



Blackboard Quick Reference Guide 8.0

"Learning the Content System" Series



Getting Started

The Content System component has a similar interface to the Learning System component. Content system will allow instructors to more easily load and update content into Blackboard. The Content System menu on the left side controls what is seen on the right. This guide assumes the user is logged into Blackboard.

Step 1: Click the **Content Collection** tab from the My Institution page. The following screen appears, with the **My Content** area displayed by default:

The screenshot shows the 'Content Collection: My Content' page. On the left is a navigation menu with icons for 'My Content', 'Institution Content', 'Portfolios', and 'Tools'. The main area displays a table of content items. Annotations include:

- A red box around the breadcrumb trail `/users/morrisj` with the text: "Use this breadcrumb trail to move up to a parent folder".
- A red box around the 'Common', 'Course', and 'Shared' folders with the text: "Subfolders".
- A red box around the 'Workspace' folder with the text: "Content System menu, containing two Content Areas, Portfolios and miscellaneous Tools".
- A red box around the 'Folder View' toggle at the bottom with the text: "Toggle between 'Shortcut View' (currently shown) and 'Folder View'".

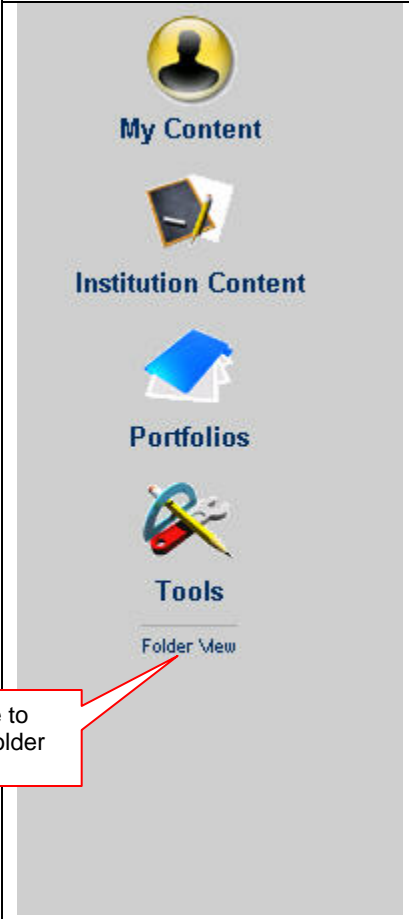
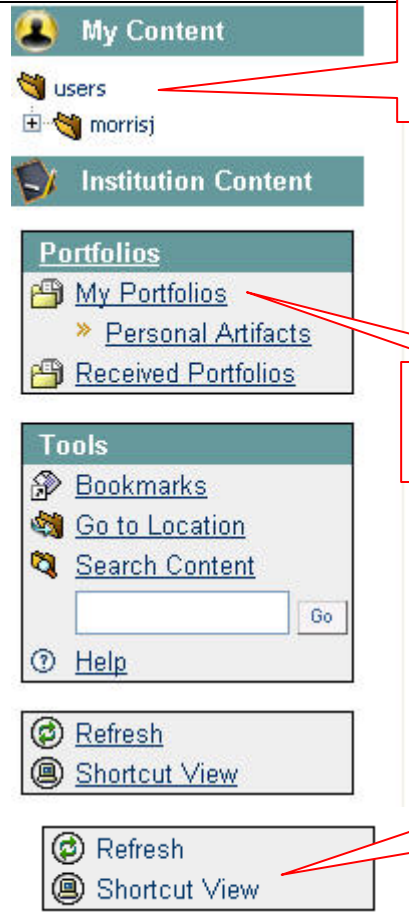
	Name	Modified	Permissions	360° View
<input type="checkbox"/>	Common	Feb 3, 2009 2:19:20 PM		Modify
<input type="checkbox"/>	Course	Mar 31, 2009 11:33:34 AM		Modify
<input type="checkbox"/>	Shared	Feb 3, 2009 2:19:01 PM		Modify
<input type="checkbox"/>	Workspace			Modify

Content Menu Items

- **My Content** - a personal storage area and workspace for content development.
- **Institution Content** - shared content within a campus or even throughout the Maricopa colleges that use Blackboard. You can determine the permission for users and even set guest access.
- **Portfolios** - all Blackboard users can create and share e-portfolio information.
- **Tools** - contains content searching, bookmarking and workflow monitoring functions.

Switching Views

There are two views of the Content Menu: Shortcut View and Folder View.

Shortcut View	Folder View
 <p>Click here to toggle to Folder View</p>	 <p>Click + to expand folder list; click - to collapse folder list</p> <p>You can click on a specific subfolder to open it</p> <p>Click here to toggle to Shortcut View</p>

For information on using specific Content System features, check out the other quick reference guides. The “Building Linkable Material” guide is a good place to continue your journey!