



# Blackboard Quick Reference Guide 8.0

"Learning the Content System" Series



## Building Linkable Material

One of the most important aspects of the Content System is the ability to share information amongst your own classes, your colleagues and the institution as a whole. Whatever your target audience, the process is similar: 1) upload the document (Content Collection tab), then 2) link to it from within a specific course (Courses tab).




The following steps use the "My Content" area, but the process will also work for "Institution Content."

### Creating a Subfolder in My Content Area

**Step 1:** From the **My Institution** page, click the **Content Collection** tab. The My Content page appears by default.

**Step 2:** From the Navigation Pane on the left, click **My Content** .

**Step 3:** In the **My Content** area, open an existing course folder by clicking on the folder name.

	Name	Modified	Permissions	360° View	
<input type="checkbox"/>	 <a href="#">Courses</a>	Apr 7, 2009 9:45:02 AM		 <a href="#">Modify</a>	
<input type="checkbox"/>		Apr 7, 2009			

**Step 4:** To create a new subfolder, click **Add Folder**.

**Step 5:** Indicate the folder name, and other options.

See the example on the following page:

## 📁 Add Folder

Location [/users/andersonr](#)

### 1 Folder Information

\* Folder Name

### 2 Quota Options

The quota limits the size of the contents of the folder. The quota cannot be greater than the quota for the parent folder. If unspecified, the folder will inherit the same quota as the parent folder. Note that the contents of each subfolder also count against the quota of the parent folder.

Available Quota: 19.94MB (99.70%) Assign a quota (e.g. 4 or 5 MB)

Quota in megabytes (MB)  Quota inherited from the default folder

Inherited Quota 20.00MB

### 3 Lock Options

If the folder is locked, only the person who locked it may unlock it. Locking the folder locks the name and properties of the folder as well as overwriting and versioning. Locking the folder does not lock the folder contents. Select the type of Lock for this folder.

Lock Type  No Locks Prevents changes to folder  
 Lock this folder Prevents changes to files in folder as well  
 Lock this folder and everything it contains

### 4 Metadata Options

Metadata includes information about the files in this folder. Adding metadata to the files within this folder and all its subfolders will overwrite any existing metadata. This setting only applies to existing subfolders and items. Resubmit this page to apply settings when you save.

Metadata  Metadata applies to this folder only Using Metadata will allow you and others to find your materials easily using Search functions  
 Apply metadata to this folder and the files it contains  
 Apply metadata to this folder, its subfolders and all files they contain

**Step 6:** Click **Submit**. Here's a sample of what can appear in this view:

## 📁 Content Collection: My Content

The screenshot displays the Blackboard Content Collection interface. At the top, there is a toolbar with icons for Web Folder, Item, Folder, Link, Copy, Move, and Remove, along with an 'Email Items' dropdown and a 'Go' button. Below the toolbar, the location is shown as [/users/andersonr](#). A table lists items with columns for Name, Modified, Permissions, and Views. Two items are visible: 'Courses' and 'Working with Permissions.doc'. The 'Working with Permissions.doc' item has a 'Manage Permissions' link. At the bottom, there is a 'Refresh' button, a 'Select All' dropdown, and an 'Items per page' dropdown set to 25. A notification icon is present at the bottom left.

Use this breadcrumb trail to move up to a parent folder

Get complete view of all folder settings

Check box to copy, move or remove item

Manage Permissions

Change properties, permissions, passes, metadata, etc.

## Creating an Item

**Step 1:** Decide where you want the new item to be stored – open a subfolder, if needed.

**Step 2:** Use the **Browse** button to find and open the desired file. Item options are similar to folder options:

### Add Item

Location: [/courses/maricopa.course7](#)

#### 1 File Information

Browse to select a file to upload.

\* **File**

Overwrite if a file with the same name exists.

#### 2 Lock Options

If the file is locked, only the person who locked it may unlock it.

**Locked**  Yes  No

#### 3 Comment Options

If comments are Shared, users with Read permission may view and add comments.

**Comments**  Private  Shared

**Step 3:** Click **Submit**.

## Linking to a Content System Item

To link a Content System item to a course:

**Step 1:** Click **My Institutions** tab and open the desired course.

**Step 2:** From the **Control Panel**, open the desired Content Area (e.g. “Syllabus”).

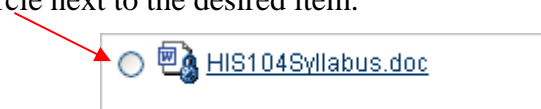
**Step 3:** Click **Add Item** from the action bar.

**Step 4:** Enter the name and descriptive text.

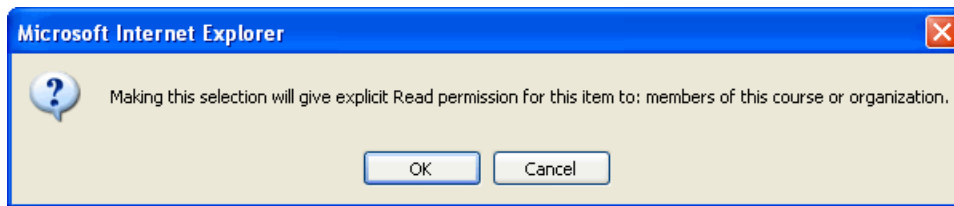
**Step 5:** From the *Content* section, click the **Browse** button next to *Link to Content Collection item*. A Content Collection window appears.

**Step 6:** Click **My Content** and open the main content folder. If needed, open a subfolder.

**Step 7:** Click the circle next to the desired item.



**Step 8:** Click **Submit**. The following warning appears:



**Step 9:** Click **OK**. You are returned to the previous page, with the link appearing in the *Link to Content Collection* item box.

**Step 10:** Select all other desired settings and click **Submit**.

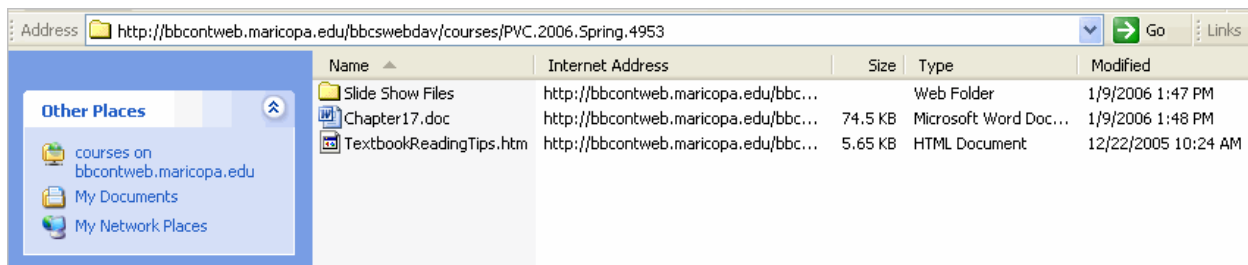
When a student clicks to open the item, Blackboard goes to the Content Collection and opens that file.

## Updating a Linked File


**Step 1:** In the **Content Collection**, make sure the **My Content** view is showing.

**Step 2:** Open the main folder – and subfolder, if needed.

**Step 3:** From the action bar, click **Web Folder**. A separate window appears, as in the following example:




**Step 4:** Double-click to open the file. Make any desired changes, save those changes and exit the program.

 In opening the file, you may be asked to enter your username and password again.

**Step 5:** Close the Web Folder window to return to the previous window.

**Step 6:** Click **Refresh**. This refreshes the page (check the Modify column for an updated date/time for the revised file).

 If the date/time does not update for the revised file, you may need to delete the browser cache (go to **Tools >> Internet Options >> Delete Files**).