Blackboard Institutional Content Collection: End-User's Guide

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Part 1: Introduction to Institutional Content Collection

What is Blackboard Institutional Content Collection?

The Blackboard Institutional Content Collection System is an area within the SJC Blackboard LMS environment, where files are stored and can be shared/linked throughout Blackboard course sites.

How is San Jacinto College using Blackboard Content Collection?

San Jacinto College uses the Blackboard Institutional Content Collection System for two primary purposes:

1. To store institutionally used instructional files that are incorporated in multiple Faculty Blackboard course sites. This purpose primarily relates to the use of files in Ready-to-Teach (R2T / iR2T) courses.

2. To be utilized as a Blackboard content repository to share ideas, instructional documents/files, links, etc. amongst faculty teaching the same course. The Blackboard Content Collection system should only be utilized for these types of instructional materials resulting in the use of files in a Blackboard course site.

Benefits for utilizing Blackboard Content Collection

1. Singular repository for content that all faculty can access, view, and link files into their course sites.

2. An area for faculty across the district to share ideas, activities, assignments, etc. with other's teaching the same course or discipline.

3. The Content Collection System allows you to link a single file to multiple Blackboard course sites. Once the link is created, any modifications to that file in the Content Collection System will automatically update in the Blackboard course sites.
   Example: If lecture notes are uploaded to Content Collection and then linked to multiple individual course sites, when the notes need to be updated, the updated lecture notes file is uploaded into Content Collection and overwrites the original file. After the new file overwrites the old, within Content Collection, the file link is automatically updated to the new notes in any course site where the link may exist. This process removes additional steps in organizing and updating content across multiple courses.

4. Having the ability to link one file to multiple Blackboard course sites reduces the amount of storage space that is used on the Blackboard servers.

Example: If you would like to link to a topic's lecture notes in multiple course sites, instead of uploading the same file to each individual course site, the file should be added to the Institutional Content Collection folder, and then linked to all relative course sites. Resulting in only one upload of a file versus multiple uploads of the same file.

5. Due to Content Collection being within the Blackboard system, a user can access the system anywhere with an internet connection. This method of using Content Collection is more beneficial to the end-user than using a San Jacinto College network storage drive (G:/ or P:/), because it eliminates the need to use VPN to access College network drives.

Content Collection Roles

Within the Content Collection System, there are two user roles given to San Jacinto College employees:

1. **End-User** (Read Permissions):
   The End-User is the primary role given to San Jacinto College Employees. The end-user is given the **Read** permission/access to a designated Content Collection folder. The **Read** permission gives the ability to access, review, and link to files in a Content Collection folder. The ability to add, remove, or update Content Collection files is reserved for those with the Manager role.

2. **Manager** (Read, Write, Remove, Manage Content Permissions)
   The Manager role is typically given to the project manager / lead faculty of the Content Collection folder. The project manager / lead faculty is identified at the beginning of the Content Collection roll-out for each individual course or program. The manager of the Content Collection folder has the ability/responsibility to:
   a. Review (read) files,
   b. Add (write) files to the folder,
   c. Delete (remove) files,
   d. Replace (overwrite) existing files with new ones,
   e. Manage and organize files/subfolders within the Content Collection folder,
   f. Alter/give faculty Content Collection read permissions to view the folder materials.

   For more information or if you are a manager of a Content Collection folder, please refer to the **Blackboard Institutional Content Collection: Manager's Guide**.

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Part 2: Using Content Collection

How to review files in Content Collection

The End-User has the ability to access and review files that have been uploaded to Blackboard Content Collection.

1. To review materials in the Blackboard Institutional Content Collection system, log into Blackboard and access a course site.

   - Access the course's **Control Panel**.
   - Click on **Content Collection**.
   - Click on **Institution Content**.
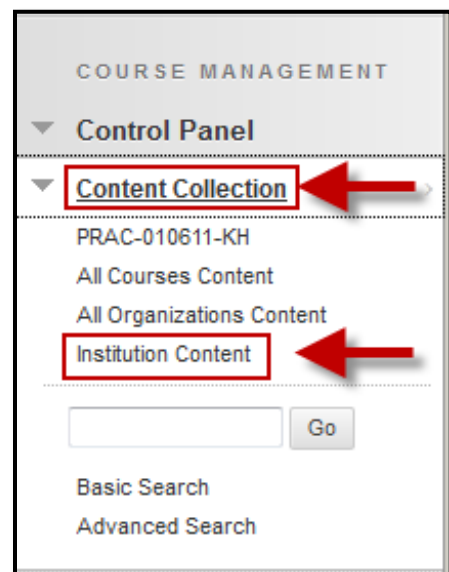
2. Click on the **Courses** folder. If you do not see the **Courses** folder, please contact Blackboard Support for help.

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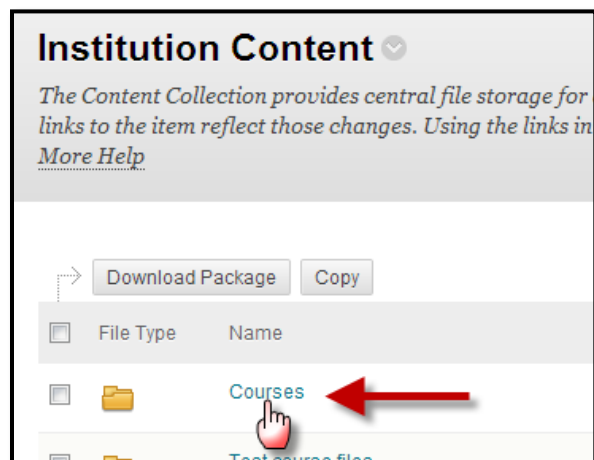
Note: The default view of Content Collection is to view the folders/files in a list view. In addition to the list view, you also have the option to see the folder/files in a thumbnail view. In the upper right-hand corner of the screen, to switch between views, click on the view you would like to use. For this guide, we will use the default list view.
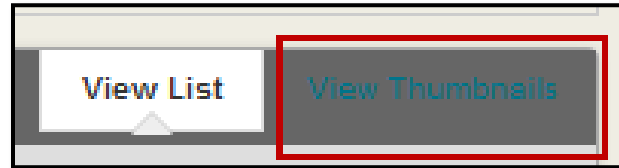
3. Access the desired subject area folder.

   Note: You will need to have permission to the folder in order to view contents (SEE: Part 3: Support Resources for more information on who to contact for viewing access).
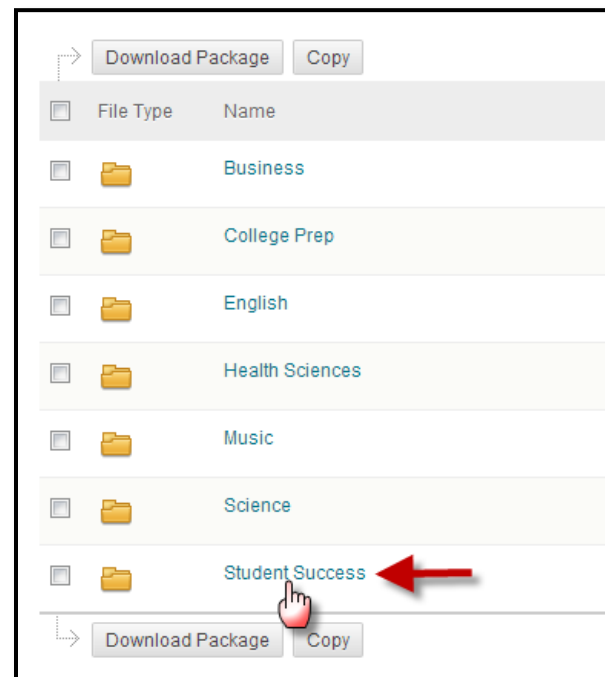
4. After clicking into the main subject area, you may have to enter subtopic folders in order to view additional content. Browse and explore the folder structure to find the resources you need for your course.

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5. Once you have located the desired resources, to review the file, click on the title of the file to open it in the respected program. If you do not have the correct program to open a file, contact TechSupport for additional help.


*Note: Keep in mind with most files and resources found in the Institutional Content Collection area, you will be linking to from within your course site. Therefore, you <u>do not</u> need to save the file to your computer and then upload to your own course site. Only files that need changes and/or updates to meet the needs of your individual class section will you need to download (i.e. the District approved course syllabus from SOS, course calendar).

To learn how to link files from the content repository into your Blackboard course site, please review the **How to link Content Collection materials in a course site** set of instructions below.

How to link Content Collection files into a course site

After reviewing the Content Collection folder, you have found a file you would like to link into your Blackboard course site. Follow the step-by-step instructions below to link the Content Collection file into your course site.

1. To begin, access your Blackboard course site. From within your course site, click on the area of your course where content is located.
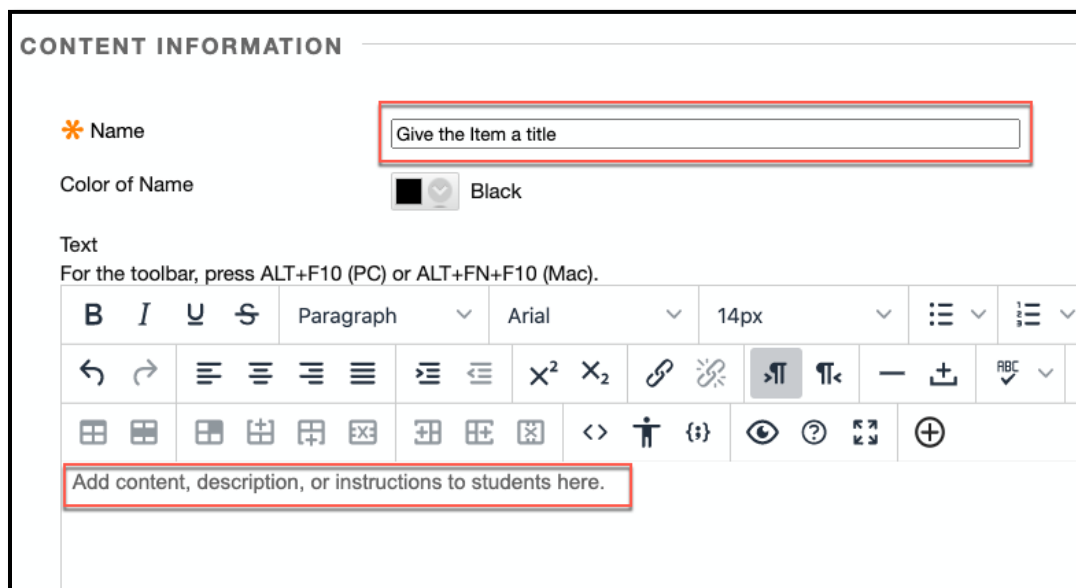
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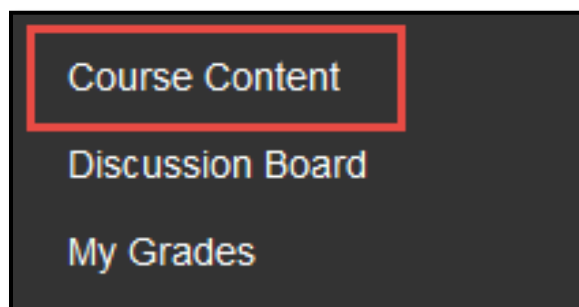
2.   Access the folder or place in your course you would like to add the file to.
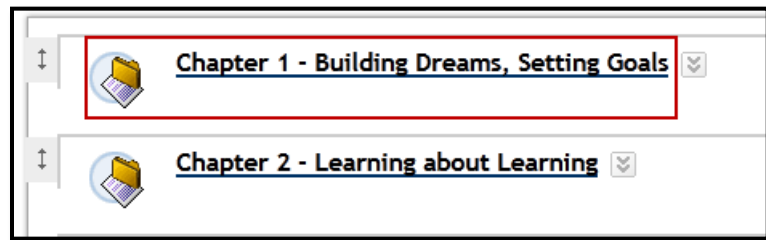
3.   Within the appropriate folder, add a new content item by going to **Build Content**. On the drop-down menu, in the leftmost column under **Create**, select **Item**.
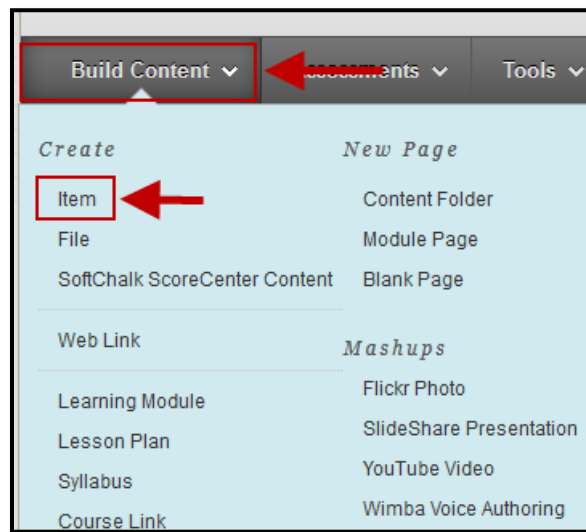

4.   Give your content item a name and add any description or instructions to students within the textbox editor.

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5. Once you have added instructions and are ready to link to course materials from the Blackboard Content Collection area, you have two options to attach the file. Choosing between the below options is based on instructor preference and what organizational structure works best for the content and file being attached.

Option 1: Attaching the file through the textbox editor. Attaching a file through the textbox editor gives the instructor the flexibility to add context and instruction around the attached file (See image to the left for final appearance of the item).
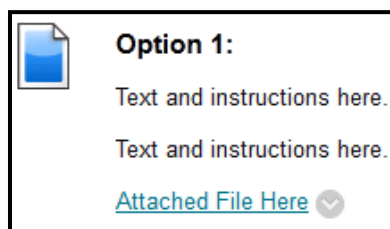
To add a file through the textbox editor, click on the **Add Content** icon (the Circle Plus) within the textbox editor.

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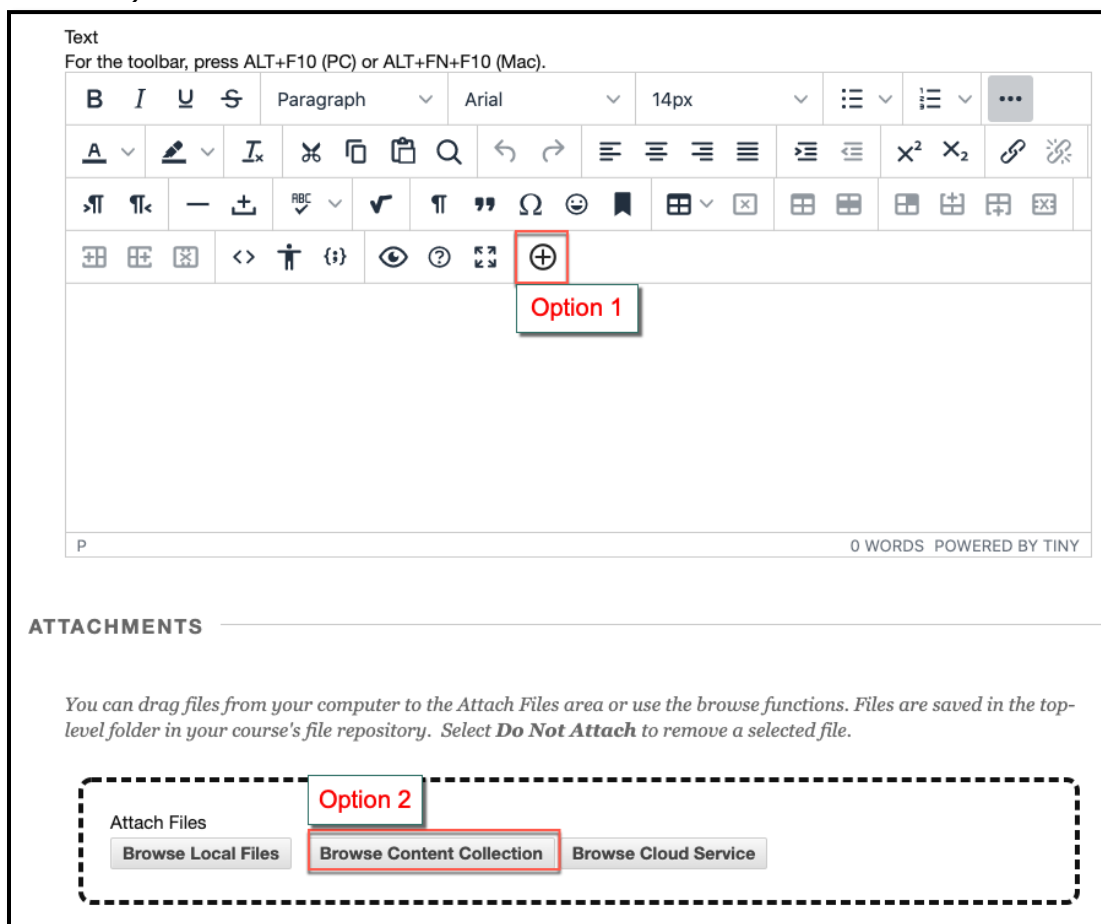
Option 2: Attaching the file through the "Browse Content Collection" button. Attaching a file through the **Browse Content Collection** button attaches the file at the beginning of the content item and designates the file with the wording **Attached Files**: (See image to the left for final appearance of the item).
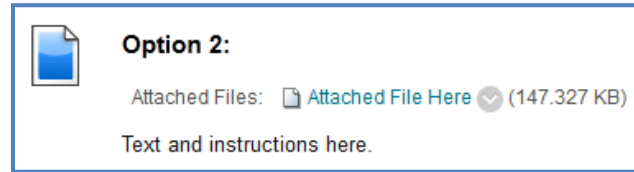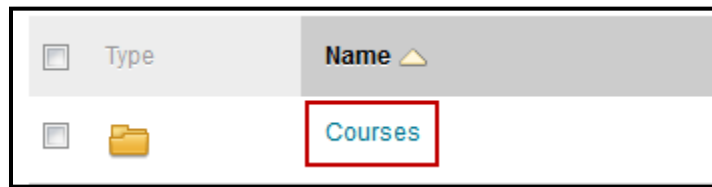

6. If choosing Option 1, when the **Add Content** icon is selected, a second window will appear. Under **Common Tools** click on **Insert from Content Collection**.
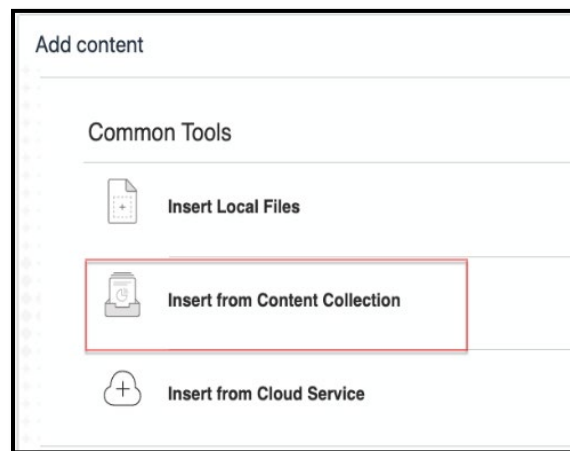
7. For both Options 1 and 2 a new window will appear. In the menu bar at the top of the window, click on **Browse** then click on **Institution Content**.
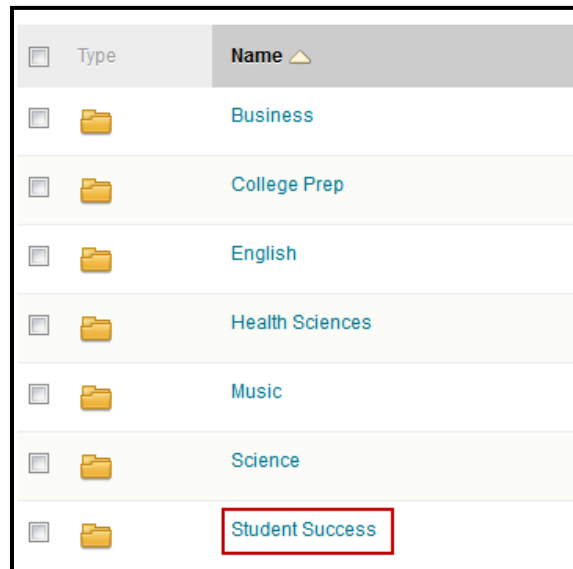
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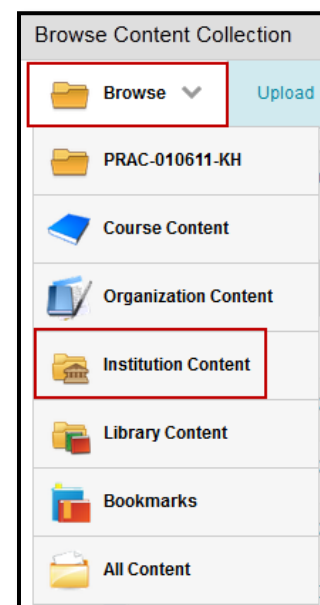
8. Click on the **Courses** folder.

9. Access the subject area's folder you have permission to view. Access the desired subject area folder.

    Note: You will need to have permission to this folder in order to view contents.


10. Browse and explore through the folder structure to find the resource you would like to use in your course.

11. Once you have found the file you would like to use, and it directly aligns to your content item, check the appropriate check box to the left of the item.
    a. Multiple files may be added during this step, by clicking on the check box next to each file.

        Tip: If there are multiple files in Content Collection you would like to use but are related to different topics in the course, create a new content item in your Blackboard course site, and repeat this process until you have linked to all desired files.

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12. Click the **Submit** button.
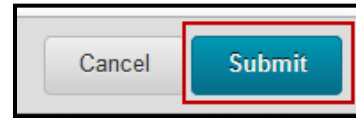
13. You will then be taken back to your course item to finalize any instructions or content you would like to add. Once you are finished, click the **Submit** button to add the item to your course site.

14. The item is then added to include your content and the link to the file that is housed in the Blackboard Institutional Content Collection repository. You will then click on the link of the file to open and view the appropriate content.

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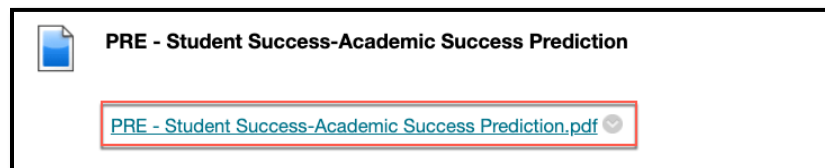
Part 3: Support Resources

Who do I contact if I need permission to access a Content Collection folder?

If you need access to review a Content Collection folder, please contact the Content Collection Manager of the folder you need permission to view.

What do I do if I find a file that needs to be updated?

As you are reviewing the files and materials within the Content Collection folder and come across a file that needs to be updated, please contact the Content Collection Manager of the folder.

Who do I contact if I do not know who is the Content Collection Manager?

The Content Collection Manager is the faculty project lead of the folder. If you do not know who this faculty is, please contact your campus Instructional Designer for help.

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