



Blackboard Quick Reference Guide 8.0

Manage Content - Metadata



Metadata stores information about a content item. This data provides IMS (Instructional Management System) compatibility when content is imported and exported. See <http://www.imsglobal.org> for more information. Metadata can't be tracked or reported on. It is only viewed on the Content Metadata page as reference information on the particular content item.

Step 1: From the Control Panel, select the Content area and click **Manage** next to the content item.

Step 2: Click **Metadata**. Use the **Modify** link to add metadata.

- ▶ [Adaptive Release](#)
Create or modify a basic Adaptive Release rule.
- ▶ [Adaptive Release: Advanced](#)
Create or modify advanced Adaptive Release rules. Use this feature when creating multiple rules.
- ▶ [Review Status](#)
Enable or disable review for this item.
Current Status: *Enabled*
- ▶ [Adaptive Release and Review Status: User Progress](#)
View availability and review status of this item for all users.
- ▶ [Statistics Tracking](#)
Enable or disable tracking for this item. View system tracking information for this item.
Current Status: *Enabled*
- ▶ [Metadata](#) ←
Set metadata information for this content item.

The following table from Blackboard describes the Metadata information.

Item Information Metadata Fields	Description
Title	Displays the title of the content item.
Catalog Entry	The catalog and version information in the Source and Entry Fields. Once a Catalog Entry is made a checkbox appears next to the item. Select the checkbox and click Submit to remove an item.
Source	The name of the catalog or source of the content.
Entry	The number or version of the catalog.
Language	The language of the content item.
Description	A description of the content item.

Life Cycle Information Metadata Fields	Description
Creation Date	Displays the date and time the content item was created.
Contributors	The names of others who contributed to this content item. Once a Contributor is entered a checkbox appears next to the item. Select the checkbox and click Submit to remove a Contributor.
Person	The name of the author or editor.
Role	The role of the person, such as author, contributor, or editor.
Organization	The name of the organization associated with the person.
Date	The date the person made these changes or updates.
Technical Information Fields	Description
Resource Format	The type of application this content item uses.
Resource Location	The location of the item displays in this field.

Rights Management Information Metadata Fields	Description
Free Resource	Establish if the Content was free or if it was purchased.
Copyright/Restriction	Establish if this Content is copyrighted or if it has any restrictions.
Description	Comment on any conditions of use for this item.