

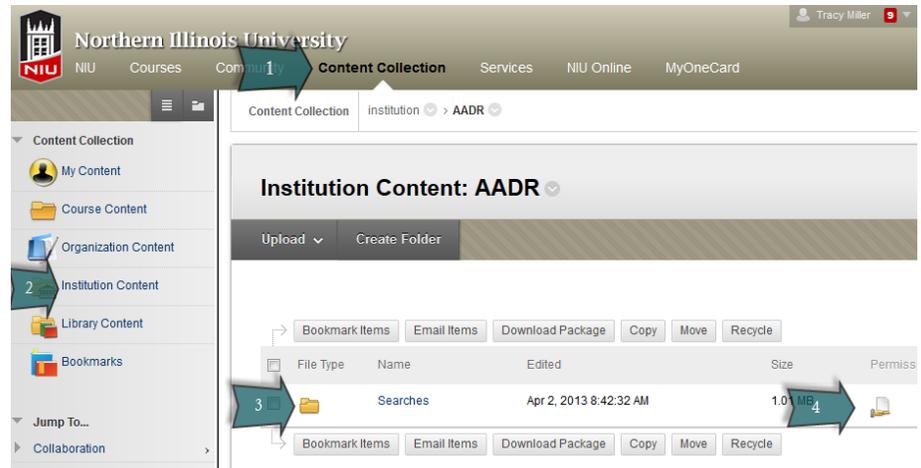


How can the Content Collection be used for non-instructional purposes?

The Blackboard Content Collection is a tool that allows users to store, manage, and share content. File and document management is easy when a file resides in the Content Collection. Get started by choosing a department designee to request access by completing a **Computer Access Resources (CAR)** form at <http://ssl.niu.edu/app/itsform>. Next your department can begin to create institutional folders, upload items and set access permissions for others to read, write, grant permissions and more.

Accessing the Content Collection

1. Click on the Content Collection tab at the top Blackboard Portal
2. Click on Institution Content
3. Double click on relevant folder or folders
4. Grant Access through Permissions



Creating Reusable Content

There are two types of content that make up the Content Collection:

- **Folders**— Folders are storage “bins” for other folders and files. Folders can be created within other folders or can be standalone folders.
- **Items**— *Item* is a generic description that refers to any type of file, including MS Office, PDF, and other file types.

How to Create a Folder

1. Access the **Content Collection**
2. Navigate to the area and folder that will contain the new folder
3. On the action bar, click **Create Folder**
4. Provide a name for the folder
5. Click **Create and Customize** to set options for the folder
6. Click **Submit** when finished

How to Create an Item

1. Access the **Content Collection**
2. Navigate to the area and folder that will contain the Item
3. On the action bar, click **Upload** and select either **Upload Files** or **Upload Package** (**note:** It is possible to upload multiple files at one time by pressing **Ctrl**)
4. Select options to Lock File, Share Comments, Enable Versioning, and Enable Tracking
5. Click **Submit** when finished

Managing Content Collection Files with Blackboard Drive

Blackboard Drive is a feature that allows you to manage your Blackboard Learn content right from your desktop. With Blackboard Drive, you can access all of your content in your Content Collection. It allows you to edit and share content right from your desktop using familiar tools, like Microsoft Office. Any changes you make from your desktop automatically update in the Content Collection. No matter how you choose to work with your files, Blackboard Drive saves you time and makes life easier.

Advantages to Organizing and Managing Content

The Content Collection allows users to store, share, and publish content within folders. Share Letters of Interest, Resumes, and Work Products with your search committee. Departments can use the strict permission controls to only grant access to candidate information to authorized personnel. Each folder or file within the Content Collection will have the following advantages:

- reduces resource consumption because files can be managed and shared without the need for duplication
- allows easy file management — when a file that resides in the Content Collection needs updating, users can update it only once and there won't be multiple versions of the resource.
- functions as a virtual hard drive that is available from anywhere by logging into Blackboard
- makes it easy for users to share their files with users both within NIU and outside

Managing Permissions

Permissions must be granted to make content accessible to users. There are four types of Permissions to consider:

- **Read**—allows users to view files and folders
- **Write**—allows users to modify files and folders
- **Remove**—allows users to remove files and folders
- **Manage**—allows users to control the properties and settings of files and folders

How to Set Permissions

1. Navigate to the file through the Content Collection
2. Click the action link for that file, and select **Permissions**
3. Select **Edit**
4. Select permissions by checking the box next to the desired choices.
5. Click **Submit** when finished
- * Use Advanced Folder Options if you wish to Over-

Manage Permissions: Searches

Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users

Select Specific Users By Place ▾

Select Roles ▾

Permit Anyone

<input type="checkbox"/>	User/User List	Read	Write	Remove	Manage
<input checked="" type="checkbox"/>		✓	✓	✓	



Important!

- Folders are allocated limited file space in the Content Collection. You may request additional space if necessary.
- Be careful who you grant write, remove, or manage permissions because your files and folders may be overwritten or entirely removed from the Content Collection.
- Content Collection is a great way to link content to courses.

- Content Collection
 - My Content
 - Course Content
 - Institution Content
 - Library Content
 - Bookmarks