared Location” Folder

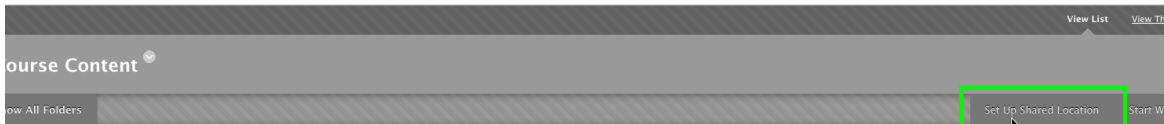
Essentially, when you set up a “Shared Location” folder, you are creating a digital connection from Blackboard to a folder that is created on your computer desktop. This folder is a mirror of the folder on Blackboard, so any documents located in your Shared Location folder that you update are automatically updated in Blackboard; any documents you add to the Shared Location folder are added in Blackboard. If you want to access content from more than one main folder, it is necessary for you to create a Shared Location folder for each of the folders.

The Process:

1. Navigate to the main folder (e.g., “Courses” or “Institution”) to which you want to create a connection.



2. Click the “Set Up Shared Location” button.



3. Follow the instructions in the new window that opens to add the folder to your desktop.

Using Shared Locations

WebDAV is used for sharing files over the Internet and is compatible with most operating systems. When put into use with Blackboard Learn, WebDAV is a means for users to access content from their course repository as if it were any other network drive or folder on their personal computers.

When WebDAV, or a web folder, is set up, all of your course files can be managed from your desktop, dragging in content from multiple drives and folders and organizing it as needed. Also, files can often be edited directly in the web folder, without downloading them, editing them, and uploading them again.

[Show instructions for all Operating Systems](#)

To connect to a web folder, use the following Web address of the folder and a valid username and password. Each folder selected will have a different URL. Any folder can be selected; however, the web folder path must be less than 240 characters.

Current Web address:

Set Up Shared Locations in Mac OS

Using the web address of the folder, follow these steps to mount the shared location in Mac OS:

1. On the Finder bar, select the Go menu and then, select **Connect to Server**.
2. In the **Connect to Server** window, type `https://blackboard9.moody.edu/bbcswebdav/courses` in the **Server Address** field. Click the plus sign to add this address to the **Favorite Servers** box.
3. Click **Connect**. When prompted to enter a name and password, type your Blackboard Learn username and password. Click **Connect**.
4. The shared location will open. It will now be listed in the **Computer** sidebar under **Shared**.

Content Collection

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 - [Library](#)
 - [Reusable Objects](#)
 - [Create and Use Reusable Objects](#)
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Content Collection

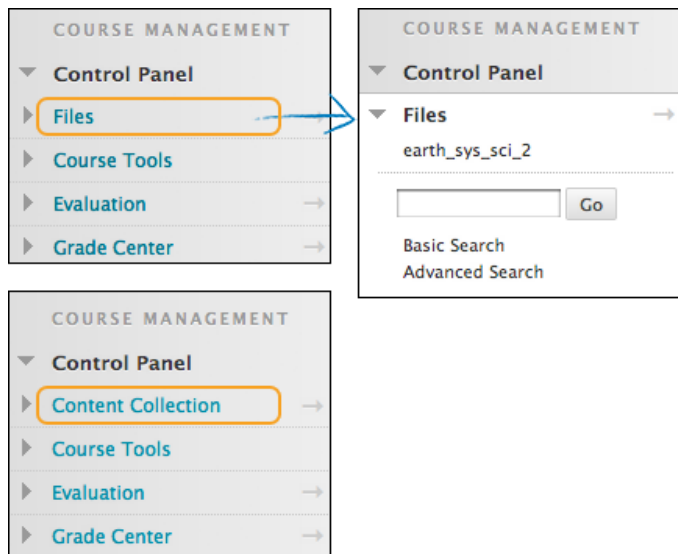
If your institution licenses content management, you can store, share, and publish content. You can store and find content in personal, course, and institution folders in the Content Collection. You can link to these files in different areas in your course. You can store files you upload to your course in the Content Collection and link to them again.

If the Content Collection is available, a Content Collection tab appears in the page header.

Course Files vs. the Content Collection

Course Files is the file repository available with all Blackboard Learn courses. However, if your institution licenses content management, the Content Collection is the file repository.

The first section in the Control Panel shows where your files are stored. Click **Files** to expand the section and click the course ID to open Course Files in the content frame.



Course Files

- Content is stored for a single course.
- You cannot share content across courses.
- Students do not have access to store or share files.



To learn more, see [Course Files](#).

Content Collection

- You can store content for multiple courses you teach.
- You can share content across courses and with other users.
- Students may have access to store or share files.

In this section...

- [Copy Files to the Content Collection](#)
- [Copying Courses and Content Collection Items](#)
- [Export/Import and Archive/Restore Content Collection Items](#)
- [Organize and Manage Content](#)



Copy Files to the Content Collection

The **Copy Files to Collection** tool enables instructors to copy content from their courses in Blackboard Learn to a folder in the Content Collection. This is helpful for instructors who have attached files that exist outside of the Content Collection to items in course content areas. Items that are added through to the Content Collection may be used in new courses, shared with other users, and added to portfolios.

This tool is intended for adding new content to the Content Collection. It does not detect Content Collection items that have been added to a course or make changes to the course itself.

Note: Your institution may disable copying files to the Content Collection.

Types of Content That Can Be Copied

The **Copy Files to Collection** tool copies files that have been attached to course content areas. These files are originally added the course through the **File to Attach** option available on specific pages in the application or within the content editor.

The Copy Files to Collection tool copies items attached to the following content types:

- Content folders
- Content items
- Course links
- Assignments
- Instructions
- Web links
- Learning modules

Note: All attachments associated with unprotected course cartridges are copied. Protected cartridge content will not be copied.



Types of Content That Cannot Be Copied

Attachments added to the following areas of a course are NOT added to content management through the **Copy Files to Collection** tool:

- Attachments added to any assessment areas—this includes tests, surveys and question pools.
- Attachments added to discussion board messages, including group discussion board messages.
- Files uploaded to a group's file exchange by instructors.
- Items added to the **Grade Assignment** page by an instructor are not copied. These items include comments for a specific user and are sent when the assignment is graded. Note that items added to the **Create Assignment** page by an instructor *are* copied.

The following *student* files added to a course are not copied:

- Files uploaded to the group file exchange by users.
- Files uploaded to assignments by users.

How to Copy Files to Collection

Use the following steps to copy files to the Content Collection:

Note: Users can only copy content to folders within the Content Collection that they have write permission for.

1. On the **Control Panel**, expand the **Packages and Utilities** section and click **Copy Files to Collection**.
2. On the **Copy Files to Collection** page, under **Select Areas**, use the check boxes for the areas to copy. For each area selected, attached items will be copied to the Content Collection.
3. The **Destination** path defaults to the location of the course folder in **Course Content** in the Content Collection. You can type a path to a different folder.

After the copy is complete, a receipt page appears. The receipt states all areas that were successfully copied and any that have failed. The copied items will appear in the Content Collection in a folder named **Copied Content**.

Running the Tool Multiple Times

The **Copy Files to Collection** tool may be run on the same course multiple times. This may be helpful in the following situations:

- Too much or too little content was selected to copy and a clean copy is needed.



- If files were copied at the beginning of the term, the process may need to be run at the end of the term to copy additional files that have been uploaded.

Each time this tool is run, a new set of folders appears in the Content Collection. If the content is copied to the same area, the **Copied Content** folder is appended with the number of the copy. For example, the folder created after the tool is run a second time is named *Course ID Copied Content (2)*.

File Structure in the Content Collection

All files copied to the Content Collection are stored in the destination folder that you selected on the **Select Areas to Copy** page. All of the content from the course is stored in a folder with the following naming convention: *Course ID Copied Content*. The structure of files within **Copied Content** mimics the structure of the files in the course.

Example

The copy from History100 included Course Documents and Course Information.

The Course Documents folder contained the following items:

- A course item with the file Syllabus.doc attached.
- A course folder named Chapter One (no items attached to the folder).
- In the Chapter One folder - a course item with the file WeekOne.doc attached.

The Course Information folder contained a course item with the file CourseOverview.doc attached.

The structure of files within the Content Collection will be as follows:

```
>History 100 folder
    >History100 Copied Content folder
        >Course Documents folder
            >Syllabus.doc
            >Chapter One
```



folder

>WeekOne.doc

>Course Information folder

>CourseOverview.doc

Copying Special File Attachments

There are a few cases where copied content receives special treatment in the Content Collection.

For example, a file called `unzipme.zip` is unpackaged at the root of the **Course Information** folder. The Content Collection will have both the `unpackage.zip` file at the root of the Course Information folder and also `dir_unzipme.zip` that contains the contents of the original file.

- Content uploaded to Blackboard Learn, as package files (for example, zip files) where the user selected to **unpackage this file** are copied to the Content Collection in the zip file format with the unpackaged items under a folder with the following format: `dir_fileattachmentname.fileextension`
- All files uploaded in the content editor are copied to individual sub-folders named `embedded(unique#)`. This is also true for files uploaded through a text field when the content editor is not available.
- When an HTML file that contains references to images is uploaded, the user is prompted to upload the images. These are "missing images." Missing images are copied to a folder with the following format: `dir_fileattachmentname.fileextension`

Copying Files with the Same Name

The Content Collection does not allow a folder to contain multiple files with the same name. This type of duplication is permitted within courses in Blackboard Learn. The same is true of folders with the same name.



When files and folders with the same name are copied to the same folder in the Content Collection, the names will be appended with a number. For example, if two files named `Syllabus.doc` are copied to the same folder, they will appear as `Syllabus.doc` and `Syllabus1.doc`.



[Uploading Files to the Content Collection](#) (Flash video | 1m 44s) |



[Uploading a Zipped File to the Content Collection](#) (Flash video | 2m 19s)



Copying Courses and Content Collection Items

Links to Content Collection items in a course are copied during a course copy operation. When a course is copied, linked content access is updated so that the newly copied course has the same access as the course from which it was copied.

Because links to Content Collection items are copied and not physical files, all users must have permission within the Content Collection to view these files. If a user without the appropriate permission to an item selects a link to the item in the course, an **Access Denied** message appears.

Instructors must add permission for these users to the item in the Content Collection or the Blackboard administrator at your institution may enable the **Copy Settings** options to automatically edit permissions when a course is copied.

Note: The automatic permissions upgrade only applies to courses that are copied. If a course is imported or restored, user permissions to Content Collection items linked to in the course are not automatically upgraded, the above will occur. All of the links to Content Collection items will be broken.

Automatically Updating Permissions for Content Collection Items

A **Course Copy Settings** option is available for the Blackboard administrator at your institution to manage the permissions of Content Collection items that are copied as part of a course copy operation. When yes is selected, the permissions for Content Collection items located in almost all course areas is automatically updated.

Note: The one exception to this is tests. The permissions for Content Collection items linked to in tests, surveys, and question pools are not automatically updated. Instructors must update the permissions to these items manually through Content Management.



Item Permissions in the Content Collection

When a Content Collection item is copied through **Course Copy** and the permissions are automatically updated, the new permissions are visible for the item in the Content Collection. When a Content Collection item is viewed in the Content Collection, read permission will appear for **All Course Users**.



Export/Import and Archive/Restore Content Collection Items

When a course in Blackboard Learn is exported or archived, links to any Content Collection files are included. If a package is then imported or restored, these links are included in the content. The behavior of these links depends on the state of the items in the Content Collection.

Items Remaining in the Content Collection

If the items are stored in the same location within the Content Collection, the links to these items in the course will function properly. Instructors need to check the permissions for these items as they may need to be edited. Permissions for this item need to be granted to the Course User list so all users enrolled in the course may access the items. If users do not have permissions to the item, an **Access Denied** error message appears when they select the link.

Items Restored or Imported to a System Without the Content Collection

If a course package is restored or imported to a course in Blackboard Learn without the Content Collection, all of the links to Content Collection items in the imported or restored course will be broken. This is because the course saves a link to each item, not the actual files.

Instructors must delete the links to these items from the course. If the items are accessible, they are added to the Content Collection and linked to again from the course.

Note: If the Content Collection is moved or deleted, the same behavior described above will occur. All of the links to the Content Collection items will be broken.



[Uploading Files to the Content Collection](#) (Flash video | 1m 44s) |



[Uploading a Zipped File to the Content Collection](#) (Flash video | (2m 19s) |



[Watch Downloading Files in a Zipped Package from the Content Collection](#) (Flash video | (2m 13s)



Organize and Manage Content

In the Content Collection, you can manage content by organizing it in folders. Organized content makes it easier to manage permissions for that content, because you can grant permissions to users based on folders rather than individual files.

This section shows you how share and find content, how to set up a web folder or shared location for accessing your content, and how to enhance your course with content from the Library.

In this section...

- [Organize Content in Folders](#)
- [Folder Permissions](#)
- [Library](#)
- [Reusable Objects](#)
- [Share and Find Content](#)
- [Web Folders and Shared Locations](#)



Organize Content in Folders

Before adding any content to the Content Collection, users should plan out how they will manage their content. This will allow them to organize content in a way which best meets their individual needs.

Files in the Content Collection are organized in a tree structure of nested folders up to, and including, the content area level. This means that each folder may contain other subfolders and files. The term "items" refers to files and folders.

A folder stores both files and other folders. Folders are automatically available to the user who added the folder but must be shared if other users are to view the folder and its contents. It is important to remember that all folders are contained within other folders up to the root (/) folder. Root folders are folders in which all other folders are placed. Content areas, such as Users, Courses, Institution, and Library, are simply folders stored under the root folder.

The system does not allow subfolders with the same name in a single parent folder. For example, two folders named Group Projects may not be created in the top-level of the username folder. The system also does not allow files with the same name to exist in a folder.

Using Private Content Space and Public Content Space

Creating separate folders for personal content (private space) and folders that are available to other users (public space) is very helpful. This method allows the user to have certain folders available only to them, where they can store personal content. For example, one personal folder may contain papers and projects that are in progress, while another contains professional content that is not ready to be shared, such as resumes and cover letters for jobs. Additional permissions for these personal folders are not granted to anyone else.

When a document is ready to be shared, it may be copied or moved to a public folder. For example, if an instructor is working on a course document he or she can create the draft in a personal folder, and then move it to a shared folder when it is complete. The shared folder is shared with all users enrolled in the class (public space that is set to be available to only course members), and allows for collaboration.

Creating a Private Folder

A private folder is created in the same way as other folders in the Content Collection, through the **Add Folder** option. The permissions granted on the folder determine whether or not it is private.



In the username folder, a private folder is a subfolder that is not shared with any other users. A user may create a subfolder in his or her username folder and not grant any other users permissions to it.

In a course folder, a private folder may be specifically for the instructor, or it may also be accessible by users with other course Roles. For example, a private subfolder may be created with permissions granted to the instructor, teaching assistant, and course builder. This folder would not be available to any students enrolled in the course.

Creating a Public Folder

Similar to private folders, public folders are created in the same way as other folders, using the **Add Folder** option. The permissions granted on a folder determine whether or not it becomes to multiple users and groups of users. Any user with manage permissions may share the item with a wider audience.

In a username folder, a public folder may be created and shared with a group of users collaborating on a project.

In a course folder, a public folder may be created and shared with all users enrolled in the course. This folder would include course information or articles that the whole class needs to read.

Organizing the Folders

A course folder for each course appears by default under Courses. The default roles that have full permissions (read, write, manage, and remove) to this folder when the folder is first created are instructors, teaching assistants, and course builders. Administrators may edit this default setting. For example, administrators may set it so that when a course folder is first created, only instructors and TAs have full permissions. It is very important to understand which permissions have been granted to the folder before proceeding with setting up subfolders and additional permissions.

Any user with manage permission on the course folder can grant additional permissions on that folder to other users. For example, an instructor may want to grant read permission to all students in the course to the course folder, and read and write permission to a public folder created beneath the main course folder.

Storing Single Course Content

The temporary nature of courses makes the course folder (tied to the course ID) useful for storing content that is specific to a single course. If a course is deleted, the folder tied to the course ID is no longer accessible. If content that is stored in the course folder does need to be reused, options for copying and moving items are available.

It may be easier to store content that is used in multiple courses in the institution folder or the instructor's user folder. This also depends on how the Administrator configures the institution folder and its availability. Keep in mind that if course-related content is stored in a user folder, and it has not been shared. This content will be unavailable if the user leaves the Institution and is deleted from the system.



Folder Examples

Subfolders within the course folder may be used to store both private and public content. The following are some examples of folders that may be created in the course folder:

Private Folder

A private folder is shared with instructors, teaching assistants, and other applicable course roles that contain private course information, such as test and survey results. These users all have read, write, manage and remove permission on the folder.

Note: The instructor may decide to retain the course folder as a workspace for the course, and not allow users to access any items in the course folder. Instead, the instructor may link to Content Collection items from the course. In this scenario, the entire course folder would be a private folder.

Group Folders

A group folder is shared with course groups, which may be used as group collaboration areas. There are a few options for setting this up:

- Grant all students in the course read access on the top-level course folder. Remove read permission for students to all private folders. Add permissions for each group to their respective group folder. This option allows students to use the **Find Folder** tool to locate the group folder.
- Grant each course group permission to their respective group folder in the course (do not grant any permission for course users to the top-level course folder). The students may use **Search**, **Go To Location**, and **Bookmarks** to locate the folder.

Public Folder

Folder shared with all course users where they may access course related materials, such as the syllabus or reading list. There are a few options for setting this up:

- Grant all students in the course read access on the top-level course folder. Remove read permission for students to all private folders. Add permissions for all course users to the public folder. This option allows students to use the **Find Folder** tool to locate the public folder.
- Grant all course users permissions to the public folder (do not grant any permission for course users to the top-level course folder). The students may use **Search**, **Go To Location**, and **Bookmarks** to locate the folder.



[Creating a Folder in the Content Collection](#) (Flash video | 2m 15s)



http://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Or

Updated: Mon, 09 Feb 2015 19:09:55 GMT

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Folder Permissions

Organize Folders

Users may find it helpful to organize folders in a way that allows them to manage permissions by folder, rather than by file. For example, create a folder that contains all files used in a group project. This way the entire folder may be shared with the group members, rather than trying to manage permissions on separate items stored in different folders.

Only read permission should be added to a top-level folder, such as the username folder. Any time you change a permission for a top-level folder, check any sub-folders or files designated as **Private** and verify that additional permissions have not inadvertently been added that would expose protected information.

Share Folders

When you add folders and files to the Content Collection, keep in mind which users and user lists the content will be shared with. Try to create folders in which all items are to be shared with the same users. When items shared with the same users are spread out among different folders, it may become difficult to manage. For example, if the user plans on creating documents that will be applicable to all users at the institution, they should create a folder that will be shared with all system users, then add the specific items to this folder.

Share Files

Files are automatically available to the user that added the file but must be shared if other users are to view the item.

Files inherit permissions from the folder they reside in. This means that if a file is added to a folder that already has read and write permission for certain users or user lists, the those same users will also have read and write permission on the newly added file.



Set Overwrite Options on Folders

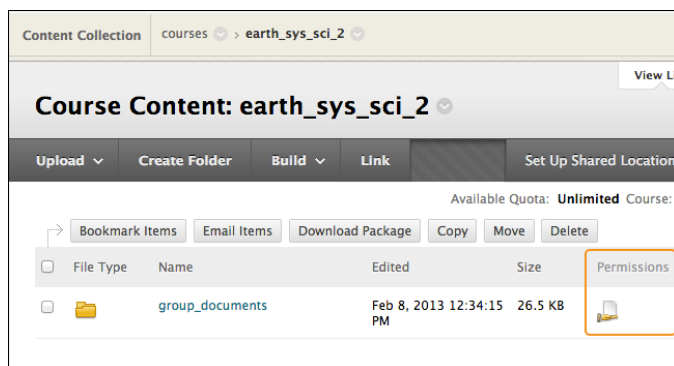
When you edit or add permissions to a parent folder, the user has the option to force all files and sub-folders to inherit these permissions. For example, if the read and write permissions are added to the folder, and an item within the folder has read, write, and remove permissions, remove permissions would be deleted from the file. All sub-folders and files within the parent folder would be granted read and write permissions.

If this option is not selected, the files and sub-folders are automatically granted any additional permission given to the parent folder, but existing permissions are not deleted. For example, if read, write and manage permissions are added to the folder, and an item within the folder has read, write, and remove permissions, the permissions for the file would remain read, write and remove, and manage would be added.

After editing permissions on a folder, the user may edit the permissions on an item, but these will be overwritten the next time permissions on the parent folder are edited. This is one reason storing items with the same purpose and audience in a single folder makes managing permissions much easier.

How to Edit User Permissions

1. In the Content Collection, navigate to the folder or file.
2. Click the **Permissions** icon for the file or folder.



3. On the **Manage Permissions** page, next to the role in the **User/User List** column, access the contextual menu.
4. Click **Edit**.

Note: Delete removes the role and the permissions for the file or folder. To restore a deleted role, click a function on the action bar.



Content Collection > courses > earth_sys_sci_2 > group_documents

Manage Permissions: group_documents

Select Specific Users | Select Specific Users By Place | Select Roles | Permit Anyone

→ Delete

User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> Earth System Science (earth_sys_sci_2): Course Builder (User List)	✓	✓	✓	✓
<input type="checkbox"/> Earth System Science (earth_sys_sci_2): Instructor (User List)		✓	✓	✓
<input type="checkbox"/> Earth System Science (earth_sys_sci_2): Teaching Assistant (User List)		✓	✓	✓

- On the **Edit Permissions** page, select or clear the check box next to the **Permissions** type. For folders, select the **Overwrite** check box to make these permissions changes for all folder contents and sub-folders and replace all existing permissions. When you do not select **Overwrite**, the selected permissions are *added* to all folder contents and sub-folders, but previously existing permissions are not removed.
- Click **Submit**.

Edit Permissions: group_documents

- Edit Permissions**
Earth System Science (earth_sys_sci_2): Course Builder (User List)
- Set Permissions**
Permissions
 - Read
 - Write
 - Remove
 - Manage
- Advanced Folder Options**
Select **Overwrite** to remove the current permissions for all folder content not selected, all existing permissions remain and the selected permissions are added.
 Overwrite

- Click **OK** to return to Content Collection.



Library

You can enhance their courses by adding content from the library. The library is used to post eReserves, electronic manuscripts, and other Institution resources. It allows seamless integration with Blackboard Learn, making it a powerful way to share and distribute library materials.

By default, there are two main areas within the Library:

- Library Content
- eReserves

Your institution can add additional areas to the library to meet their needs.

Library Content

The library is a folder that can be organized according to your institution's specific needs. This area is intended for content that may be shared across the entire institution.

User Access to Library Content

All users have read access to all content within library content by default.

Instructor Access to Library Content

Instructors may add items from library content to courses within Blackboard Learn.

How to Add Content From the Library to a Course

You may add items from the library to your course content areas. This includes items that appear in your course folders within eReserves, as well as items from library content.

Use the following steps to add an item from the library to a course:

1. Change **Edit Mode** to **ON**.
2. Open a content area.



3. Point to **Build Content** to access the drop-down list and select **Item**.
4. Type a name for the link.
5. Type a description in the text box.
6. Click **Browse** next to **Link to Content Management Item**.
7. Use the course map to select the item from the library.
8. Click **Yes** to **Permit users to view the content item**.
9. Click **Yes** to **Track the number of views**.
10. Choose the date and time restrictions by using the **Display After** and **Display Until** date and time fields. Select both the **Display After** and **Display Until** check boxes to enable the selected dates and times.
11. Click **Submit**.

You also have the option of adding items in the Content Collection to courses through the content editor's **Add Item** function.

Note: You can only add items within the eReserve course folder that correspond with that course to your course. Content in eReserve course folders for other courses you may be teaching cannot be added. All items within library content are available to use within a course.

eReserves

The eReserves area is a folder within the library that contains materials for which access must be controlled, such as documents with copyrights. This area may be made available only for courses. eReserves are not available for organizations.

eReserves are automatically organized by course. Each course in Blackboard Learn has a corresponding course in eReserves.

Note: Your institution controls whether this folder is available. If this folder is not available, you can contact your administrator to discuss its status.

User Access to eReserves

All users have automatic read access to eReserves for courses they are enrolled in. eReserve folders for other courses do not appear in the file tree.



Instructor Access to eReserves

Instructors may add items from eReserves to courses within Blackboard Learn.

Manage eReserve Folders

Generating Course Folders in eReserves

After the course is created, course folders within eReserves are generated automatically the first time the instructor, teaching assistant, or course builder accesses the Content Collection. If a course is added to Blackboard Learn, the eReserve course folder will appear to course users the first time the instructor accesses the Content Collection.

Control Course Availability and eReserves

The ability to see the eReserve folder when the course is made unavailable depends on the user's course role. Instructors, course builders, and teaching assistants can see the folder whether the course is available or unavailable. Students can only see the eReserve course folder when the course is available.

Delete a Course and eReserves

If a course is deleted from Blackboard Learn, the eReserve folder, and all of its content, is *not* deleted. The folder and its content can be discovered and deleted using the **Content Orphaned by Location** report available from the **System Admin** page > **Content Management** section > **Administrator Search** link.



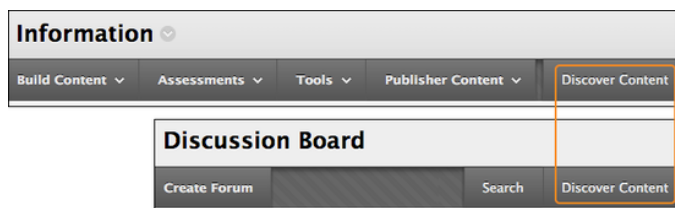
Reusable Objects

Teaching online, like teaching face-to-face, is an ever-evolving process. Creating and maintaining a repository of materials in the Content Collection can make the latest educational materials and research available across your department or the entire institution.

You can access, incorporate, and share course elements and content using reusable objects. Reusable objects are course elements, such as assignment instructions or discussion topics, that you create and store within the Content Collection so that they are available for your use across multiple courses. You can also opt to share your reusable objects with other users.

Note: Your institution controls whether this tool and select features are available.

When you are building content in your course, you use the **Discover Content** function to add reusable objects to areas of your course where they are available, such as the discussion board, the Grade Center, and content areas.



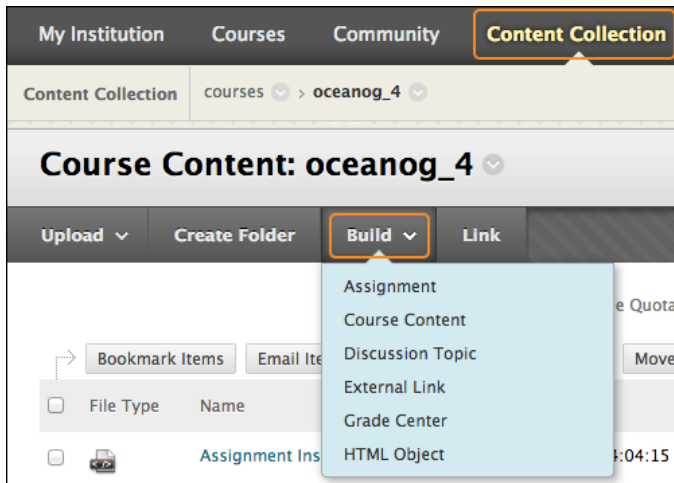
Reusable objects enable you to efficiently reuse content in multiple courses or share it with others. Examples include the following items:

- Slide decks that colleagues need for monthly department presentations.
- Policies that apply to all courses in your department—edits made to the policies file in the Content Collection will be reflected in all courses where you and others have linked to it.
- The following course items that you spend significant time creating:
 - Drill-and-practice exercises
 - Demonstrations and models
 - Overviews and summaries
 - Instructions and guidelines for a term papers and presentations
 - Multimedia and web resources



Reusable Object Categories

In the Content Collection, when you create reusable objects, you choose a category. You can use the content editor functions to create all of them except **External Link**. To learn more, see [Discovering Reusable Objects Content](#).



The categories are provided to help you and others organize the content. Categories make it easier to find what you need at a later time. The categories also determine how the content appears in your course. For example, **HTML Objects** and **External Links** appear as links, but course content reusable objects appear as if you added a content item in a content area.

In the learning objects catalog, you can view five reusable object categories. **External Links** are not available to view. In the Content Collection, **External Links** appear only in the folder you created them in. To learn more, see [How to View a List of Reusable Objects in the Learning Objects Catalog](#).

The following table describes the six categories of reusable objects.

Category	Description and Uses
Assignment	<p>When you create an assignment, you can link to an assignment reusable object you created in the Content Collection.</p> <p>If you use the Insert File option in the content editor, the assignment information appears in the content area. You cannot edit the assignment reusable object information from the content area, but you can ADD to the information that appears as the description.</p> <p>If you use the Browse Content Collection function below the content editor, students must click a link to access the information. For both attachment workflows, be sure to choose the option to Give users access to this file only, and name the link title as needed.</p>



Category	Description and Uses
	<p>For example, create basic guidelines you want students to follow for all assignments they submit. Then, link to this information when you create each assignment.</p>
<p>Course Content</p>	<p>You can create content in the Content Collection and add to your course like a content item. For example, create a course overview with a link to a slide presentation, a list of topics, and an image. When you add it to your course, all the elements appear in the content area, and you can add a title.</p> <p>You can edit the elements of a course content reusable object in the content area. This allows you to use the same basic content in a syllabus you want to use in several courses. You can simply change the list of topics or pertinent due dates.</p>
<p>Discussion Topic</p>	<p>When you create forums, click Discover Content on the action bar to link to discussion topic reusable objects you created in the Content Collection. After you select one, the Create Forum page appears with the reusable information in the content editor. While in the discussion board tool, you are allowed to edit the content and settings.</p> <p>For example, create a discussion topic reusable object that introduces the speaker, details discussion etiquette, asks students to generate a list of questions, and explains what you want them to do as a followup. You can reuse this information with minor edits whenever you invite a guest to speak.</p> <div data-bbox="480 1020 1495 1230" style="border: 1px solid blue; padding: 10px;"> <p>Note: Though Discover Content appears on the action bar when creating a thread, this function is for forums only. If you add a discussion topic reusable object while creating a thread, it will appear at the bottom of the list on the forum listing page.</p> </div>
<p>External Link</p>	<p>You can create a link to web content outside your course by adding a URL to the Content Collection. For example, you want students to check the same website once a week and comment on the latest stories in a course blog or in the discussion board. You can save the URL once and link to it weekly in a new entry or forum.</p> <p>In your course, the External Link option does not appear in the Discover Content drop-down list on the action bar when browsing for reusable objects to add. When you create content, if available, click Browse Content Collection to add it as a file attachment. Or, use the Insert File option in the content editor and browse the Content Collection for the link. When students click the link in your course, the content will open in a new window or tab. If you create the File content type, you must select the open in a new window option.</p>



Category	Description and Uses
	<div style="border: 1px solid blue; padding: 10px;"> <p>Note: In the Content Collection, you will also see a Link function on the action bar. The workflow is the same.</p> </div>
<p>Grade Center</p>	<p>When you create Grade Center columns, click Discover Content on the action bar to access the list of Grade Center reusable objects you created in the Content Collection. After you select one, the Create Grade Column page appears with the reusable information in the content editor. You can edit this information while in the Grade Center.</p> <p>The information in the description appears to students in My Grades.</p> <p>For example, you can include information about your grading scale for participation. The information is readily available to add when you create the column and award those points once a week.</p>
<p>HTML Object</p>	<p>HTML objects are stored as file attachments. You can create links to information that you want to use in multiple areas in your course or in multiple courses.</p> <p>For example, create an HTML object and add the due dates for all graded work. Link to this information in several of your content areas, such as <i>Getting Started</i>, <i>Assignments</i>, and <i>Assessments</i> so students can access relevant dates alongside content.</p>

Important: If you are allowed to edit a reusable object while inside your course, the content only changes for that instance. The original reusable object does not change in the Content Collection. You can customize information for different courses, but retain your master file.

In this section...

- [Create and Use Reusable Objects](#)



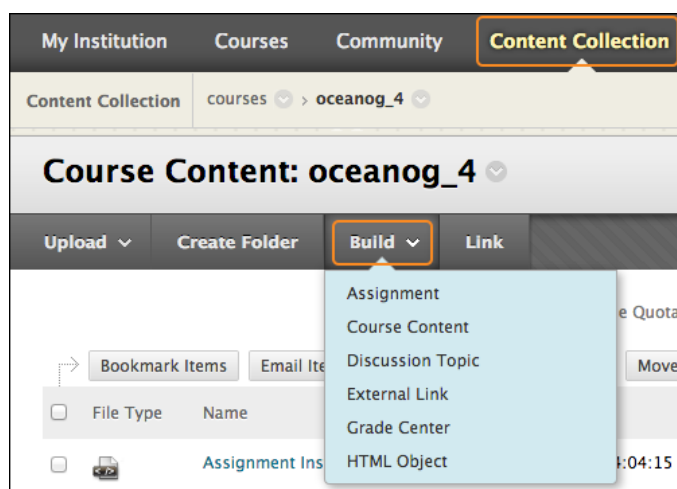
Create and Use Reusable Objects

The creation of reusable objects enables you to reuse and share course elements stored in the Content Collection. You can create them quickly, and they are categorized for ease of use. You can add reusable objects to several areas of your course.

Note: Your institution determines whether you can create and discover reusable objects.

How to Create Reusable Objects in the Content Collection

1. Click the **Content Collection** tab and navigate to the *course* content folder that you want to create the reusable object in. If you access the Content Collection through your course's **Control Panel**, you do not have access to the **Build** drop-down list and the six categories of reusable objects.
2. On the action bar, point to **Build** and select a reusable object type. To learn more about the types, see [About Reusable Objects](#).



3. On the **Create Reusable Object** page, type a name, which becomes the file name in the Content Collection.
4. Type information in the **Content** box. Optionally, use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. The files you upload from your computer are saved in the Content Collection in the same folder.



Note: For the **External Link** reusable object, you can only provide a URL. The content editor is not available.

5. Click **Submit**.

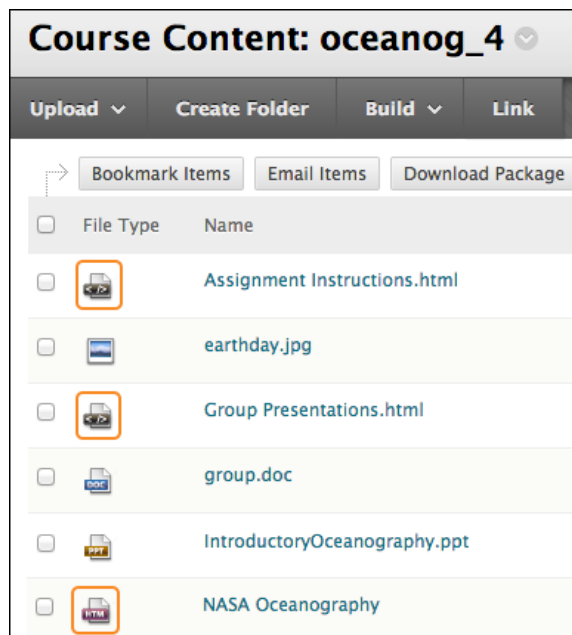
The reusable object appears in the selected folder in the Content Collection. The system adds the `.html` extension to the file name, except for **External Links**. In the Content Collection folder list, note that all reusable objects have the same icon (



), except for **External Links** (



).



How to View a List of Reusable Objects in the Learning Objects Catalog

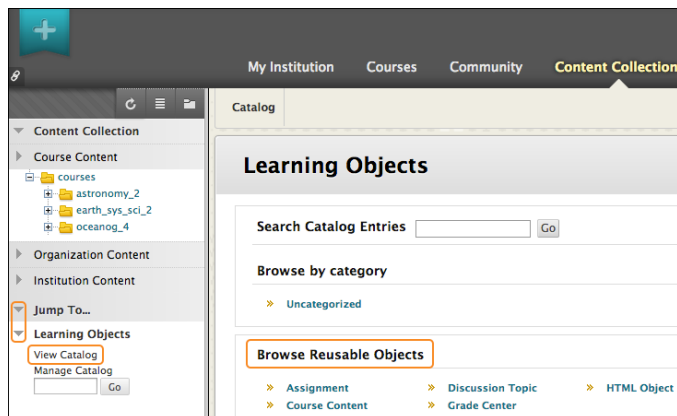
In the learning objects catalog, you can view the entire collection of reusable objects that you created and those shared with you by other users at your institution.

1. Access the Content Collection.
2. In the left navigation pane, click the arrow to expand the **Jump To...** menu.
3. Click the arrow to expand the **Learning Objects** section.
4. Click **View Catalog**.



- In the content frame, in the **Browse Reusable Objects** section, you can view the categories of reusable objects. Expand a category to see a list of reusable objects. **External Links** are not available to view. In the Content Collection, **External Links** appear only in the folder you created them in.

Note: You cannot add reusable objects to your course from this area.



How to Set Permissions to Allow Others to Discover Your Reusable Objects

To share reusable objects in the Content Collection, set permissions for an individual reusable object or its folder. When setting permissions, select which users or groups have access to the item or folder and determine their level of access—read, write, remove, or manage.

For example, you can start by allowing only read permission. Next, consider creating a folder specifically for collaboration and give the appropriate users read and write permissions to the folder. Then, those users with read and write permissions can customize the reusable object by uploading new files and folders, and editing the information.

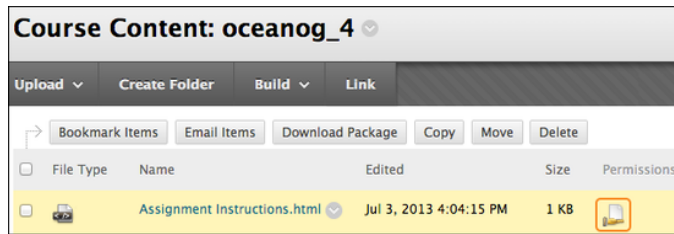
The following table describes the privileges for each type of permission.

Type of Permission	Privileges
Read	View and download.
Write	Edit and overwrite. Upload files and folders to a folder.
Remove	Delete files from the folder or the folder itself.
Manage	Control properties. Determine permissions on the Manage Permissions page.

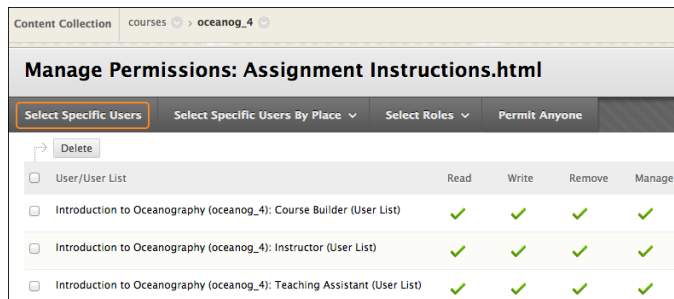


Use the following steps to assign permissions to individual users:

1. In the Content Collection, navigate to the folder or file you want to assign permissions to.
2. In the file or folder's row, click the icon in the **Permissions** column.



3. On the **Manage Permissions** page, click **Select Specific Users** on the action bar.



4. On the **Add User** page, type one or more usernames, separated by commas, or click **Browse**.
5. If browsing, in the **Search For** box, type the search criteria and click **Search**.
6. Select the check boxes next to the appropriate users and click **Submit**.
7. On the **Add User** page, select the check boxes for the appropriate permissions.
8. Click **Submit**.

You can assign permissions to predefined groups of users, including the following users:

- All members of a course you are instructing
- All users with specific roles in a course you are instructing, such as all students or all teaching assistants
- All users assigned to select groups in a course you are instructing

When you set permissions for a group, the options vary depending on the group selected. For this example, you can select all members of a course.

1. In the Content Collection, navigate to the folder or file you want to assign permissions to.
2. In the file or folder's row, click the icon in the **Permissions** column.
3. On the **Manage Permissions** page, click **Select Specific Users by Place** on the action bar.
4. From the drop-down list, select a group.
5. On the **Add Course User List** page, in the **Choose Courses** section, select the check boxes next to the appropriate courses.
6. In the **Select Roles** section—only available for some user groups, select the check box next to **All Course Users**. Alternatively, narrow your selection by role.



- In the **Set Permissions** section, select the check boxes for the appropriate permissions.
- Click **Submit**.

Add Course User List:Assignment Instructions.html

* Indicates a required field.

1. Choose Courses

* Courses

- Earth System Science (earth_sys_sci_2)
- Introduction to Oceanography (oceanog_4)
- Introduction to Oceanography – Section 2 (test_ocean)
- Organic Chemistry (astronomy_2)
- Practice Course for f2f and Online (training_prac)

Additional Courses

2. Select Roles

* Roles

- All Course Users
- Course Builder
- Grader
- Instructor
- Student
- Teaching Assistant
- Guest

3. Set Permissions

Permissions

- Read
- Write
- Remove
- Manage

How to Discover Reusable Content in Your Course

You may need to make a setting in your course so you are able to discover reusable objects that you and other users have created in the Content Collection. Other users have to set the appropriate permissions on their reusable objects to allow you to discover them.

- On the **Control Panel**, expand the **Customization** section and select **Properties**.
- On the **Properties** page, in the **Course Files** section, select the option for **Display all Content Collection options**.

7. Course Files

Course Files Default Directory

Display course specific options only Display all Content Collection options

- Click **Submit**. The **Discover Content** function appears on the action bar in content areas, the discussion board, and the Grade Center.

In this example, you add a reusable object to a content area using the **Discover Content** function.

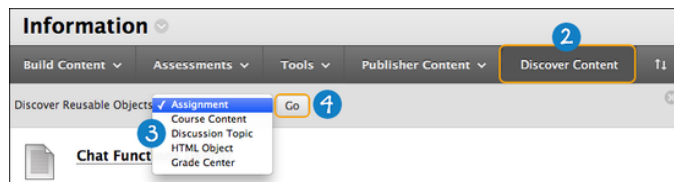
- Access a content area and change **Edit Mode** to **ON**.
- On the action bar, click **Discover Content** to access the **Discover Usable Objects** drop-down list.
- Select a reusable object type:



- Assignment
- Course Content
- Discussion Topic
- Grade Center
- HTML Object

Note: To add an **External Link** reusable object you created in the Content Collection, you must create a content item. Then, browse the Content Collection for the external link reusable object and link it to the content item. Also, when building content in a content area, you *cannot* use the web link content type to access the external link reusable objects.

4. Click **Go**.



5. In the **Learning Objects** window, the reusable objects for that type appear. Select the item to add.
6. Click **Submit**. The **Create Item** page appears.
7. Provide a name for the reusable object.
8. Provide the appropriate information in the remaining fields.
9. Click **Submit**.

Editing and Deleting Reusable Objects

You are allowed to edit most reusable objects in the Content Collection using the **Edit in Blackboard** option in their contextual menus. For **External Links**, select **Overwrite URL** and change the address. The changes you make in the Content Collection to **External Links** and **Assignment** reusable objects are reflected wherever it is linked in your courses. Edits you make to **Grade Center**, **Discussion Topic**, **HTML Object**, and **Course Content** reusable objects will not appear where the links already appear in your courses. The edits you make will be in affect when you add them to your courses the *next* time.

If you attached a file to a reusable object, you can update the file in the Content Collection using the file's **Overwrite** function. The new file will appear in the reusable object in your course as long as the file format is the same. For example, if you originally attached a PNG file, you need to overwrite with a new PNG file.

If you delete a reusable object from your course where it is linked, it is not deleted from the Content Collection. The link to the reusable object in your course is deleted.



If you want to delete a reusable object from the Content Collection and it is linked in your course, a warning message appears alerting you that the deletion will introduce broken links. You can access the **360° View** report to see where the file is linked before continuing the deletion. To learn more about the **360° View** report, see [How to View a File or Folder's Course Links in Course Files](#).

The screenshot shows a web interface for a Content Collection. At the top, there is a breadcrumb trail: 'Content Collection' > 'courses' > 'oceanog_4'. Below this is a section titled 'List Files and Folders With Links'. There are two buttons: 'Cancel' and 'Submit'. Underneath, there is a heading '1. Select Files to Delete'. A table lists two items: 'Name' and 'Assignment Instructions.html'. The 'Name' row has a '360° View' link highlighted with an orange box. The 'Assignment Instructions.html' row has a document icon.

<input checked="" type="checkbox"/>	Name	360° View
<input checked="" type="checkbox"/>	Assignment Instructions.html	



Share and Find Content

About Tools for Sharing and Finding Content

A number of tools are available to aid in sharing content and searching for content that has been shared. These options are dependent on the level of the folder shared. When a folder is shared, permissions are granted to all content in the folder.

Find Folder

The **Find Folder** function allows users to search for top-level folders they have permissions for. When a user is granted permissions to a top-level folder, **Find Folder** allows users to locate the folder and add it to their Content Collection menus, which makes it easy to access the folder on a regular basis.

Users can decide to share a top-level folder with another user. They can adjust the permissions on the content within, limiting the content another user may access. For example, grant a user read permission on the username folder. Then, open the folder and remove read permission for the content this user may not view. The user can still use the **Find Folder** function, but may only view specific content in the folder.

Search

Search allows users to locate all files and folders that have been shared with them. After a search, only those items a user has permissions for are returned. If permissions are granted on a nested folder—and not the top-level folder—the user can search for the folder and bookmark it. You cannot use the **Find Folder** function on nested folders.



Go To Location

Go to Location allows users to go directly to a specific folder that has been shared with them in the Content Collection. This timesaver allows users to enter the path to open a folder and bookmark the location at the same time.

Bookmarks

Bookmarks give quick access to frequently used content without having to navigate through several folders. Users can organize bookmarks into folders and sub-folders. This tool is helpful when permissions are granted on a nested folder, as the Find Folder function is not available.

Workflow Activities

If a user is expected to take action or respond to an item, you can send a workflow activity with the item. When you create a workflow activity, select the users to share the item with and the permissions. You can also send an email to these users about the shared item and the attached workflow activity.

Passes

When you share a file, you can add a pass for a specific amount of time. This is especially useful for sharing files with users who do not have system accounts. When you create a pass, you can grant read or read and write permissions for the file. When the time allotted for the pass is over, the user can no longer access the file.



Web Folders and Shared Locations

You can use WebDAV to share files over the internet. WebDAV is compatible with most operating systems. When used with Blackboard Learn, WebDAV is a means for users to add to and access content in the Content Collection, as if it were any other network drive or folder on their computers.

When WebDAV—or a web folder—is set up, you can manage all the files for your course from your computer, dragging in content from multiple drives and folders and organizing it as needed.

Note: When using a Mac, you will set up a *shared location* rather than a web folder.

You can perform other actions on the files and folders in a web folder or shared location because the folder structure is visible and can be navigated. Also, you can edit a file directly in a web folder or shared location, without downloading it, editing it, and uploading it again. For users who have moved pre-9.1 content containing HTML files, they can use a web folder or shared location to access their files for editing in the program of their choice.

Many users are accustomed to using WebDAV and prefer to continue to use this method for file management.

Note: If this feature is not available, your institution may have disabled the feature.

Web Folder/Shared Location Actions

You can perform the following actions on files and folders using WebDAV with the Content Collection:

- Upload files and folders.
- Browse the contents of folders in Content Collection.
- Open, view, and edit files, such as a Microsoft® Word file.
- Create folders.
- Move, copy, rename, and remove files and folders.

About File Names

The following characters are acceptable in file names:



- a-z
- 0-9
- period '.'
- underscore '_'

All standard ISO 8859 characters (not foreign characters or symbols) are also supported.

All spaces are converted to underscores '_' in the name of the uploaded file. Special characters are not supported in file names.

How to Set up a Web Folder for Microsoft Windows[®]

To connect to a web folder, use the web address of the Content Collection folder and a valid username and password.

1. In the Content Collection, click **Set Up Web Folder** on the action bar of the top-level folder. Starting from this location ensures WebDAV access to all folders contained in the Content Collection. You can select any folder inside the Content Collection, but the web folder path must be less than 240 characters. Each folder selected has a different address.
2. On the **Using Web Folders** page, right-click and copy the URL that appears for **Current Web address**. You will paste the address in later steps.

Using Web Folders

WebDAV is used for sharing files over the Internet and is compatible with most operating systems. WebDAV is a means for users to access content from their course repository as if it were on their local computers.

When WebDAV, or a Web Folder, is set up, all of your course files can be managed from the web, and folders can be organized as needed. Also, files can often be edited directly in the Web Folder.

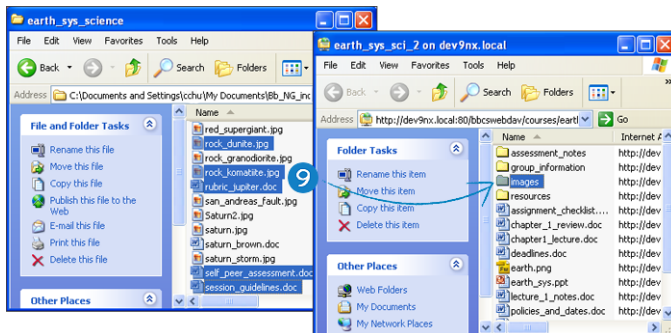
To connect to a Web Folder, use the following Web address of the folder and a valid user name and password. Any folder can be selected; however, the Web Folder path must be less than 240 characters.

Current Web address: http://dev9nx.local:80/bbcswebdav/courses/earth_sys_sci_2

3. From the Start Menu in Windows, select **Documents > My Documents**. Select **My Network Places** in the left frame.
4. Select **Add a network place** from the **Network Tasks** menu.
5. In the **Add Network Place Wizard**, select **Choose another network location** to create a shortcut.
6. Paste the URL for the web folder you copied earlier and click **Next**.
7. If prompted, type your Blackboard Learn username and password. Type a name for the network place and click **Next**. Click **Finish** to close the wizard. You may be prompted again for a username and password.
8. The web folder opens and displays the files and folders in the Content Collection folder. Locate the appropriate folder to add files or folders to. Locate the folder on your computer containing the files and folders you want to transfer.



9. With your folder and the web folder open, move one or more files and folders between them using the drag-and-drop function. Click a file and press, then drag it to the destination folder. Release the mouse button and it is dropped in the folder. Files and folders dragged to the web folder are copied to the Content Collection. Also, you can copy files and folders from the web folder to your computer. Alternatively, use copy and paste rather than the drag-and-drop function.



10. In the Content Collection, click **Refresh** on the action bar to view the uploaded files.

After you copy all files and folders, disconnect from the web folder. If you do not disconnect, the server connection remains open until your computer is shut down. If you use a computer that others use, they will have access to everything in the Content Collection.

When you need to use the web folder in the future, access **My Network Places** and select the web folder shortcut you created.

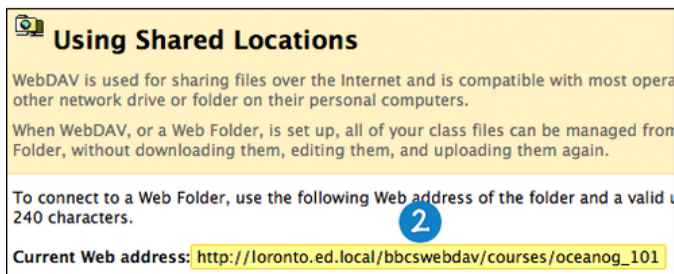
How to Set up a Shared Location for the Mac OS[®]

To connect to a web folder, called a shared location for the Mac, use the web address of the Content Collection folder and a valid username and password.

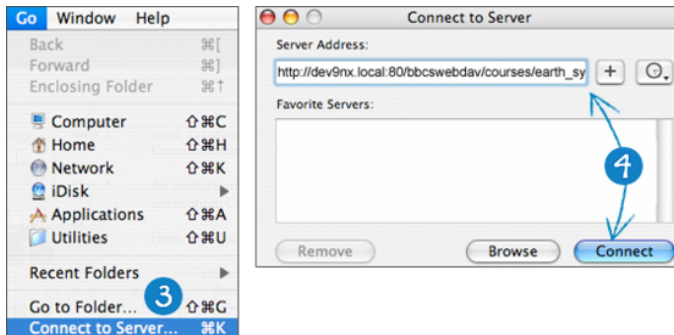
Tip: Click the plus sign next to the pasted address to include it in the **Favorite Servers** box. You can select the address and not copy it each time. In the future, start with step 3 to connect to this shared location.

1. In the Content Collection, click **Set Up Shared Location** on the action bar of the top-level folder. Starting from this location ensures WebDAV access to all folders contained in the Content Collection. You can select any folder inside the Content Collection, but the shared location path must be less than 240 characters. Each selected folder has a different address.
2. On the **Using Shared Location** page, copy the URL that appears for **Current Web address**. You will paste the address in later steps.

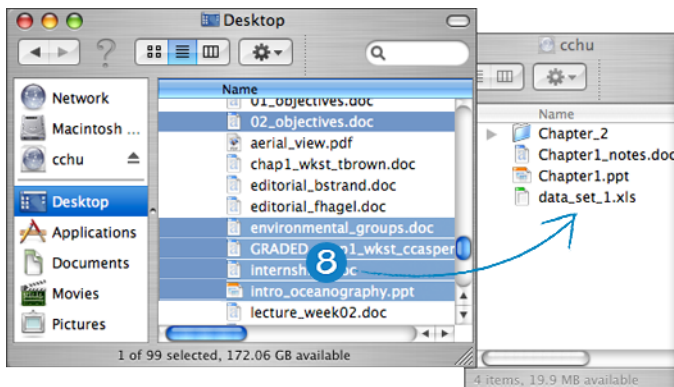




- On the Finder bar, select **Go > Connect to Server**.
- In the **Connect to Server** window, paste the URL you copied into the **Server Address** box. Click **Connect**.



- If the **WebDAV File System Authentication** window appears, type your Blackboard Learn login username and password. Click **OK**.
- After you are connected to the shared location, the Mac network icon appears on your desktop. Double-click the icon to open the shared location. The shared location displays the files and folders in the Content Collection. Locate the appropriate folder to add files or folders to.
- Locate the folder on your computer containing the files and folders you want to transfer.
- With your folder and the shared location open, move one or more files and folders between them using the drag-and-drop function. Click a file and press, then drag it to the destination folder. Release the mouse button and it is dropped in the folder. Files and folders dragged to the shared location are copied to the Content Collection. Also, you can copy files and folders from the shared location to your computer. Alternatively, use copy and paste rather than the drag-and-drop function.



- In the Content Collection, click **Refresh** on the action bar to view the uploaded files.



Note: After using the shared location, some files may appear with duplicate file names that begin with "._" or ".DS Store." You can safely delete them from the Content Collection.

When you have copied all files and folders, close the window and drag the Mac network icon to the trash to disconnect from the shared location. If you do not disconnect, the icon and server connection remain open until the computer is shut down. If you use a computer that others use, they will have access to everything in the Content Collection.

