



Blackboard Quick Reference Guide 8.0

"Learning the Content Collection" Series



Searching and Bookmarking Content

Because a great deal of content can be added to the Content Collection in various areas, Blackboard provides convenient methods for finding and displaying that information. You can search by folder or file name or search for text within a file. You can even search by size, author's name or creation (or last modified) date. Files or folders which you access frequently can be bookmarked. Also for convenience, a course folder (from a different instructor) can be added to a display list in the Course Content area – if you were given Read permission for that folder.

Searching for Content - Basic

Step 1: From the **Tools** area, select **Search Content**.

- **Metadata, File or Folder Name** - enter the file or folder name (choose *Contains* or *Matches* from the drop-down menu)
- Two common wildcard characters (* ~) and Boolean operators (AND, OR, NOT, "-", "+") can be used here. See the user manual for details.

Step 2: Click **Submit**. Here is a sample of the search results for text in a file:

The screenshot shows the 'Search Content' interface. At the top, there is a search bar with a magnifying glass icon. Below the search bar, there is an action bar with buttons for 'Copy', 'Move', 'Remove', and 'Save Search', along with an 'Add Word' button. The search results are displayed in a table with columns for 'Name', 'Modified', and 'Size'. Two files are listed:

| | Name | Modified | Size |
|--------------------------|---|-----------------------------|------|
| <input type="checkbox"/> | /courses/PVC.2006.Spring.4953/TextbookReadingTips.htm | Dec 22, 2005 10:24:07 AM | 6K |
| <input type="checkbox"/> | /courses/PVC.2006.Spring.4953/Chapter17.doc | Jan 9, 2006 3:26:48 PM | 78K |

Step 3: Click on a file name to open and view its contents.

- If this is a search you might perform frequently, click **Save Search** on the action bar and name it. **Saved Searches** can be accessed from the action bar on the Basic Search page.
- Searches are not "case-sensitive," so if you search for "Rocket," the results will return both "rocket" and "Rocket."

Searching for Content - Advanced

Step 1: From the Basic Search page, click **Advanced Search**. In addition to the basic settings, there are these additional options:

- **Search from** - narrow the search to a specific content area or folder
- **Size** – specify the byte size (there are 1,000,000 bytes in a megabyte)
- **Username** – specify the username (separate multiple names by a comma)
- **Dates** – specify the date range
- **Metadata (plus Dublin, General & IMS)** – search based on one of these indexing systems (needs to be manually defined when creating the content items)

Searching for Content - Portfolio

Step 1: From the Basic Search page, click **Portfolio Search**. You can search by:

- **Portfolio Usernames** – owners of specific portfolios (separate names by a comma)
- **Name or Description** – portfolio name or description (if entered by the owner)
- **Learning Objectives** – if entered while creating or modifying the portfolio

Bookmarking Content

Step 1: From the **Tools** area, select **Bookmarks**.

Step 2: From the action bar, click **Add Bookmark**.

Step 3: Indicate the name of the new bookmark and click the **Browse** button to find the folder/file to bookmark (or enter the path, if you know the exact location).

Step 4: Click **Submit**. The new bookmark is displayed in the list, as in the following example:

The screenshot shows the Blackboard Bookmarks interface. At the top, there is a toolbar with icons for 'Bookmark', 'Bookmark Folder', 'Move', and 'Remove'. Below the toolbar is a breadcrumb trail 'Bookmarks >'. The main area contains a table with two columns: 'Bookmark Name' and 'Bookmark Location'. The table lists two bookmarks: 'HIS101 - Chapter 17' and 'HIS101 - Slide Shows'. Each row has 'Properties' and 'Modify' links. Red callout boxes point to various elements: 'Bookmarked file' points to the file icon in the first row; 'Bookmarked folder' points to the folder icon in the second row; 'Click bookmark name to view file or folder' points to the text 'HIS101 - Chapter 17'; 'Change bookmark name or location' points to the 'Properties' link in the first row; and 'Change file or folder properties, etc.' points to the 'Modify' link in the second row.

| | Bookmark Name | Bookmark Location | | |
|--------------------------|----------------------|--|----------------------------|------------------------|
| <input type="checkbox"/> | HIS101 - Chapter 17 | /courses/PVC.2006.Spring.4953/Chapter17.doc | Properties | Modify |
| <input type="checkbox"/> | HIS101 - Slide Shows | /courses/PVC.2006.Spring.4953/Slide Show Files | Properties | Modify |



You can collect related bookmarks into a folder, using the **Bookmark Folder** button. To move existing bookmarks into the new folder, select the bookmarks, then click the **Move** button and choose the folder name from the drop-down menu.

Bookmarks can also be applied directly within a content area. Select the item and choose *Add Bookmark* from the action bar's drop-down menu.

Going to a Location

Instead of performing a search to find a file or folder, you can go directly to that location using Go to Location. This feature is similar to Bookmarks.

Step 1: From the **Tools** area, select **Go to Location**.

Step 2: Click the **Browse** button to go to a specific folder or file.

Step 3: Select the file or folder and click **Submit**.



At this point, you can optionally create a bookmark to this location, which will appear in the Bookmarks area for later reference.

Step 4: Click **Submit**.