



Blackboard



getting started

Blackboard
learn⁺

Extend learning online

Blackboard Learn 9.0

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workshop overview

This workshop provides a hands-on introduction to Blackboard Learn – Content Management™. You will explore the platform and learn how to access, view, and navigate in the Content Collection tab. You will learn how to add and manage content, use Web Folders to add multiple files, add metadata, create folders, and copy and download files.

You will also learn how to link to the uploaded content from your course and how to edit the content by editing directly in the original application or by overwriting files.

ROADMAP

1. Exploring the Content Collection:

Access the Content Collection: Use your existing username and password to gain access.

Navigation panes: Explore Folder and Shortcut Views.

Navigate in Folder View: Select an area and expand folder contents.

Action Link: Access an item's contextual menu to use functions and view the status of features.

2. Adding and Managing Content

Add content: Upload files, use Web Folders, and add metadata.

Delete items: Use the Recycle function to move unneeded items to the Recycle Bin.

Manage content: Create folders to organize content. Learn to copy, move, share, and download files and folders.

3. Linking to Content

Link to a document file: In your course, add a link to a document stored in the Content Collection.

Link to a folder or an image: In your course, add a link to a folder or an image.

4. Editing Content

Edit Microsoft® Word, Excel®, or PowerPoint® files: Edit files directly in their applications.

Edit other file types: Use Web Folders to copy and paste files for editing.

Overwrite files: Use the Overwrite File option to upload edited files.



exploring the content collection

In this section, you will access Blackboard Learn – Content Management™ and explore the some basic features and functions.

Learning Outcomes

After completing this section, you will be able to:

- Access Blackboard Learn – Content Management
- Explore the interface
- Navigate in Folder View
- View the contents of folders
- Use an item's contextual menu

+ Exploring the Content Collection Introduction

Blackboard Learn – Content Management allows you to store, share, and publish content within personal user, course, and institution folders. The content can then be linked to your courses throughout Blackboard Learn – Course Delivery™.

You access Blackboard Learn – Content Management using the same username and password you use to access your Blackboard Learn courses. Once you are logged in, click the Content Collection tab.

NOTE: Your system administrator may change the name of the Content Collection tab.

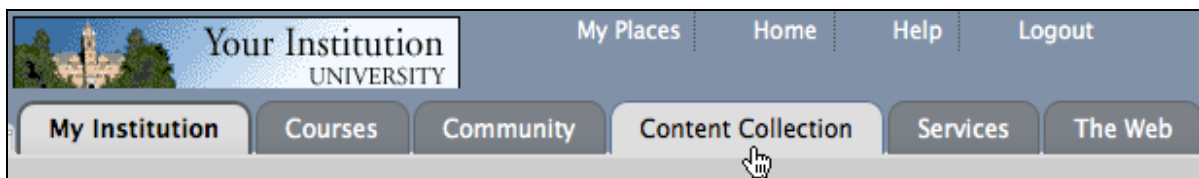


Figure 1.1

The Content Collection page is divided into two panes:

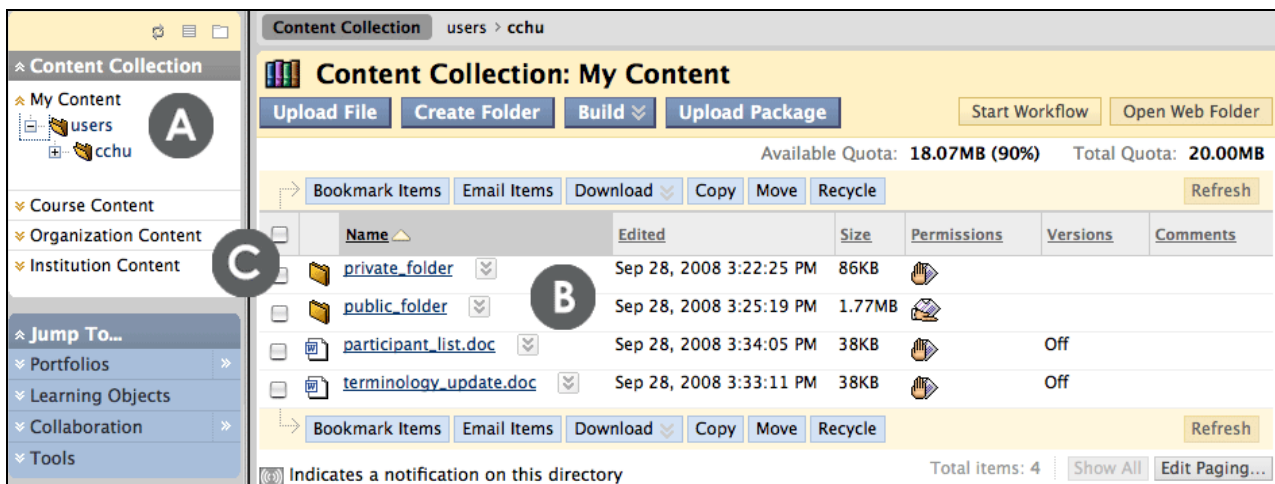


Figure 1.2

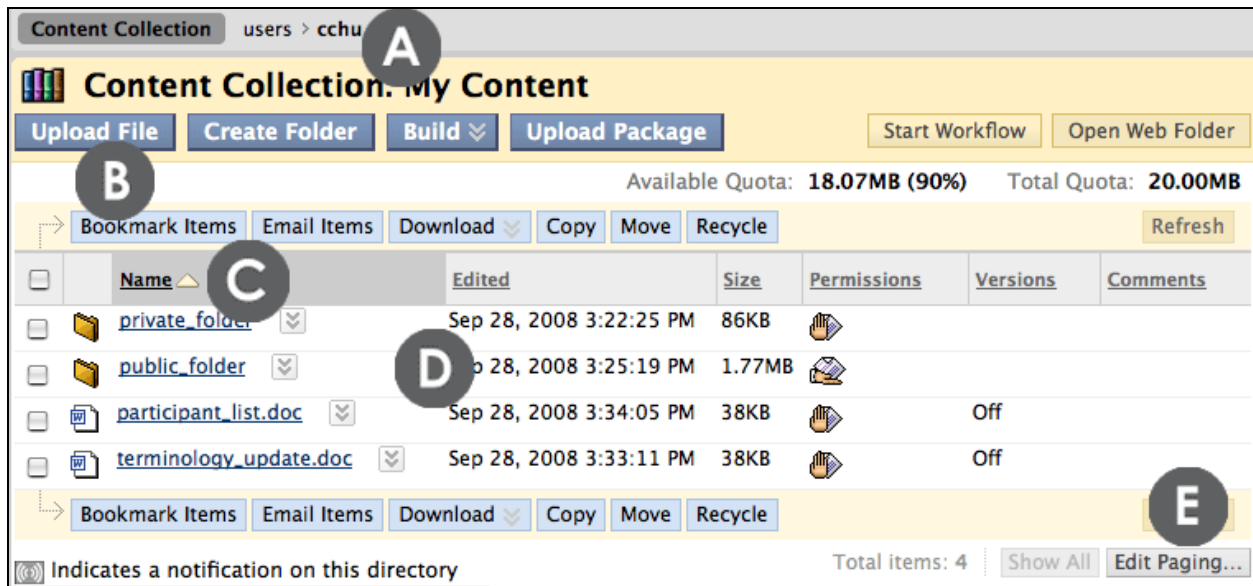
► Take Note

- A The left pane contains the Navigation Pane and content areas.
- B The right pane contains the Content Frame.
- C Press and drag the border to increase or decrease the size of the Content Frame.

+ Exploring the Content Collection Introduction

The Content Frame

The Content Frame occupies most of the page and displays the currently selected content area. Users interact with content from this view. In Figure 1.3, the user's My Content area is presently displayed in the Content Frame.



The screenshot shows the 'Content Collection' interface for a user named 'cchu'. The main heading is 'Content Collection: My Content'. Below this is an 'Action Bar' with buttons for 'Upload File', 'Create Folder', 'Build', 'Upload Package', 'Start Workflow', and 'Open Web Folder'. A quota indicator shows 'Available Quota: 18.07MB (90%)' and 'Total Quota: 20.00MB'. Below the Action Bar is a secondary row of buttons: 'Bookmark Items', 'Email Items', 'Download', 'Copy', 'Move', 'Recycle', and 'Refresh'. A table of content items follows, with columns for 'Name', 'Edited', 'Size', 'Permissions', 'Versions', and 'Comments'. The items listed are 'private_folder', 'public_folder', 'participant_list.doc', and 'terminology_update.doc'. At the bottom, there is another row of buttons and a 'Total items: 4' indicator, along with 'Show All' and 'Edit Paging...' options. A notification icon is present in the bottom left corner.

| Name | Edited | Size | Permissions | Versions | Comments |
|------------------------|-------------------------|--------|-------------|----------|----------|
| private_folder | Sep 28, 2008 3:22:25 PM | 86KB | | | |
| public_folder | Sep 28, 2008 3:25:19 PM | 1.77MB | | | |
| participant_list.doc | Sep 28, 2008 3:34:05 PM | 38KB | | Off | |
| terminology_update.doc | Sep 28, 2008 3:33:11 PM | 38KB | | Off | |

Figure 1.3

► Take Note

- A The breadcrumbs show the current folder that is open in the Content Frame.
- B The Action Bar appears at the top of the Content Frame. It includes functions specific to that page. In this view, the Action Bar includes two rows of functions. The availability of items on the Action Bar is determined by the system administrator.
- C Sort contents by clicking the column title, or clicking the carat in the header row.
- D The Content List displays folders and items in the current folder. By default, folders are displayed first.
- E Edit Paging allows you to determine how many items to display per page.

+ Exploring the Content Collection Navigation Panes

You can access a variety of tools and folders from the Navigation Pane. Each is represented in both the Folder View and the Shortcut View. The Folder View displays more information at a glance, while the Shortcut View provides only high level options. Blackboard Learn will remember your preference and will open to the same view each time.

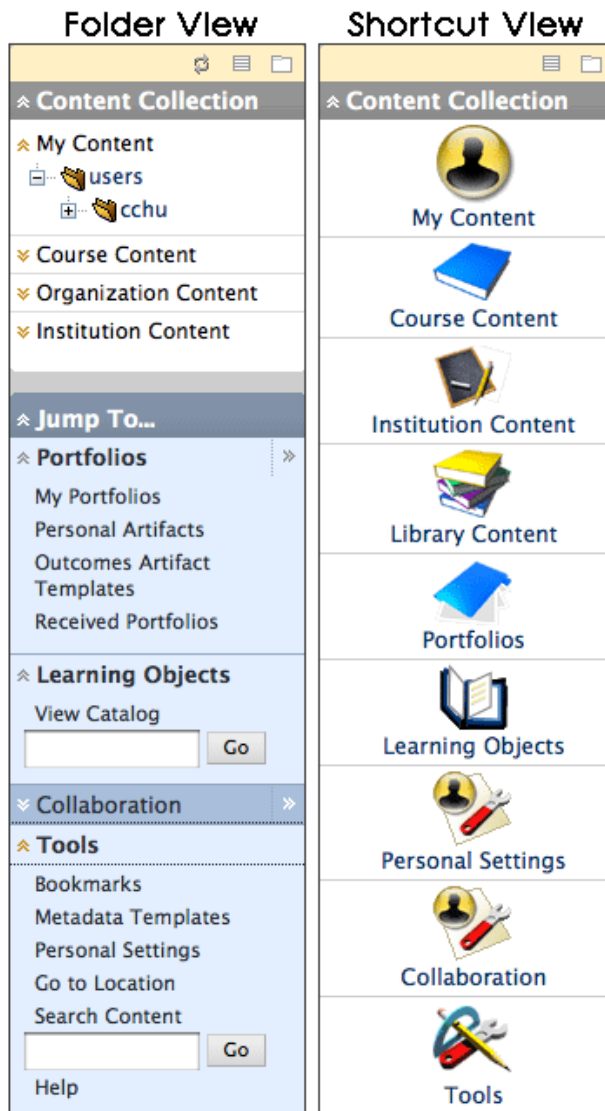


Figure 2

Exploring the Content Collection Navigation Panes

From either view, you can access the following:

- My Content – an area for storing personal files and folders, referred to as items. All users, including students, have their own My Content areas.
- Course Content – an area automatically created when a course is created. It contains a folder for each course you are teaching. Instructors and teaching assistants can access these folders. Students cannot access these folders unless given permission.
- Organization Content – an area for any organization of which you are a member.
- Institution Content – an area that can be used to share information across the institution. The Institution Content area also includes a separate area dedicated to the Library. By default, all users can view the content, but they cannot add files unless given permission.
- Portfolios – the place to create and share portfolios online.
- Learning Objects – a repository of shared items, including Learning Objects and Reusable Objects.
- Tools – functions that allow you to create bookmarks, perform searches, and more.

NOTE: Since your system administrator can customize many aspects of Blackboard Learn – Content Management, you may see different names and folders in the Navigation Pane.

+ Exploring the Content Collection Navigating in Folder View

Select Shortcut or Folder View with the icons shown by the arrow below. To select an area, click its name.

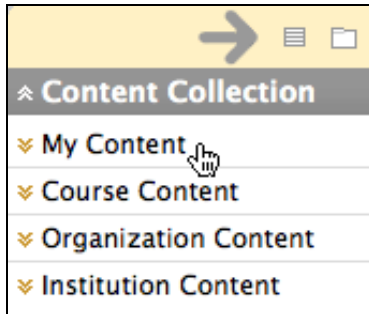


Figure 3.1

To expand the contents of a folder, click the plus sign.

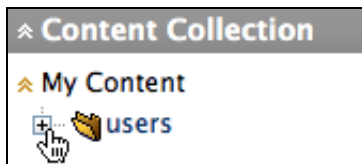


Figure 3.2

To view the folder's contents in the Content Frame, click the folder name.

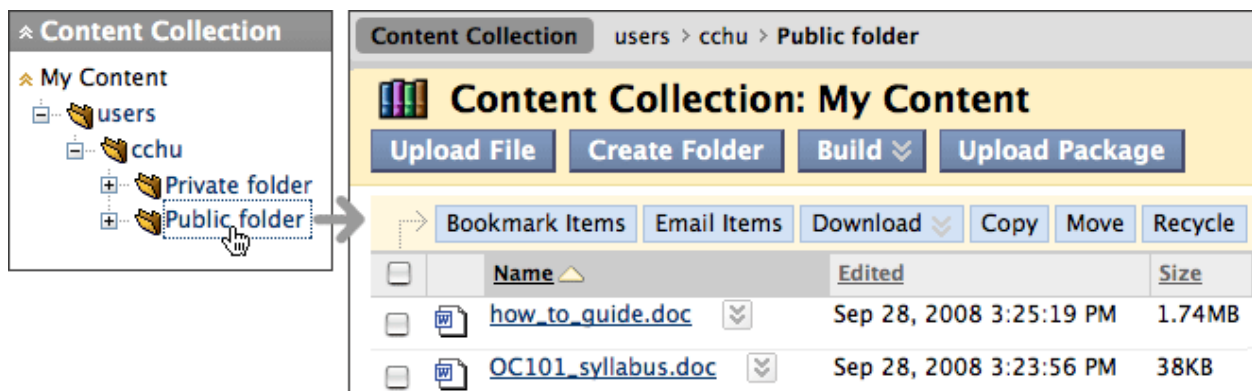


Figure 3.3

+ Exploring the Content Collection

Viewing Folder Content

In the Content Frame, you can view additional information about each file or folder.



The screenshot shows the 'Content Collection: My Content' interface. At the top, there are navigation buttons: 'Upload File', 'Create Folder', 'Build', and 'Upload Package'. On the right, there are 'Start Workflow' and 'Open Web Folder' buttons. Below these, the available and total quotas are shown: 'Available Quota: 18.07MB (90%)' and 'Total Quota: 20.00MB'. The main area contains a table of items with columns for Name, Edited, Size, Permissions, Versions, and Comments. Action links like 'Bookmark Items', 'Email Items', 'Download', 'Copy', 'Move', and 'Recycle' are visible. A legend at the bottom indicates that a notification icon means 'Indicates a notification on this directory'. Total items: 4. Buttons for 'Show All' and 'Edit Paging...' are also present.

| Name | Edited | Size | Permissions | Versions | Comments |
|------------------------|-------------------------|--------|-------------|----------|----------|
| private_folder | Sep 25, 2008 3:22:25 PM | 86KB | | | |
| public_folder | Sep 28, 2008 3:25:19 PM | 1.77MB | | | |
| participant_list.doc | Sep 28, 2008 9:34:05 PM | 38KB | | Off | |
| terminology_update.doc | Sep 29, 2008 3:33:11 PM | 38KB | | Off | |

Figure 4

► Take Note

- A Action Link – click for more functions.
- B Edited column – indicates the date and time the file or folder was last edited.
- C Size column – indicates the size of the file or folder.
- D Permissions column – permissions associated with the file or folder. Icon indicates whether the file has been shared with other users; click for more details.
- E Versions column – if versioning has been enabled, the version number appears as a link.
- F Comments column – if comments have been enabled, indicates the number of comments added.

In Figure 4, the instructor organized her My Content area by adding two folders:

- A **private folder** for files in development or containing personal content. When a document is ready to be shared, it can be copied or moved to the public folder. Remove Read permission for other users for all private folders.
- A **public folder** for files the instructor is collaborating on with colleagues. The instructor must grant permission to users to see the contents in the public folder.

+ Exploring the Content Collection

The Action Link

Click an item's Action Link to access a contextual menu containing all the functions you can perform on the item, along with the current status of some functions, such as if Tracking is enabled or not.

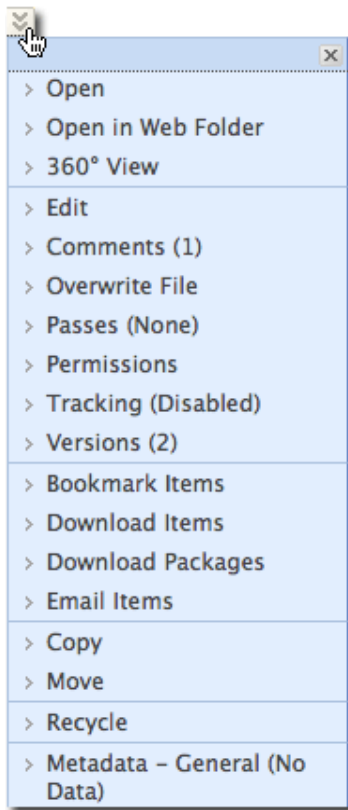


Figure 5

- 360° View – lists item information in one place, including its properties, link information, Versions, Tracking, and more.
- Edit – provides a link to edit the item's name and options, such as Enable Tracking or Enable Versioning.
- Overwrite – browse and upload a file to replace the current file while retaining the link to the file in the course.
- Email Items – email a link to the item.
- Move – move the item to another location in the Content Collection.
- Recycle – delete the item from the Content Collection.

+ Exploring the Content Collection Personal Settings

The Personal Settings page allows users to select an entry point into the Content Collection that best meets their needs. If you access the same course in the Content Collection every time you open the tab, simply set the Home Page Settings to point to that course folder in the Content Collection for quick access.

► **QUICK STEPS:** selecting a personalized Home Page

- 1 Click the Content Collection tab.
- 2 In the left Navigation Pane, under Tools, click Personal Settings.
- 3 On the Personal Settings page, select the radio node next to Custom Location.
- 4 Browse for an entry point when accessing the Content Collection tab.
- 5 Click Submit.

The screenshot shows the 'Personal Settings' page. On the left, a navigation pane has 'Personal Settings' highlighted under the 'Tools' section, marked with a '2'. The main page has a yellow header 'Personal Settings' with a '5' in a circle. Below the header are 'Cancel' and 'Submit' buttons. The 'Home Page Settings' section (marked with a '1') shows 'System Default' and 'Custom Location' radio buttons, with 'Custom Location' selected (marked with a '3'). Below this is an 'Attach File' section with a 'Browse for Content Collection item' button (marked with a '4') and a 'Selected File' field containing '/courses/OC101'. There is also a 'Do not attach' button.

Figure 6



+ Exploring the Content Collection Hands-on Activity

Explore the Content Collection tab

- Click the **Folder** or **Shortcut View** icons to toggle between the two navigation views. How does navigation differ using the Shortcut View?
- Explore the links available in each view.
- Under **Personal Settings**, change which area opens when you first enter the **Content Collection**.
- In the Content Frame, explore the contents of several folders.
- Sort the **Size** column so the largest files appear first. Then, sort the **Name** column so files appear in reverse alphabetical order and folders appear at the bottom of the Content List.
- Select a file's **Permissions** icon and see who has access.
- Using a file's Action Link, select the **360° View** from the contextual menu and view the file's information.
- Enable versioning for a file. Hint: select Edit in the file's contextual menu.



adding and managing content

In this section, you will learn to add files and folders to the Content Collection. You will also learn how to share, copy, and download files and folders.

Learning Outcomes

After completing this section, you will be able to:

- Upload a file
- Delete an item
- Add files using Web Folders
- Add metadata
- Copy files to the Content Collection
- Create and share folders
- Copy and move files and folders
- Download files and folders

+ Adding and Managing Content

Uploading a File

You can use the Upload File function on the Action Bar to upload files to the Content Collection. This method is best for uploading one file at a time. By default, you can upload files to the following:

- Your My Content folder
- Your Course Content folder
- Any other folders to which you have been given permission

If you do not see the Upload File function, you do not have permission to add an item to the current location.

► **QUICK STEPS:** uploading a file

- 1 Navigate to the **Content Collection** folder where you want to upload a file.
- 2 On the Action Bar, click **Upload File**.
- 3 On the Add File page, click **Browse** and select the file. Leave the default options for now.
- 4 Click **Submit**.

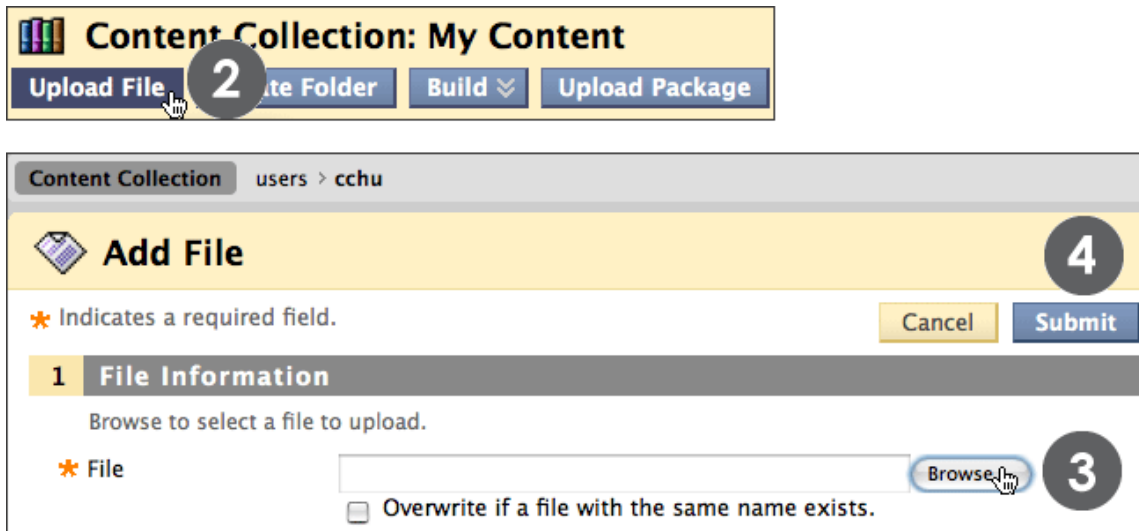


Figure 1

If needed, click Refresh on the Action Bar to see added items. Use Edit Paging to see more items in the list, or navigate to another page in the list.

+ Adding and Managing Content Deleting an Item

If you choose to delete a file or folder, it is deleted from the Content Collection and moved to the Recycle Bin. It is possible to select multiple files and folders for deletion, making it easy to delete large batches of content. Any user can restore items from the Recycle Bin to Blackboard Learn – Content Management.

If you move an item to the Recycle Bin that is linked in your course, the link will be retained. The link will be broken if you delete the item from the Recycle Bin.

TIP: Before permanently deleting an item from the Recycle Bin, view the file's 360° View page listing which course or courses have links to the item.

► **QUICK STEPS:** deleting an item

- 1 Navigate to the **Content Collection** folder that contains the item or items to delete.
- 2 Select the check box of each item to be deleted.
- 3 On the Action Bar, click **Recycle** or **Delete**. The item is either moved to the **Recycle Bin** or permanently deleted.

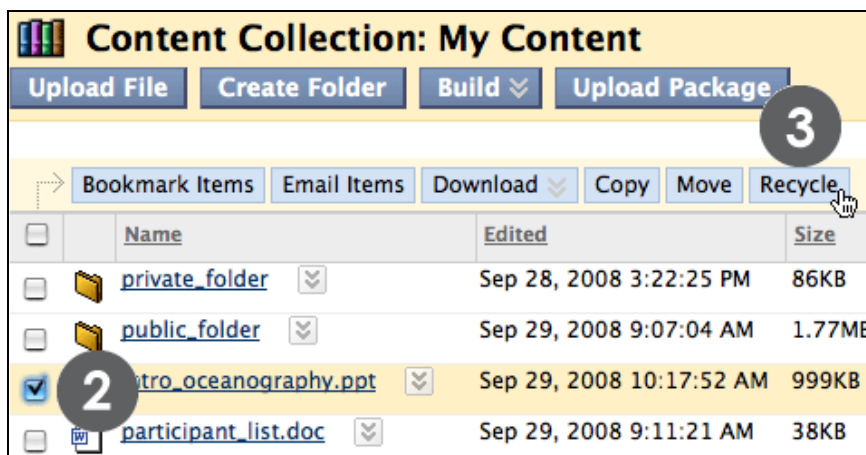


Figure 2.1

NOTE: Depending on administrative settings, you will see either the Recycle or Delete function. The steps for use are the same; however, if the Recycle Bin is disabled, any files or folders deleted from the Content Collection are permanently deleted.

+ Adding and Managing Content Deleting an Item

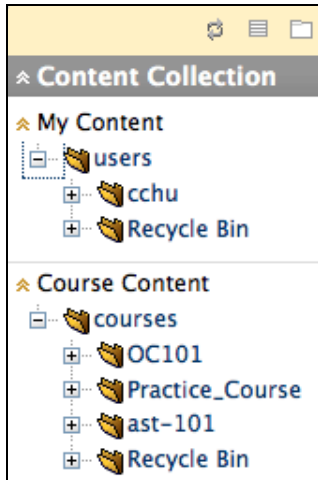


Figure 2.2

You can access the item or folder you deleted by clicking the Recycle Bin folder on the Content Collection menu in the Navigation Pane.

NOTE: When using the Content Collection for the first time, the Recycle Bin folder shows up on the menu only after the first item is deleted and the browser is refreshed.

+ Adding and Managing Content

Adding Files Using Web Folders

WebDAV is an Internet standard used for sharing files across the Internet regardless of platform (Windows, Macintosh, Linux, Sun Solaris, and so on). When put into use with the Content Collection, WebDAV—also called Web Folders—is a means for each user to access content from the Content Collection, as if it were any other network drive or folder.

Setting up Web Folders to work with the Content Collection is not difficult because most operating systems are now WebDAV compatible. All you need to connect is the Web address of the folder and a valid username and password.

You can use Web Folders to add files and folders to the Content Collection. This method works well for uploading or downloading multiple files at once. The Web Folder is a new view of the Content Collection folder. It allows for easy file transfer.

NOTE: The instructions below are for users with Microsoft Windows XP® using Internet Explorer 6.x. Ask your facilitator for information on other operating systems and browsers.

► **QUICK STEPS:** adding files using Web Folders

- 1 Navigate to the **Content Collection** folder where you want to add files.
- 2 On the Action Bar, click **Open Web Folder**.
- 3 Open a separate local folder that contains the files you want to copy to the Web Folder.
- 4 With both windows open, drag the local files or folders to the Web Folder.
- 5 Click **Refresh** to view the added files in the **Content Collection**.



Figure 3.1

+ Adding and Managing Content Adding Files Using Web Folders

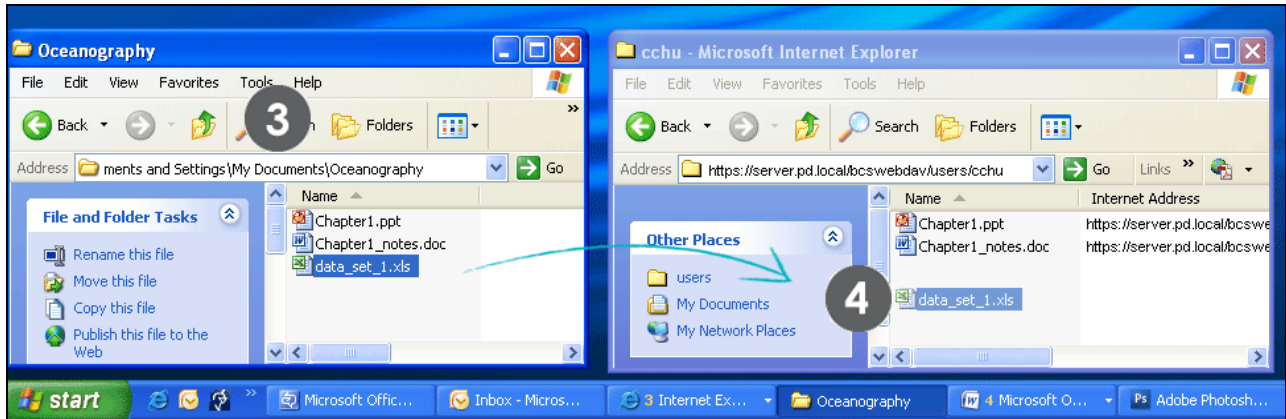


Figure 3.2 – Use the drag-and-drop function between a local folder and the Web Folder

Click a file and hold, then drag to the destination folder. Release your mouse and it is dropped in the folder.

Adding and Managing Content

Adding Metadata to an Item

Metadata is descriptive information about an item. Different types of metadata can be entered for an individual item. An item's contextual menu offers users a menu of the available types of metadata.

Metadata can be used in searches within the Content Collection, as long as permissions are shared for the item. Folders and files can be imported and exported with their associated metadata.

► **QUICK STEPS: adding metadata to an item**

- 1 Navigate to the **Content Collection** folder that contains the item to which you want to add metadata.
- 2 Click the item's Action link to access the contextual menu.
- 3 Click the appropriate metadata type.
- 4 On the **Metadata** page, enter the appropriate information in the fields.
- 5 Click **Submit**.

+ Adding and Managing Content Adding Metadata to an Item

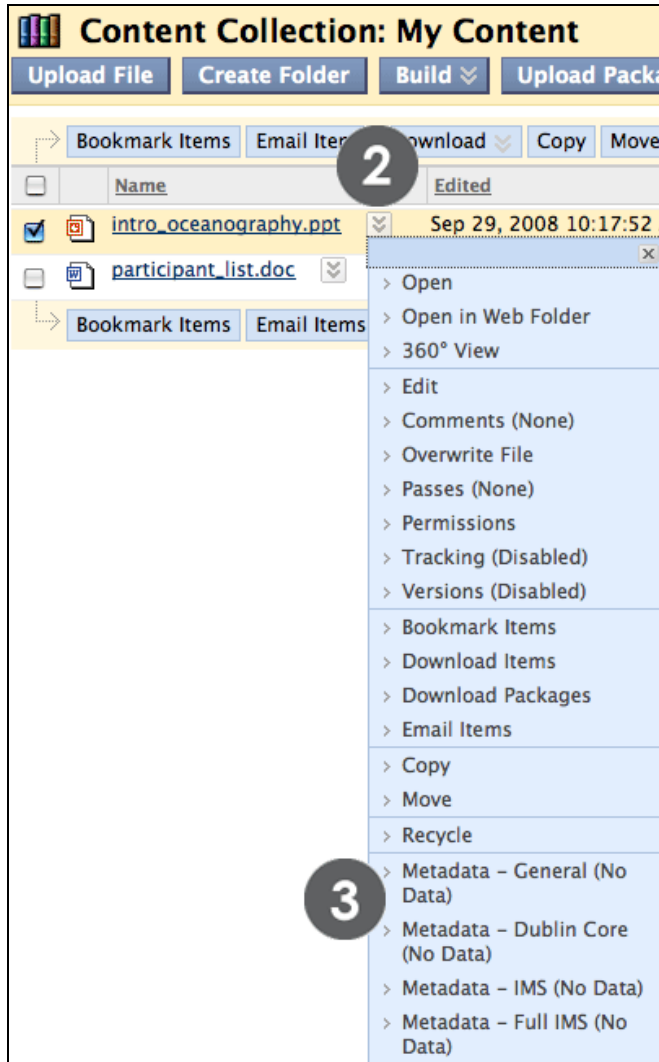


Figure 4.1

NOTE: The contextual menu shows if metadata has been added to the item. In the example above, you see: (No Data) by each metadata type. If metadata has been added, you will see: (Data Available).

+ Adding and Managing Content

Adding Metadata to an Item

The screenshot shows a web interface for adding metadata to a file. At the top, a breadcrumb trail reads 'Content Collection > users > cchu > intro_oceanography.ppt'. Below this is a yellow header bar with a document icon and the text 'General Metadata: /users/cchu/intro_oceanography.ppt'. To the right of the header are 'Cancel' and 'Submit' buttons. The main content area is titled '1 General Metadata' and contains the instruction 'Provide general metadata such as Keywords and Learning Objectives'. There are four input fields: 'Name' with the value 'oceanography', 'Description' (empty), 'Keywords' with the value 'coastline, trench, ocean, erosion, wave', and 'Learning Objectives' (empty). A large grey circle with the number '4' is overlaid on the 'Description' field.

Figure 4.2

- Adding a name to the metadata does not affect the file name.
- Enter an optional description for the item, if desired.
- List Keywords associated with the item separated by commas.
- List Learning Objectives associated with the item separated by commas.

+ Adding and Managing Content

Searching Using Metadata

Using the Search function, enter a keyword and find matches in the Content Collection for items that have metadata added or that match a word in the item's title.

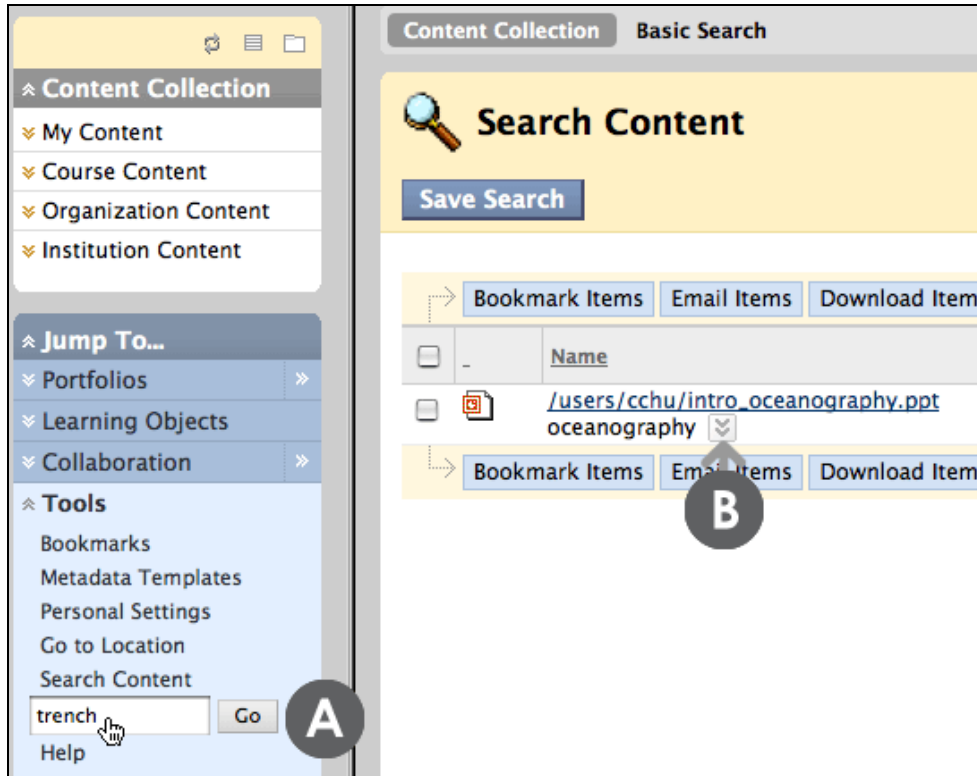


Figure 5

► Take Note

- A Enter a term in the Search Content text box in the left Navigation Pane.
- B The Search Content page displays the search results. In the example above, the keyword trench was added as metadata to a PowerPoint file. When trench was used as the search term, the file came up in the search results. Click the item's Action Link to view the metadata screen. If you are the author of the metadata, you can add to the information.

+ Adding and Managing Content

Copying Files to the Content Collection

If you have added files from your computer to your course, and you want to store them in the Content Collection, you can use the Copy Files to Collection tool. This tool is meant for adding new files to the Content Collection so they can be used in new courses, shared with other users, and added to Portfolios.

The Copy Files to Collection tool copies files that have been attached to Content Areas in your course. You can copy items attached to the following:

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

Attachments added to some course areas will not be copied over. These include the following:

- The Discussion Board
- Any Assessment area
- Files an instructor adds to the Grade Assignment page
- Files uploaded to the Group File Exchange area by instructors and students

+ Adding and Managing Content

Copying Files to the Content Collection

► **QUICK STEPS:** copying files to the Content Collection

- 1 On the **Control Panel**, under **Packages and Utilities**, select **Copy Files to Collection**.
- 2 Select one or more check boxes for the Content Areas containing the files you wish to copy.
- 3 Click **Browse** to select the appropriate folder in the **Content Collection** to store the files.
- 4 On the **Select Folder** page, select the radio node next to the appropriate folder.
- 5 Click **Submit**.
- 6 On the **Copy Files to Collection** page, click **Submit**.
- 7 A message appears detailing the results for each Content Area, where your files are stored, and any issues, if applicable.

Control Panel

- Course Tools
- Course Links
- Evaluation
- Users and Groups
- Customization
- ⊕ Packages and Utilities**
 - Bulk Download
 - Check Content on Links
 - 1 Copy Files to Collection**
 - Course Copy
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package

Copy Files to Collection

* Indicates a required field. Cancel Submit

1 Select Areas

Select the areas from which to copy items. These items are copied into the Content Collection.

* Areas **2**

- Information
- Content
- Assignments**

2 Select Destination

Enter the Content Collection destination for the copied items or **Browse** to search for a destination. A folder will be created in this location.

* Destination **3** Browse...

Figure 6.1

+ Adding and Managing Content

Copying Files to the Content Collection

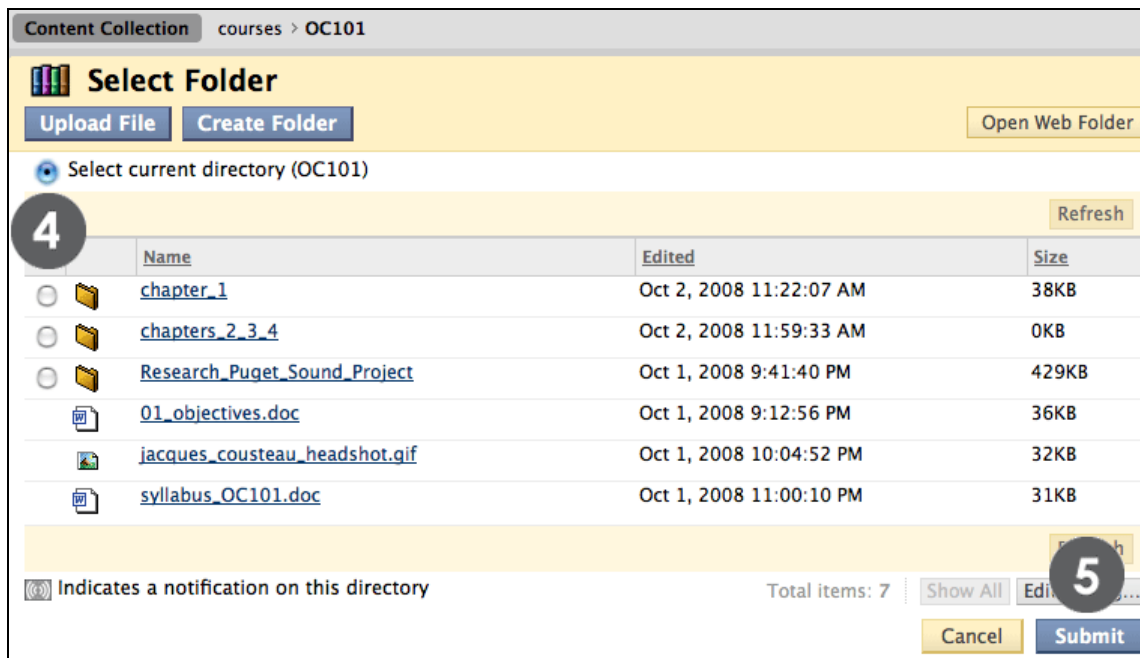


Figure 6.2

The content copied will be organized by Content Area inside a folder titled *Copied_Content_course_name*.

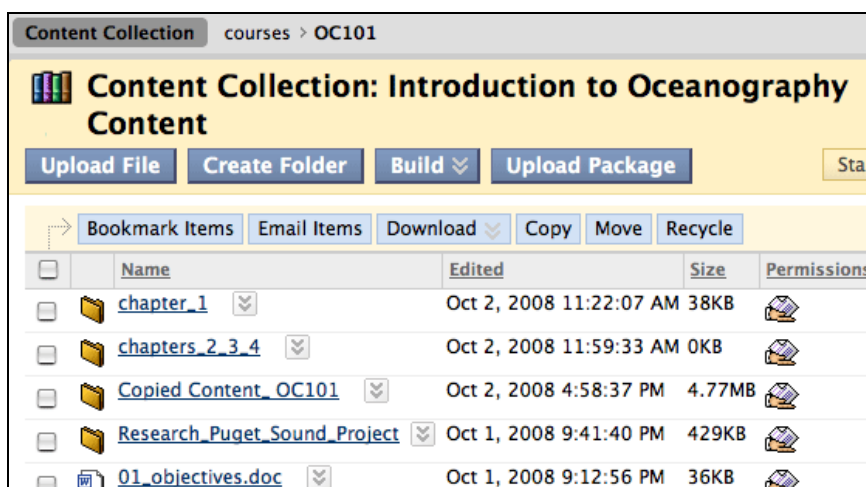
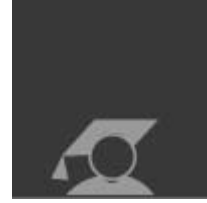


Figure 6.3

Course links to your files are not updated to point to the newly copied files in the Content Collection. Any changes you make to the Content Collection files will not be reflected in the course.

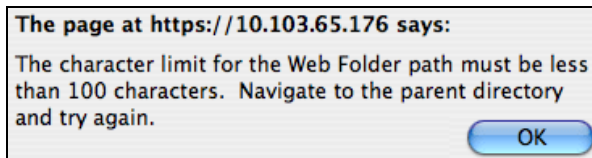


+ Adding and Managing Content Ask Dr. C

In the table below, our Blackboard Learn expert, Dr. C, discusses Web Folders.

Your Question

When using Web Folders, I get the following message. What does it mean?



Dr. C's Reply

Some browsers do not allow Web Folders with a path longer than 100 characters. If you receive this message, navigate to the parent folder using the breadcrumbs, and open the Web Folder from there so your path will not be as long.

To avoid this problem, use short, succinct names when creating new folders.

Adding and Managing Content

Creating Folders

You can create folders in the Content Collection to organize your content. A folder stores both files and other folders. As stated earlier, take some time before actually creating your folders to plan out exactly what you need to effectively manage your content.

Files in the Content Collection are organized in a tree structure of nested folders up to, and including, the content area level, such as My Content or Course Content.

To create a folder, a user must have Read and Write privileges in the folder that will hold the new folder. For example, instructors can create folders in their My Content and Course Content areas by default. You do not have the ability to create folders in the My Institution folder, unless permissions are granted by the system administrator.

► **QUICK STEPS:** creating a folder

- 1 Navigate to the location in the **Content Collection** where you want to create the folder.
- 2 On the Action Bar, click **Create Folder**.
- 3 On the **Create Folder** page, enter the **Folder Name**. Leave the remaining options at their defaults.
- 4 Click **Submit**.

NOTE: If the Create Folder function does not appear, you do not have permission to add a folder to the current location.

+ Adding and Managing Content Creating Folders

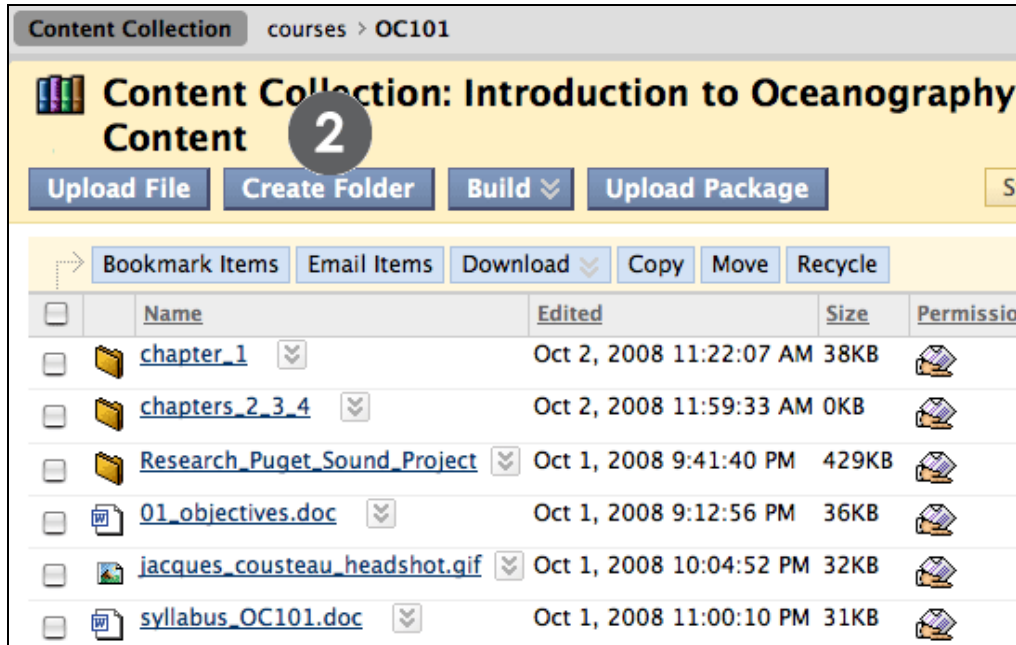


Figure 7.1

When naming folders, use brief and descriptive names. You can rename your folders at any time; links to course content will be retained.

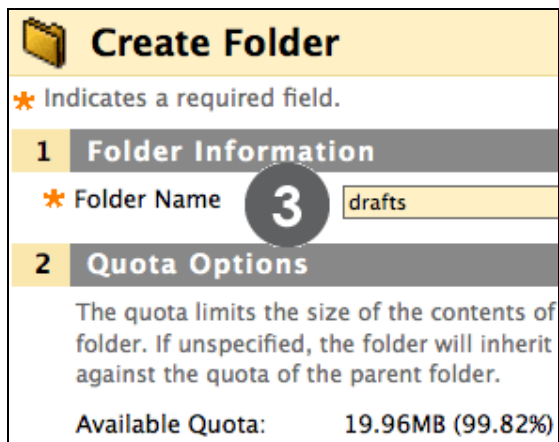
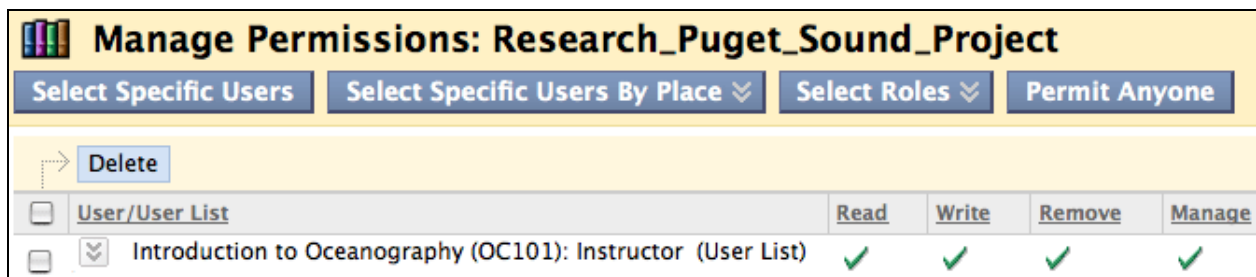


Figure 7.2

+ Adding and Managing Content Sharing Folder Contents with Users

To share your folder's contents, the folder must be made available to the users before they can view the contents. For example, create a Research folder in your Course Content area, so students can download files you want them to use when working on a group project.

In the example below, only the instructor has all permissions to the Research folder. For students, choose only Read permissions. To share with colleagues, choose Read and Write so they can make comments or edit a document.



The screenshot shows the 'Manage Permissions: Research_Puget_Sound_Project' interface. At the top, there are four buttons: 'Select Specific Users', 'Select Specific Users By Place' (with a dropdown arrow), 'Select Roles' (with a dropdown arrow), and 'Permit Anyone'. Below these buttons is a 'Delete' button with a trash icon. The main area contains a table with columns for 'User/User List', 'Read', 'Write', 'Remove', and 'Manage'. The table has one row for 'Introduction to Oceanography (OC101): Instructor (User List)' with green checkmarks in the 'Read', 'Write', 'Remove', and 'Manage' columns.

| User/User List | Read | Write | Remove | Manage |
|--|------|-------|--------|--------|
| Introduction to Oceanography (OC101): Instructor (User List) | ✓ | ✓ | ✓ | ✓ |

Figure 8.1

► QUICK STEPS: sharing folder contents

- 1 Click the folder's Action Link to access the contextual menu and select **Permissions**.
- 2 On the **Manage Permissions** page, click **Select Specific Users by Place**.
- 3 On the drop-down list, select **Course**.
- 4 On the **Add Course User List** page, select the **Course**, **Roles**, and **Permissions** for users. For example, to give students permission to see this folder's contents, select the **Student** role.
- 5 Click **Submit**.

+ Adding and Managing Content
Sharing Folder Contents with Users

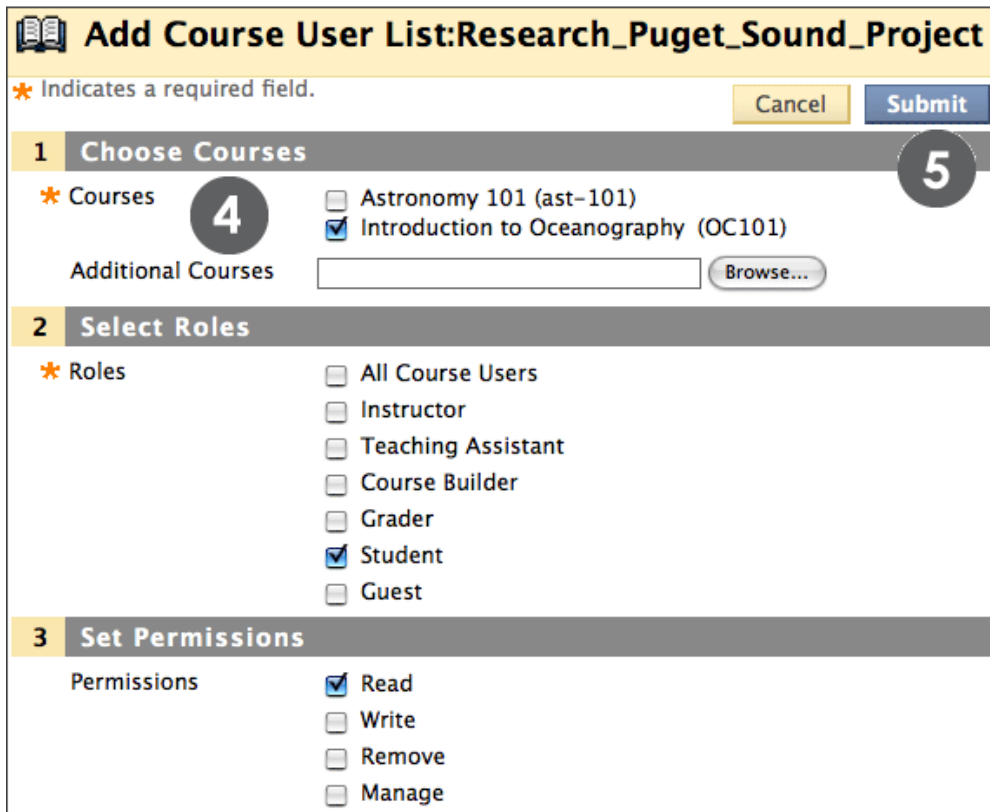
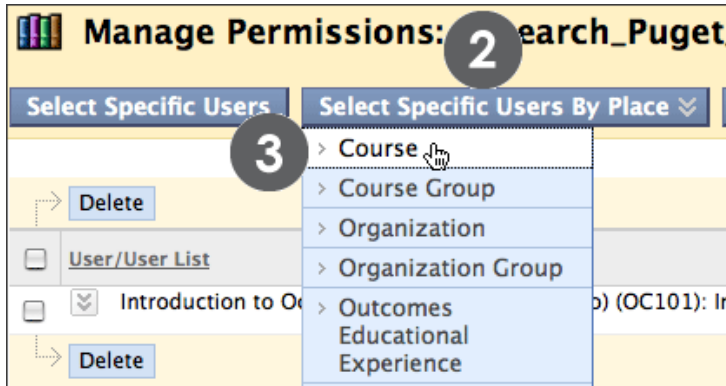


Figure 8.2

+ Adding and Managing Content Sharing Folder Contents with Users

Search for Shared Files

The Search function allows users to locate all files and folders that have been shared with them. To use Search, a user enters a keyword, folder, or file name in the Search Content text box, and only those items to which a user has permissions will be returned. A user can bookmark the item and return to it at any time without having to perform a search again. The Bookmark Items function is on the Action Bar.

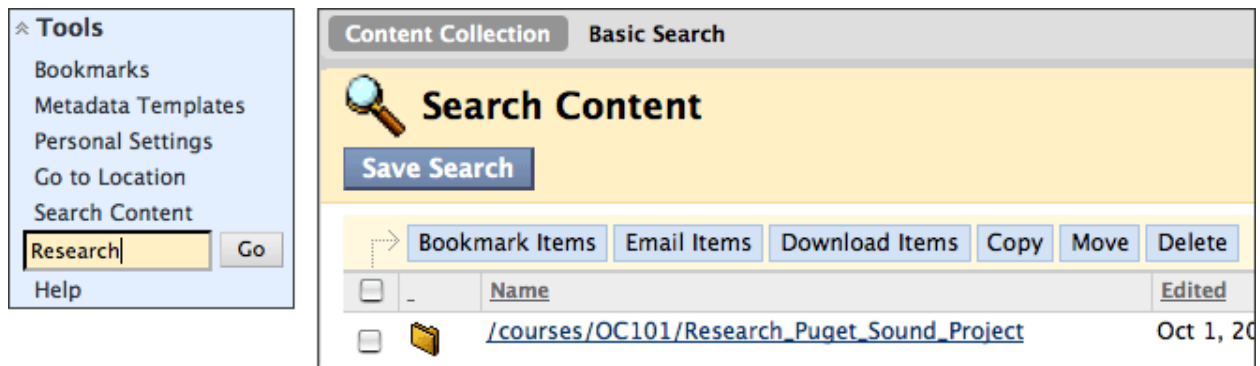


Figure 8.3 – In the Navigation Pane, enter text in the Search Content text box and click Go.

+ Adding and Managing Content

Copying and Moving Items

You can copy a file from one folder to another, as long as you have the appropriate permissions to add files to a folder. You can select multiple files and folders for copying, making it easy to share content between folders.

For example, copy a file from your My Content area to a folder in the Course Content area. The file will then exist in both locations.

In addition to copying files and folders, you can also move items. The steps for moving a file or folder are the same as when copying. However, when a file is moved, it is removed from its current location and stored in the new location. Links to course content will be retained.

► **QUICK STEPS:** copying a file

- 1 In the **Content Collection**, select the check box for the file to copy. You can copy multiple files.
- 2 On the Action Bar, click **Copy**.
- 3 On the **Copy** page, click **Browse** and select a destination folder for the content.
- 4 On the **Select Folder** page, select the radio node by the destination folder and click **Submit**.
- 5 The **Copy Content** page appears, displaying the destination.
- 6 Click **Submit**.

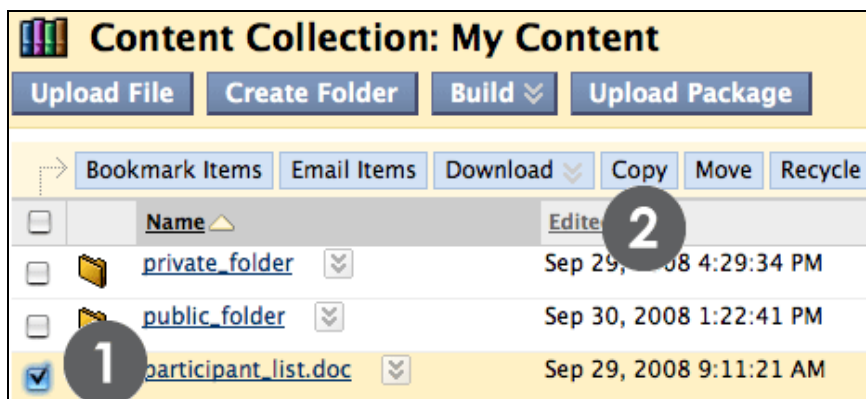


Figure 9.1

+ Adding and Managing Content Copying and Moving Items


Content Collection users > cchu

Copy /users/cchu/participant_list.doc

* Indicates a required field. Cancel Submit

1 Content Information

Copy the following content:

| Name | Size | Edited |
|--|------|--------------------------------------|
|  participant_list.doc | 38K | Sep 29, 2008 9:11:21 AM by Cathy Chu |

2 Destination

Browse to select a destination folder for this content.

* Destination 3 Browse...

Overwrite if a file with the same name exists.

Content Collection users > cchu

Select Folder

Upload File Create Folder Open Web Folder

Select current directory (cchu)

4 Refresh

| | Name | Edited | Size |
|----------------------------------|--|-------------------------|---------|
| <input type="radio"/> |  private_folder | Sep 29, 2008 4:29:34 PM | 124KB |
| <input checked="" type="radio"/> |  public_folder | Sep 30, 2008 1:22:41 PM | 19.80MB |

Figure 9.2

Use the breadcrumbs to navigate to previous folders as needed.

+ Adding and Managing Content

Downloading Files and Folders

You can download files and folders from the Content Collection to your local computer in three ways:

- Right-click a file name and select **Save Target As**, and select the location on your local computer to save the file.
- Use **Web Folders** to download multiple files and folders at once.
- Select multiple items from the same folder using the **Download** drop-down list on the **Action Bar**.

► **QUICK STEPS:** downloading files using the download function

- 1 Select files by selecting the check boxes.
- 2 On the **Action Bar**, click **Download**. From its drop-down list, select **Items**.
- 3 In the browser's file download window, save the zipped file containing the selected items to your local computer. The zipped file is titled with the Content Collection folder name.



Figure 10

NOTE: You can also download just a single file in this manner. It will also be downloaded as a zipped file titled with the Content Collection folder's name.



+ Adding and Managing Content Hands-on Activity

Create folders

- In My Content, create two folders. Name one **Private** and the other **Public**.

Use Web Folders to upload content

- Navigate to the **Public** folder, and click **Web Folder**. Copy both subfolders in your local computer's **cm_getting_started_prep** folder into the **Public** web folder.

Moving files

- Move the file titled **instructor_guide.pdf** from the **Public** folder to the **Private** folder. Navigate to the file's new location to view it.



linking to content

In this section, you will learn how to use content you have uploaded to the Content Collection and link to it in your courses.

Learning Outcomes

After completing this section, you will be able to:

- Link to a document file
- Link to a folder
- Link to an image

+ Linking to Content

Linking to a File

Once files are uploaded to the Content Collection, you can link to them from the courses you teach. You can link to many file types, such as: .doc, .exe, .gif, .html, .htm, .jpg, .pdf, .ppt, .pps, .txt, .wpd, .xls, and .zip.

In our example, we will link to a file when creating a content item in a course's Content Area. You can link to files from other tools as well:

- Announcements
- Calendar entries
- Discussion forums
- Messages
- Test descriptions and instructions

► **QUICK STEPS:** linking to a file

- 1 In your course, go to the Content Area where you want to create the item.
- 2 Ensure **Edit Mode** is **ON**.
- 3 On the Action Bar, click **Create Item**.
- 4 On the **Add Item** page, enter a **Name** and an optional description in the **Text** box.
- 5 Next to **Link to Content Collection Item**, click **Browse**.
- 6 On the **Select File or Folder** page, select the radio node next to the file to link to from the **Content Collection**.
- 7 Click **Submit**.
- 8 Optionally, name the link to the file.
- 9 Click **Submit**.

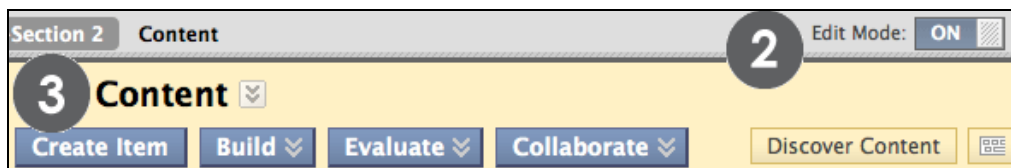


Figure 1.1

+ Linking to Content
Linking to a File

Add Item

* Indicates a required field. Cancel Submit

1 Content Information

* Name 4

Color of Name Black

Text

Normal 3 Times New Roman B I U S x: x² [List icons]

Download the attached file for the names of the fishermen you will be interviewing. Specifics for this assignment are found in the Syllabus.

Path: [body](#)

Save as Reusable Object

2 Attach or Link Content

Attach Local File Browse...

Link to Content Collection Item 5 Browse...

Figure 1.2

NOTE: The file name shown in the Browse field in Figure 1.2 is the unique ID given to all files in the Content Collection so files can be moved without breaking established links in your courses.

+ Linking to Content
Linking to a File

Content Collection courses > OC101 > Research_Puget_Sound_Project

Select File or Folder

[Upload File](#) [Create Folder](#)

Select current directory (Research_Puget_Sound_Project)
 Also assign Public permission to this file.

| | Name | Edited | Size | Versions |
|----------------------------------|--|------------------------|------|----------|
| <input type="radio"/> | environmental_groups.doc | Oct 1, 2008 1:45:25 PM | 31KB | Off |
| <input checked="" type="radio"/> | fishermen_contact_list.doc | Oct 1, 2008 1:46:03 PM | 31KB | Off |
| <input type="radio"/> | puget_sound_fishing.doc | Oct 1, 2008 1:41:10 PM | 31KB | Off |

Indicates a notification on this directory Total items: 7 [Show All](#) [Edit Paging...](#)

[Cancel](#) [Submit and Add Metadata](#) [Submit](#)

Figure 1.3

If you want students to see an item's existing metadata in the Content Area, click Submit and Add Metadata at the bottom of the Select File or Folder page. You can select which metadata to show with the content item. In the example below, students can view the keywords the instructor added to a PowerPoint file.

Oceanography PowerPoint

Attached Files [intro_oceanography.ppt](#) (999 Kb)

Keywords: coastline, trench, ocean, erosion, wave, power

Figure 1.4

+ Linking to Content Attaching Files Using the Text Editor

You can also attach one or more files to a content item in a Content Area by using the Attach File function in the Text Editor.

► **QUICK STEPS:** attaching files using the Text Editor

- 1 When creating a content item, place your mouse pointer in the **Text** box where you want the file to appear.
- 2 Click **Attach File** in the third row of the Text Editor.

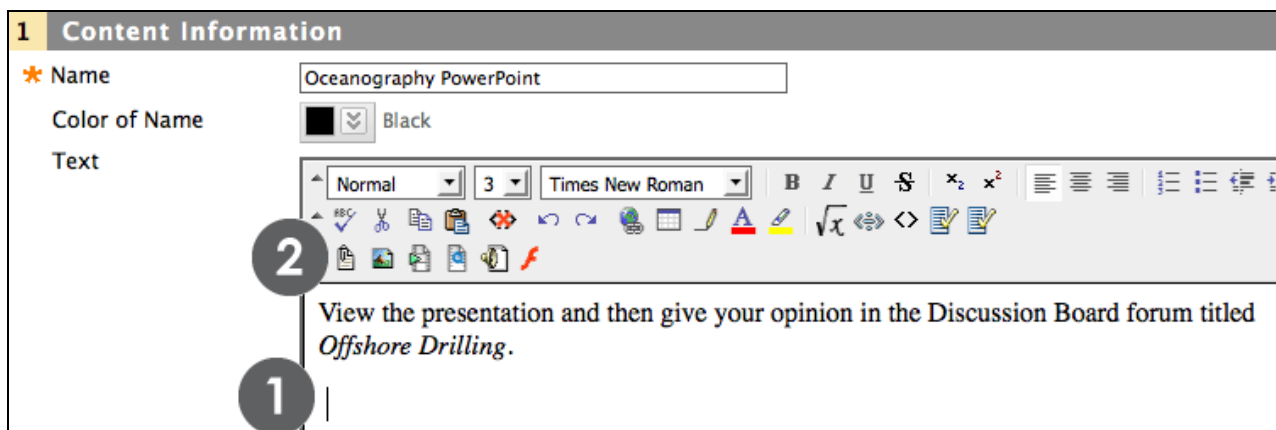


Figure 1.5

You will then follow the same steps for browsing for a file in the Content Collection as detailed earlier. You can attach as many files as you need in this manner.

NOTE: You can also use the Discover Content function to add Reusable Objects from the Content Collection to areas of your course such as Content Areas and the Discussion Board. Reusable Objects, course elements that can be shared and reused, will be covered in the *Sharing Your Content* workshop.

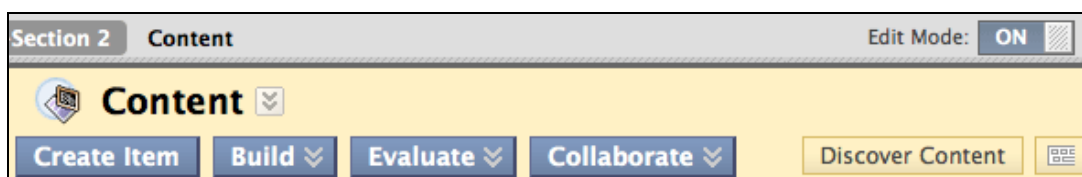


Figure 1.6

+ Linking to Content Linking to a Folder

From your course, you can also link to a folder in the Content Collection. Linking to an entire folder is a quick way to share multiple files with students.

The steps for linking to a folder are the same as for linking to a file, except you select the folder instead of a specific file.

Content Collection courses > OC101

Select File or Folder

[Upload File](#) [Create Folder](#) [Open Web Folder](#)

Select current directory (OC101)
 Also assign Public permission to this file.

[Refresh](#)

| | Name | Edited | Size | Versions | Comments |
|----------------------------------|--|-------------------------|--------|----------|----------|
| <input type="radio"/> | chapter_1 | Sep 30, 2008 1:25:44 PM | 1.74MB | | |
| <input type="radio"/> | chapters_2_3 | Oct 1, 2008 1:49:57 PM | 86KB | | |
| <input checked="" type="radio"/> | Research_Puget_Sound_Project | Oct 1, 2008 1:46:03 PM | 423KB | | |
| <input type="radio"/> | 01_objectives.doc | Oct 1, 2008 1:48:48 PM | 36KB | Off | |
| <input type="radio"/> | syllabus_OC101.doc | Sep 28, 2008 3:25:19 PM | 31KB | Off | |
| <input type="radio"/> | terminology_update.doc | Sep 28, 2008 3:34:05 PM | 38KB | Off | |

[Refresh](#)

Indicates a notification on this directory

Total items: 6 [Show All](#) [Edit Paging...](#)

[Cancel](#) [Submit and Add Metadata](#) [Submit](#)

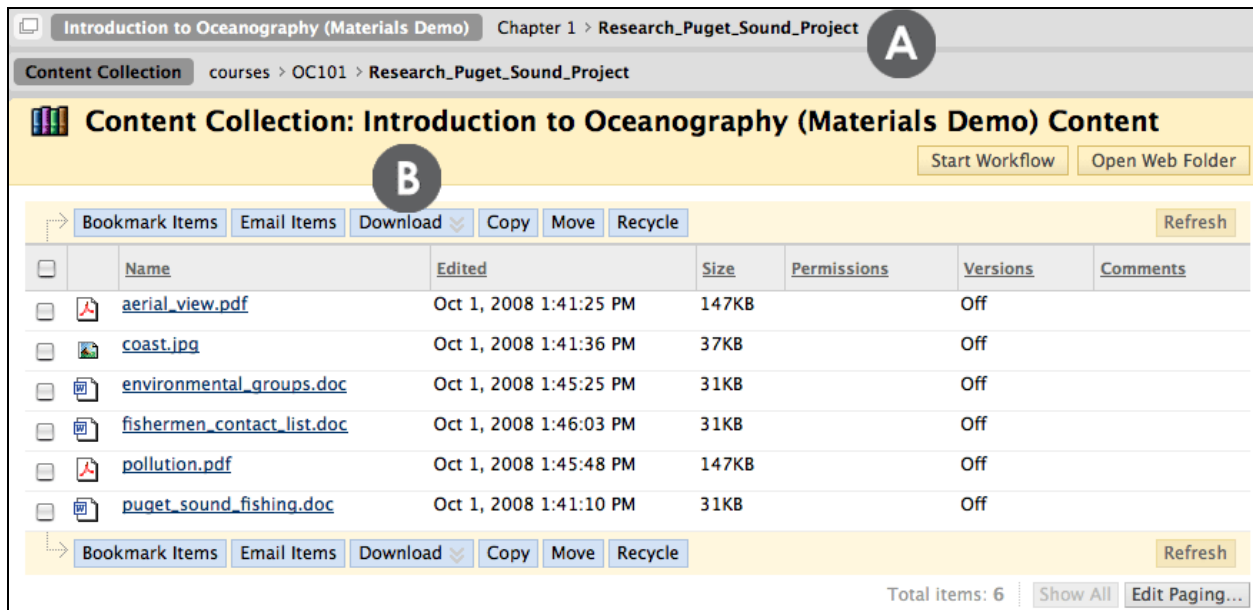
Figure 2.1 – On the Select File or Folder page, select the radio node by the desired folder

IMPORTANT: If you choose to share a folder that is currently not shared with any users, the permissions on the file will automatically change from Not Shared to Read permission for all course users.

+ Linking to Content Linking to a Folder

Student Perspective

Students click a link in the course and are taken directly to the folder in the Content Collection. All or some of the files can be copied to the student's My Content area.



The screenshot shows a Blackboard interface for a course titled "Introduction to Oceanography (Materials Demo)". The breadcrumb path is "Chapter 1 > Research_Puget_Sound_Project". The current view is "Content Collection" for "courses > OC101 > Research_Puget_Sound_Project". The page title is "Content Collection: Introduction to Oceanography (Materials Demo) Content". There are buttons for "Start Workflow" and "Open Web Folder". A table lists six files with columns for Name, Edited, Size, Permissions, Versions, and Comments. Below the table are buttons for "Bookmark Items", "Email Items", "Download", "Copy", "Move", "Recycle", and "Refresh". At the bottom right, it says "Total items: 6" and "Show All Edit Paging...".

| Name | Edited | Size | Permissions | Versions | Comments |
|--|------------------------|-------|-------------|----------|----------|
| aerial_view.pdf | Oct 1, 2008 1:41:25 PM | 147KB | | Off | |
| coast.jpg | Oct 1, 2008 1:41:36 PM | 37KB | | Off | |
| environmental_groups.doc | Oct 1, 2008 1:45:25 PM | 31KB | | Off | |
| fishermen_contact_list.doc | Oct 1, 2008 1:46:03 PM | 31KB | | Off | |
| pollution.pdf | Oct 1, 2008 1:45:48 PM | 147KB | | Off | |
| puget_sound_fishing.doc | Oct 1, 2008 1:41:10 PM | 31KB | | Off | |

Figure 2.2

► Take Note

- A Use the breadcrumbs to navigate back to the course, which in this example is Chapter 1.
- B All or some of the files can be selected to download.

Files cannot be deleted from this folder view. If the files are copied into My Content, the student can perform all functions on the files.

+ Linking to Content

Linking to an Image

You can also link to image files stored in the Content Collection. Linking to an image file is similar to linking to a document file; however, when you link to an image, the image is embedded in the item.

To include embedded images in your items, use the Attach Image function in the Text Editor. You can include links to the following image file types: .gif, .jif, .jpg, .jpeg, .tiff, and .wmf.

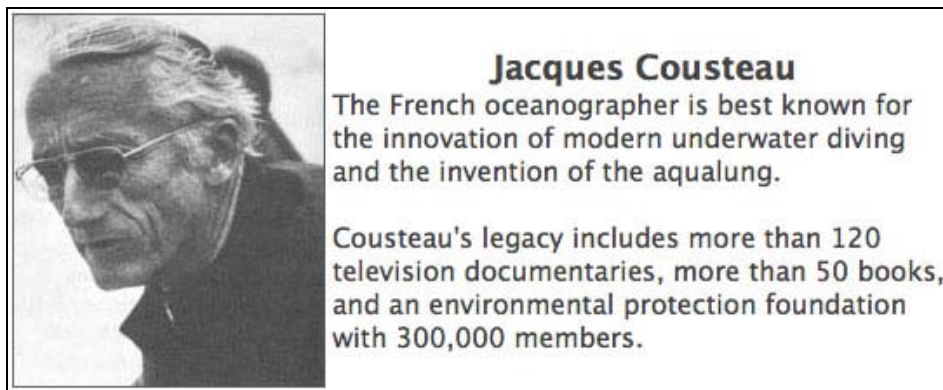


Figure 3.1 – View of a content item that contains an embedded image

In this example, we will create an item in a Content Area and embed a .jpg with some text.

► **QUICK STEPS:** embedding an image in a content item

- 1 In a Content Area, click **Create Item** on the Action Bar.
- 2 On the **Edit Item** page, enter a **Name** for the item and enter a description or information pertaining to the image in the **Text** box.
- 3 In the **Text** box, place your mouse pointer where you want the image to appear.
- 4 Click **Attach Image** in the third row of the Text Editor.
- 5 On the **Insert Image** page, click **Browse** next to **Link from Content Collection** to select the image.
- 6 Under **Image Options**, resize the image, add a **Border**, and enter **Alt Text**, if desired. Alt text is a brief description of the image for those who use screen readers.
- 7 Click **Submit**.

+ Linking to Content
 Linking to an Image

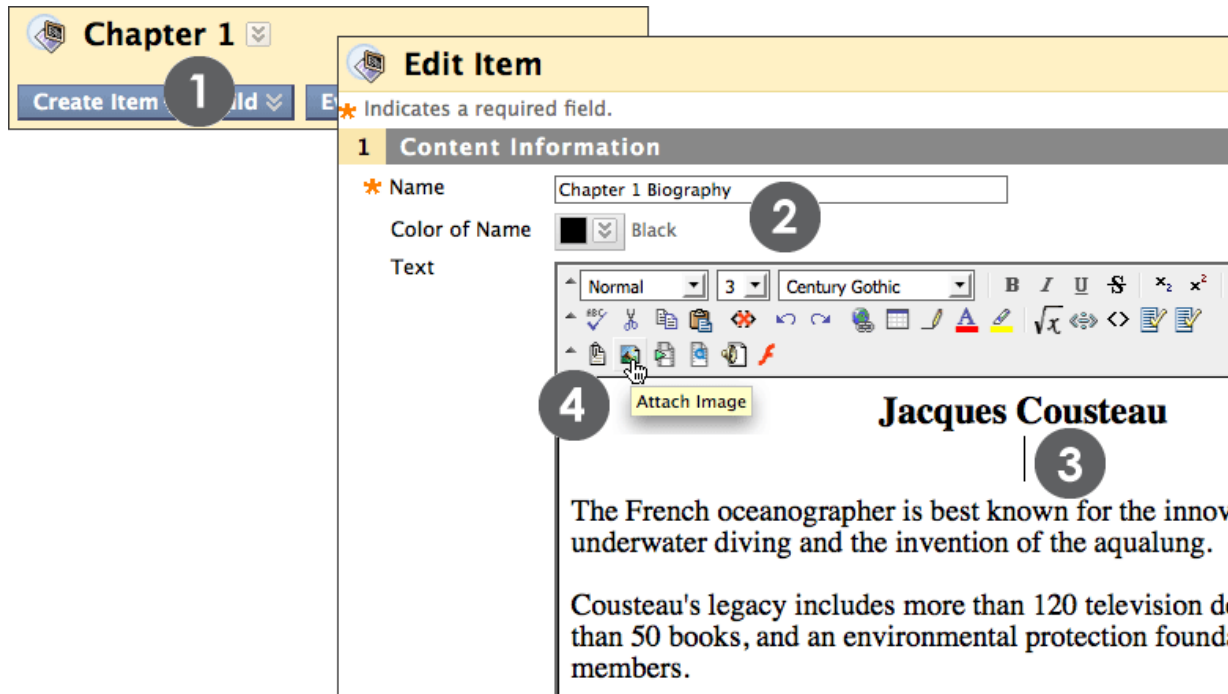


Figure 3.2 – The image will be embedded below the title and above the paragraphs

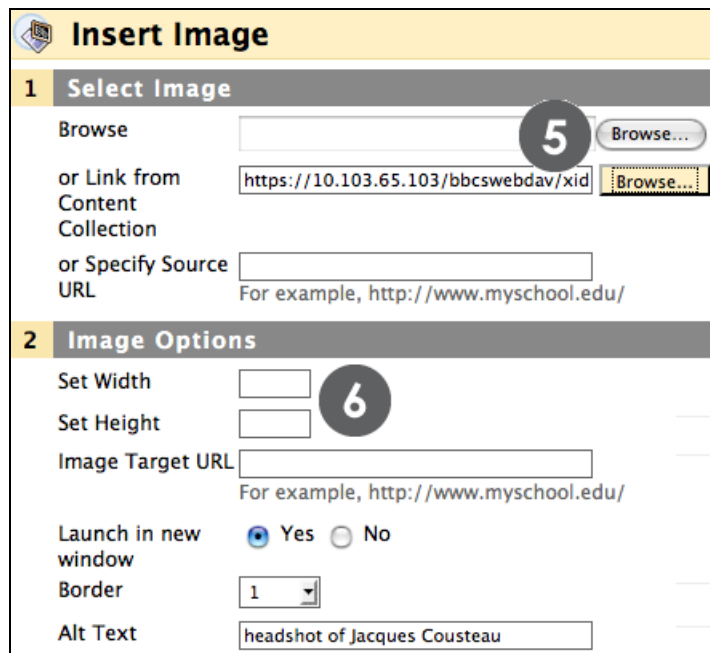


Figure 3.3

NOTE: The Launch in new window radio nodes do not affect embedded images.



+ Linking to Content Hands-on Activity

* For this activity, use your Practice Course.

Link to a file

- Go to a Content Area. Create an item titled *About Robert Frost* that contains a link to `frost_essay.doc`. This file is located in the **Public** folder in the **My Content** area of the **Content Collection**.
- Create an announcement titled *Today's Readings* that links to the same file.

Link to a folder

- Create a Content Area item that contains a link to the **images** subfolder in the **Public** folder in **My Content**.

Link to an image

- In the **About Robert Frost** content item:
 - Use the Text Editor to add a link to the `frost_pic.gif` image in the **images** subfolder in the **Public** folder in **My Content**. Submit and view the image.
 - Edit the content item and delete the image link.
 - Next, attach the image again using the **Attach or Link Content** section of the **Add Item** screen. Submit and view the image.
- How do the two methods differ in how they display the image in the Content Area?



editing content

In this section, you will learn to edit files directly in their original applications, or by using the Web Folders feature, so changes can be reflected in your courses without reuploading files. You will also learn how to overwrite files in the Content Collection without breaking links in your courses.

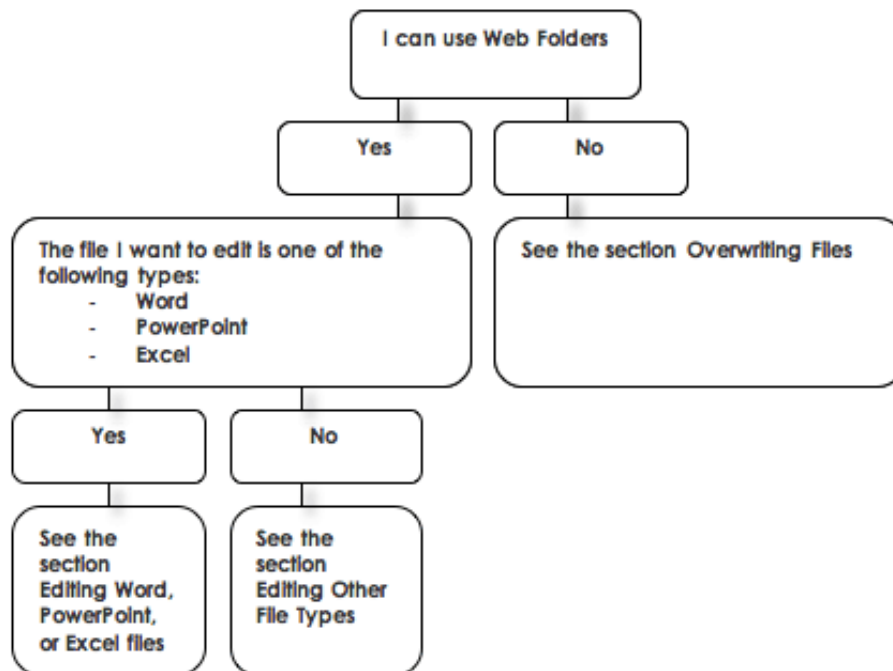
Learning Objectives

After completing this section, you will be able to:

- Edit Microsoft® Word, Excel®, or PowerPoint® files
- Edit other file types
- Overwrite files

+ Editing Content Introduction

Depending on whether you are using Web Folders and which application you used to create the file originally, you can either edit the file or overwrite the file. Follow the flowchart below to determine which option to use.



+ Editing Content

Editing Word, Excel, or PowerPoint Files

You can use Web Folders to edit Microsoft® Word, Excel®, and PowerPoint® files directly from the Content Collection.

When you save the edited file, it will save to the Content Collection, not your local computer. Within a course, the edits are automatically reflected wherever the file is linked.

You can also use these steps to edit an HTML file in Microsoft® Word.

► **QUICK STEPS:** editing a Word, Excel, PowerPoint, or HTML file

- 1 Open the **Web Folder** that contains the file to edit.
- 2 Click the file name. It will automatically open in the appropriate application.
- 3 After editing the file, click **Save**. Do not change the file name.

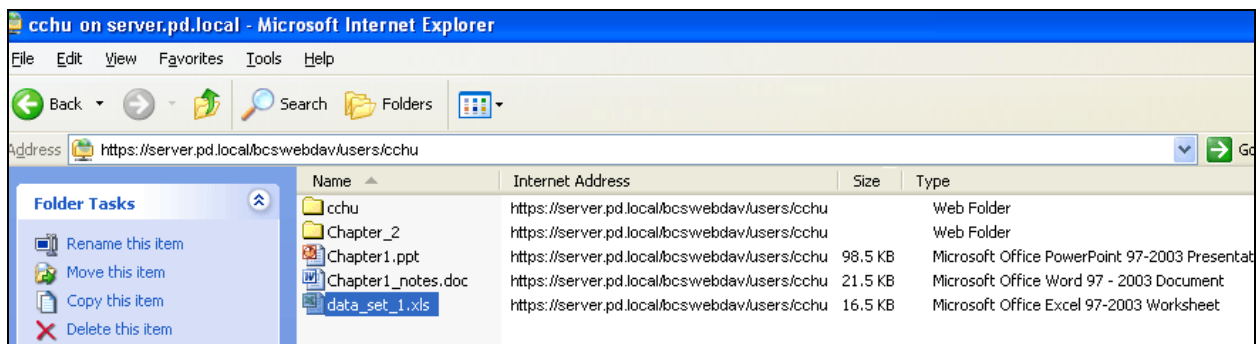


Figure 1

TIP: If you want a local copy of the edited file, use the drag-and-drop function to move the file from the Web Folder to your local computer.

+ Editing Content

Editing Other File Types

Some applications do not allow you to save files directly to a Web Folder. However, you can use a Web Folder to copy the file to your local computer. After you have edited and saved the file locally, you can copy the edited file back to the Content Collection.

Within a course, the edits are automatically reflected wherever the file is linked.

► **QUICK STEPS:** editing other file types

- 1 From the **Web Folder**, drag the file to your local folder.
- 2 Open the file locally in the appropriate application.
- 3 Edit the file and save it locally with the same file name.
- 4 Drag the edited file from your local folder to the **Web Folder**.
- 5 If prompted to replace the existing file, select **Yes**.

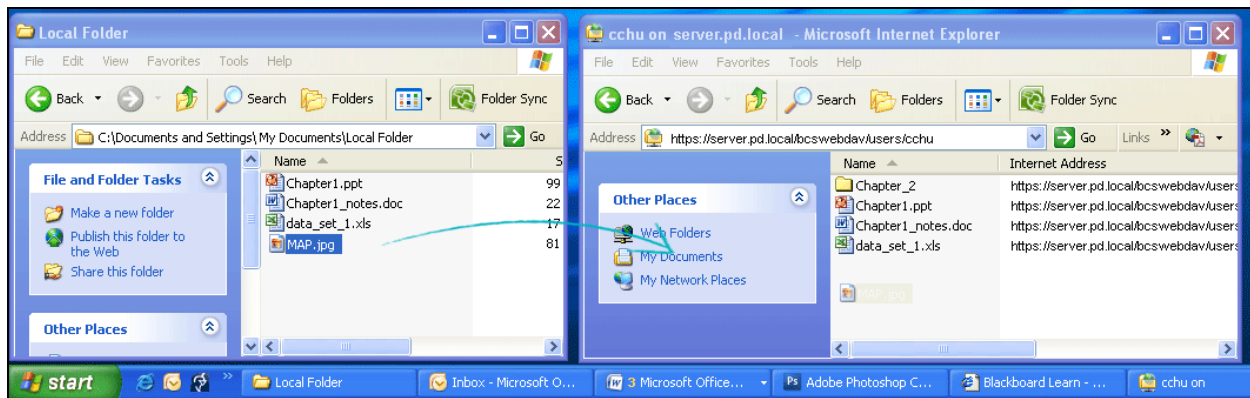


Figure 2

+ Editing Content Overwriting Files

If you cannot use Web Folders, you can download the file you want to change, edit the file, and then use the Overwrite File function in an item's contextual menu to upload the new version.

NOTE: When using the Overwrite File function, the original name of the file is automatically retained even if the file has been renamed.

For example, you download a file named syllabus.doc. After editing the file, you save the new version as syllabus_fall.doc, and upload it using Overwrite File. The file name in the Content Collection will still be syllabus.doc, and any course links to the file will be preserved.

You will see the new change take effect in the Content Area immediately; however, it can take some time to see the change reflected in the Content Collection.

► **QUICK STEPS:** overwriting a file

- 1 In the **Content Collection**, download the file by right-clicking it and choosing **Save Target As**.
- 2 Edit the file in the appropriate application. Save the edited file.
- 3 In the **Content Collection**, click the original file's **Action Link** to access the contextual menu, and select **Overwrite File**.
- 4 On the **Overwrite File** page, **Browse** for the edited file on your local computer.
- 5 Click **Submit**. The edits are automatically reflected wherever the file is linked.

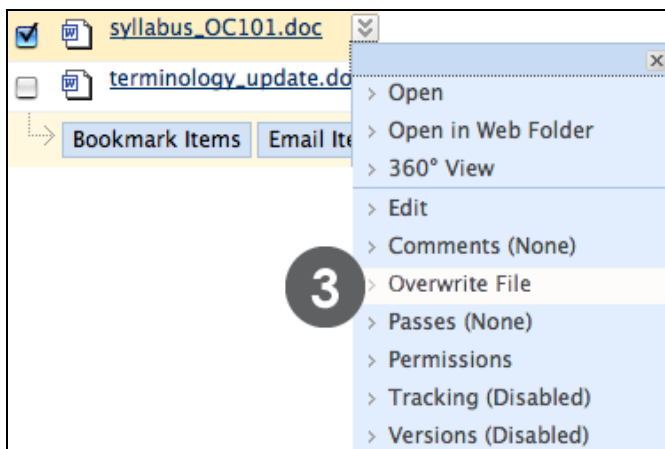


Figure 3.1

+ Editing Content Overwriting Files

Content Collection > courses > OC101 > syllabus_OC101.doc

Overwrite File 5

* Indicates a required field. Cancel Submit

1 File Information

Browse to select a file to upload. The file selected will replace the current file.

* File Browse... 4

Figure 3.2



+ Editing Content Hands-on Activity

Edit a file

- Edit the `frost_essay.doc` file with Microsoft® Word, either by using a Web Folder or by overwriting the file.
- In your course, view the announcement you created earlier. Has the link in the announcement been updated?



workshop wrap up

The Workshop Wrap Up provides the opportunity to reflect on what has been learned by focusing your attention on the key concepts presented in the workshop. Also, the next page includes a worksheet to assist you in the planning process.

In this workshop, you learned how to do the following:

- Access Blackboard Learn – Content Management and explore the interface
- Differentiate between the Navigation Pane and the Content Frame
- Identify the tools and folders available in Folder View or Shortcut View, and toggle between the two views
- Navigate in Folder View, view folder contents, and use an item’s contextual menu
- Upload a file using the Add Item option
- Delete an item or folder using the Recycle function
- Upload multiple files using Web Folders
- Add metadata to an item
- Manage content by creating folders, copying files and folders, and downloading files
- Link to a document file, a folder, or an image
- Edit some files directly in their applications in a Web Folder
- Edit other file types on your desktop and upload using a Web Folder
- Edit by overwriting files in the Content Collection



+ Workshop Wrap Up Spotlight on YOUR Course

Now that you are familiar with some of the functions and features of Blackboard Learn – Content Management, consider how you can use it. Use the table below to assist with the planning process.

| ▼ Consideration | ▼ Application |
|---|--|
| Does your institution have policies on where to add content? | Check your institution's policies about where your content can be added. |
| Do you plan to upload numerous files to the Content Collection? | Create folders to organize your content. Use descriptive, yet brief names to keep the Web Folder path name under 100 characters. Use Web Folders to quickly move multiple files. |
| Do you want to share files with students? | Create a folder specifically for student files. In your course, add a link to the folder. Throughout the term, you can easily share additional content with students by uploading new files to the student folder. |
| Do you have content in a course you want to use in other courses? | To streamline updates, consider copying existing files in your course to the Content Collection. Use the Copy Files to Collection option; you can then point to the content in your other courses. |