

# **Blackboard Institutional Content Collection: Manager's Guide**

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# Part 1: Introduction to 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 end user does not have the ability to add, remove, or update files in the Content Collection system. The ability to add and remove content is reserved for the role of Manager.

2. **Manager** (Read, Write, Remove, Manage Content Permissions)

The Manager role is typically given to the faculty project lead/manager of the Content Collection folder. The faculty project lead/manager 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 organizing the files/subfolders within the Content Collection folder,
- f. Alter/give faculty Content Collection read permissions to view the folder materials.

## Part 2: Managing Content Collection

### Requesting a Content Collection Folder

1. If working with an Instructional Designer on a Ready-to-Teach course development, the Instructional Designer will create a Content Collection folder as part of the development workflow.
2. If you would like to request a Content Collection folder as a campus or district-wide Blackboard repository, fill out the following form on the EdTech blog: [Request Content Repository Space](#)
3. If you have any questions on if a Content Collection repository folder will fit your needs, please contact the Director of Instructional Design Services.

### How to Access Content Collection

As the faculty project lead or manager of a Content Collection folder, you will have access to Content Collection through a “Content Collection” tab in Blackboard. The Manager of the folder is the only one who will have access to Content Collection through the tab.

**Note:** Faculty and End-users of the Content Collection files will access the Content Collection folder through their course sites. See the “Blackboard Institutional Content Collection: End-Users Guide” for more information.

1. To find your project/course folder, click on the “Content Collection” tab.

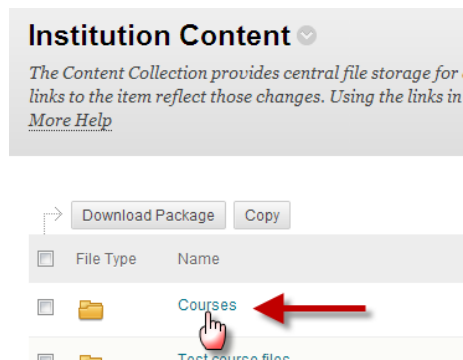


2. Once you are in Content Collection, you will need to access the Institution Content area. The Institution Content area is where your project/course folder will be found. The Institution Content is the part of the Content system where all Blackboard users have access to the folders and files they have been given permission to view. To access the Institution Content area, to the left of the page, click on the “Institution Content” drop down menu, and then click on the “Institution” folder.

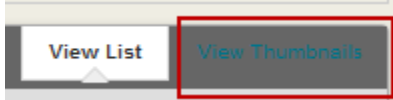


3. Once you are in the Institution Content area, click on the “Courses” folder.

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

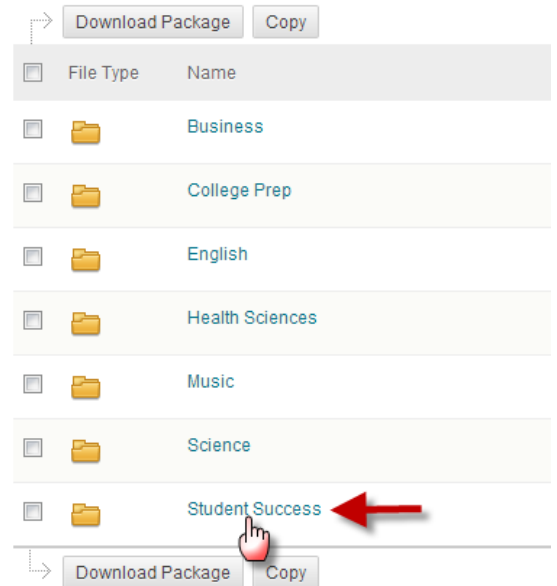


views, click on the view you would like to use. For this guide we will use the list view.

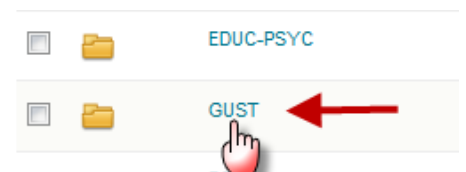


4. Access the subject area of the course folder you are managing.

Note: If you have questions about where your folder is located or are working on a Ready-to-Teach course, contact your campus Instructional Designer for help locating the correct pathway to the folder.



5. After entering the main subject area's folder, click on the correct course title to add/edit/review/delete/manage the files for that course.



## How to Add Content Collection Subfolders

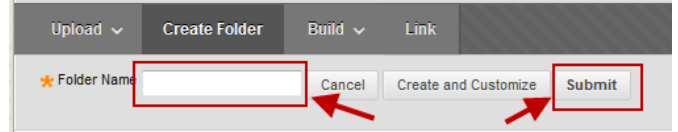
As the manager of the course's Content Collection folder, you have the ability to add subfolders to keep the files organized. If using Content Collection for a Ready-to-Teach course, as a best practice, subfolders should be organized in the same folder structure as the course. Organize the subfolders in a logical fashion and group like files into one folder. This will make finding files easier for the end-user.

To add a Content Collection Subfolder, follow the below instructions:

1. Starting from the steps in the previous section (SEE: How to Access Content Collection), you should be in a courses Content Collection folder. To create a folder, click on the “Create Folder” button.



2. Enter a folder name and click the “Submit” button. Ensure the folder name is easily recognizable.

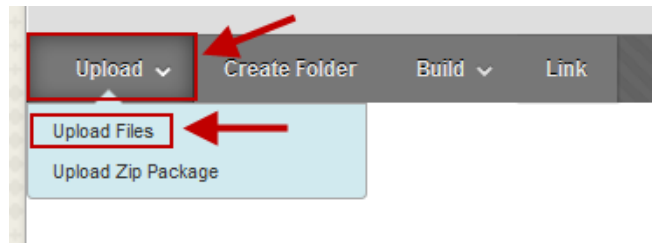


## How to Add Files to Content Collection

Individual files can be added to Content Collection folders and subfolders. Most file types are accepted by the repository, with the understanding that the end-user will need the program to open a particular file type.

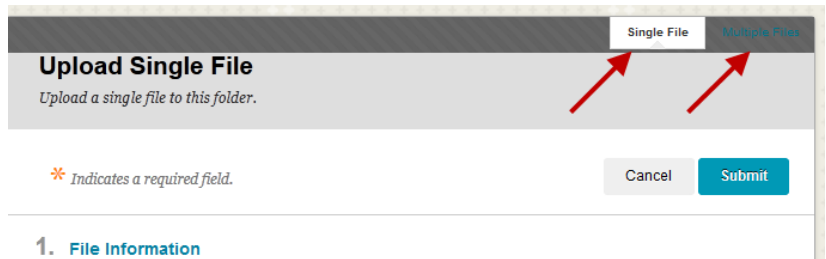
**Note:** The end-user will need to contact San Jacinto College TechSupport if a particular program needs to be downloaded onto their San Jacinto College computer, in order to view a file.

1. To add a file, access the subfolder you would like to add a file to and click on the “Upload” button, then click on “Upload Files”.

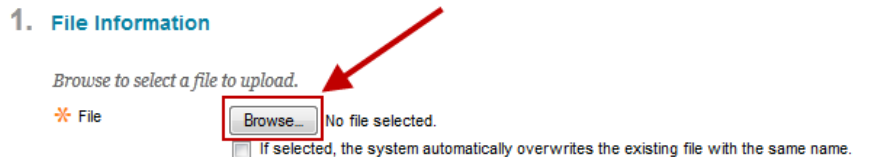


2. Chose the “Single File” option to upload one file at a time.

NOTE: You can choose to upload a single file or multiple files at a time. If you choose multiple files, you will need to have Java installed on your computer (SEE: steps 5-7 for multiple file upload).



3. Click on the “Browse” button, to locate the file on your

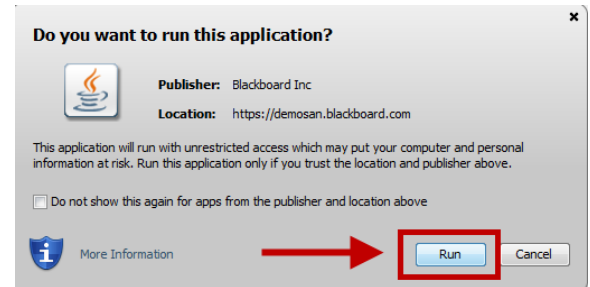


computer to upload it to the Content Collection folder.

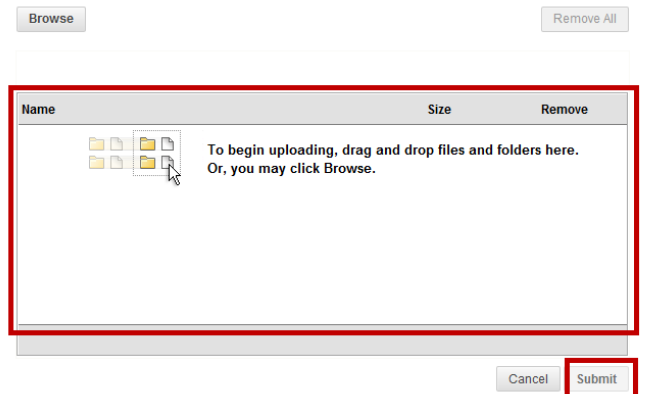
4. Once you have found a file and selected to upload, click on the “Submit” button to finalize the adding of the file to the folder.



5. If you choose the option to upload multiple files at the same time (SEE: Step 2), a pop-up window may appear asking if you would like to run Java. Click the “Run” button.



6. Find the files on your computer. Select the multiple files at the same time by clicking on each individual file while holding down the Control (CTRL) key. Then drag the files onto the upload file window.



7. After your files have been moved into the upload window, click the “Submit” button.

## How to Edit/Move/Delete Content Collection Items

Folder and file names can be edited, moved, and deleted within the Content Collection system.

### Editing a folder/file name:

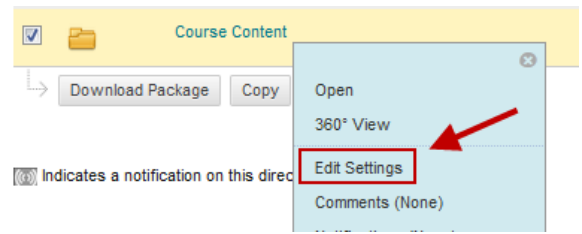
Folder and file names are important in keeping content organized and easily accessible to others. Give folders/files names that are consistent with the course and easily identifiable with what content is in the folder/file. This will help prevent the end-user from browsing through all folders/files to find the needed item.

1. To edit a folder/file name, hover over the name of the folder/file until an arrow appears to the right of the name. Click on the arrow for a drop down menu of options.





- From the drop down menu, select “Edit Settings”.



- In the “Folder/File Name” field, type the new name of the folder/file. Then, click the “Submit” button to update the name of the folder/file.

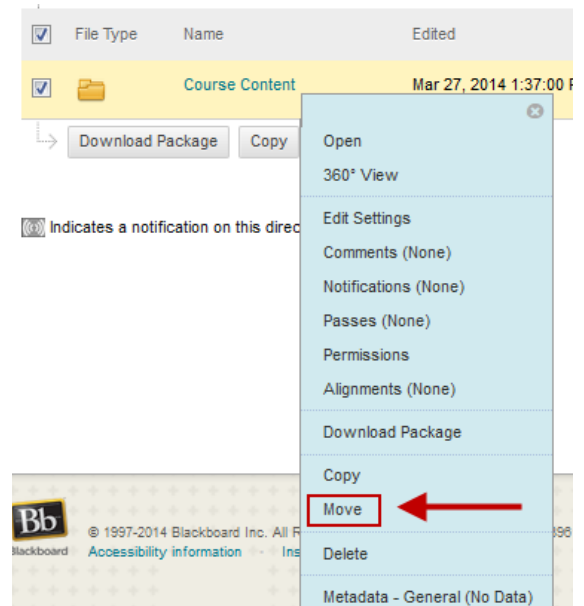


### Moving a Content Collection Item:

- You may need to move files between Content Collection subfolders. To move a folder/file between subfolders, hover over the name of the folder/file until an arrow appears to the right of the name. Click on the arrow for a drop down menu of options.



- From the drop down menu, select the “Move” option.



- Click on the “Browse” button to select a destination folder to move the folder/file into.


### 1. Content Information

Move the following content:

| "Name"         | "Size" | "Edited"                                    |
|----------------|--------|---|
| Course Content | 0      | Mar 27, 2014 1:37:00 PM by Leslie Childress |

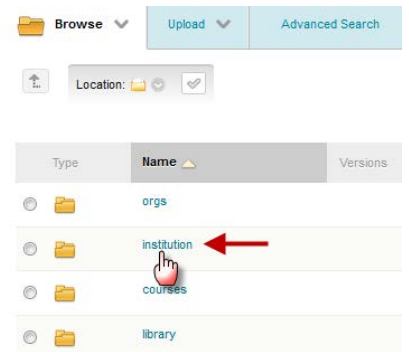
### 2. Destination

Browse to select a destination folder for this content.

✦ Destination   

If selected, the system automatically overwrites the existing file with the same name.

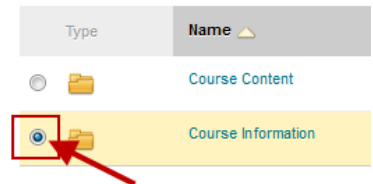
- A pop-up window will appear to “select the destination folder”. The destination folder refers to the folder you would like the file to be moved to. Follow the steps below to browse through the folders in order to find the correct Content Collection folder.
  - First click on the “Institution” folder.



- Click on the “Courses” folder.
- Find the Subject and course folder you are the manager of.



- Once you have found the destination folder you would like to move the folder/file into, click on the radio button to the left of the folder icon.



- Click the “Submit” button.



- The destination path is then entered into the “Destination” Field. Click the “Submit” button to move the folder/file to its new location.

### 1. Content Information

Move the following content:

| "Name"         | "Size" | "Edited"                                    |
|----------------|--------|---|
| Course Content | 0      | Mar 27, 2014 1:37:00 PM by Leslie Childress |

### 2. Destination

Browse to select a destination folder for this content.

\* Destination

If selected, the system automatically overwrites the existing file with the same name.

### 3. Submit

Click Submit to proceed. Click Cancel to quit.

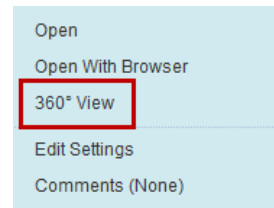
## Deleting a Content Collection Item

A folder/file can be deleted from the Content Collection system.

**\*\*WARNING:** Be very careful when deleting folders/files from Content Collection. If a file is in use by a course, and the folder/file is deleted this will break the link, resulting in the file not being accessible for faculty/students to open/see. If a folder is deleted from Content Collection, the system also deletes all files that are within that folder. Therefore, before deleting a file look at the 360° view to determine if the file is linked into a course. If a file needs to be updated it is best to follow the instructions on how to update files that are listed in the next section of this guide (SEE: How to Update File in Content Collection Subfolder).

### 360° View

The 360° View of a file tells you all of the basic information around that uploaded file. To look at the 360° view, click on the drop down menu arrow next to the file name, and click on “360° View”.



Once you are in the 360° View area, scroll down until you see the section titled “Links”. If the file is linked to a course, all of the information related to that course will be visible (course name, instructor name, file link location). If a course is listed, do not delete the file, because it will result in the file being inaccessible to the course.

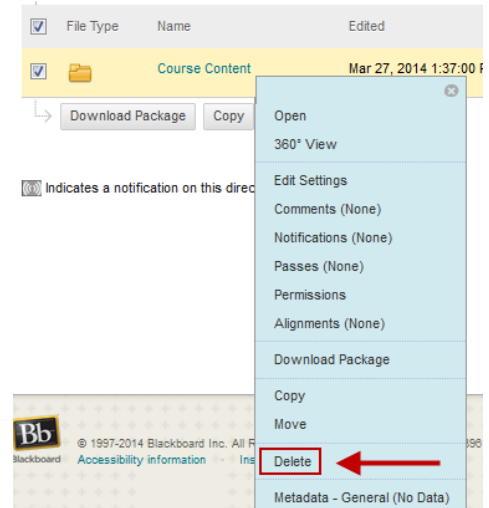
#### Links

| Course Id     | Course Name   | Instructor Name | Course Items                      |
|---------------|---------------|-----------------|-----------------------------------|
| GUST 0305.205 | GUST 0305.205 | John Smith      | Attachment: Missed Class Form.doc |

[Back to top](#)

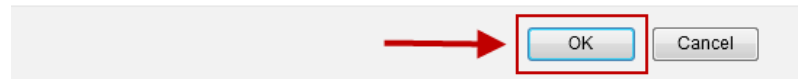
## Deleting a file

1. To delete a folder/file, hover over the name of the folder/file until an arrow appears to the right of the name. Click on the arrow for a drop down menu of options.
2. From the drop down menu, select “Delete”.



3. A pop-up warning will appear to ensure you want to delete the item. To confirm the deletion, click the “OK” button.

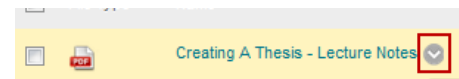
This action is final and cannot be undone. Delete items? If folders are selected, all subfolders and files are also deleted.



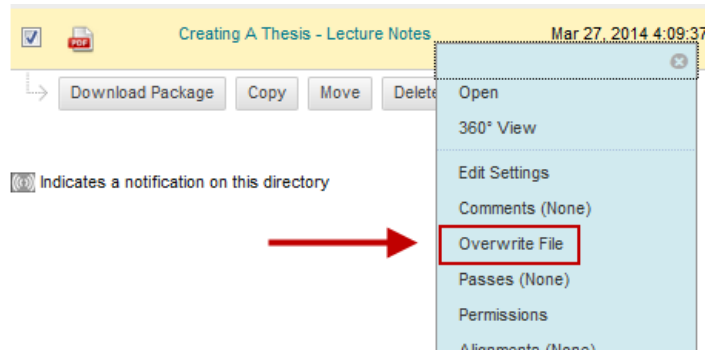
## How to Update Files in a Content Collection Subfolder

If a file is outdated and changes need to be made to the file, the best way to make updates is to overwrite the original file with the most current file. By overwriting the original file with the updated file, the file link in the Blackboard course sites stay intact and the course sites automatically have the most up-to-date version of the file. This prevents the end-user from having to relink the file every time the file is updated.

1. To update a file, hover over the name of the file until an arrow appears to the right of the name. Click on the arrow for a drop down menu of options.



- From the drop down menu, click on "Overwrite File".



- Click on the "Browse" button. Find the updated file on your computer to replace the current file.

**1. File Information**

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

\* File  No file selected.

- Once you have selected the updated file, click the "Submit" button to replace the file.

**2. Submit**

Click Submit to proceed. Click Cancel to quit.

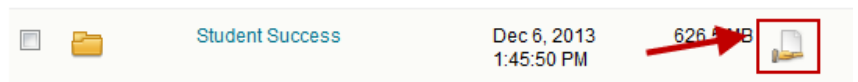


- The new updated file has now replaced the outdated file, and is automatically updated in all course sites previously utilizing the file.

### Giving Faculty Permission to view materials in a Content Collection folder

As the manager of a Content Collection folder, you have the ability to grant faculty permission to review and link to materials and files within the assigned Content Collection folder. By default, faculty automatically do not have permission to access the program/course Institutional Content Collection Folder; therefore, the manager will need to manually grant the appropriate faculty member access to the program/course folder(s).

- To give faculty permission to view the content within the program's Institutional Content Collection folder, access the "Permissions" of that folder, by clicking on the permissions icon associated with the desired folder.



- The "Manage Permissions" page will appear and you will be shown all faculty who have access to the selected Content Collection folder, and what type of permissions they have.

- There are four types of permissions.

**Read:** Read permissions give the user the ability to review (read) and link to files in a Content Collection folder.

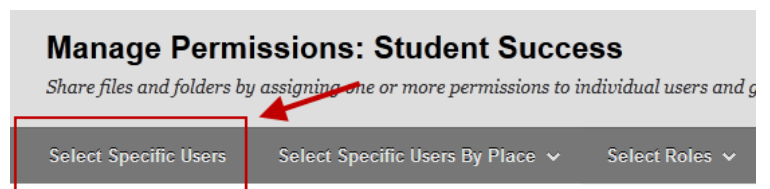
**Write:** Write permissions give the user the ability to add files to a Content Collection folder.

**Remove:** Remove permissions give faculty the ability to delete files from a Content Collection folder.

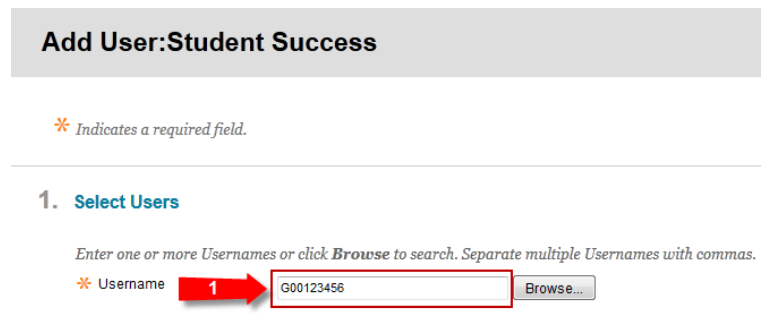
**Manage:** Manage permissions give the user the ability to read/write/remove files in addition to managing faculty permissions, adding folders, and organizing materials in the Content Collection folder. The manager of the folder, outside of EdTech personnel, should be the only person with the “Manage” permission.

All faculty that are added to the folder, should receive the “Read” permission only.

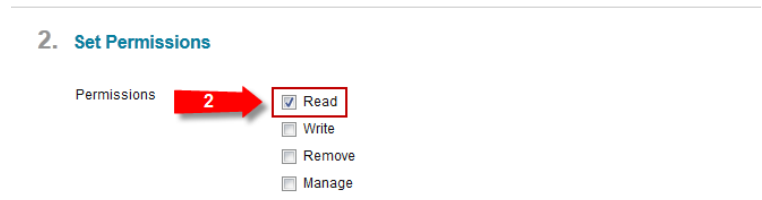
- To add faculty to the users list, click on the “Select Specific Users” button.



- You will need the faculty’s G#, in order to give them permission to the Content Collection folder. Once you have the faculty’s G#, enter the G# into the “Username” field. You may enter multiple G#s, by separating each number with a comma.



- Set the faculty permissions to “Read” by clicking on the check box to the left.



- Click on the “Submit” button to finalize the permissions for the associated faculty member.



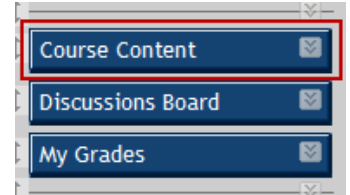
When faculty are given permissions to a parent folder, this permission level is then funneled down to all children folders. Therefore as the manager, you will only need to give faculty permission to the course or program level folder.

# Part 3: Using Content Collection

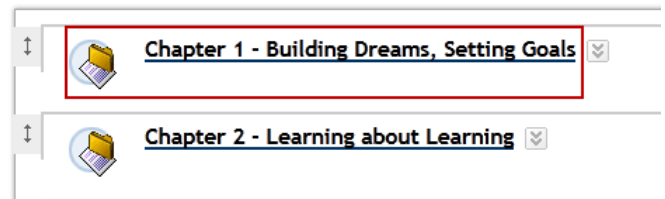
## How to link Content Collection files into a course site

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.

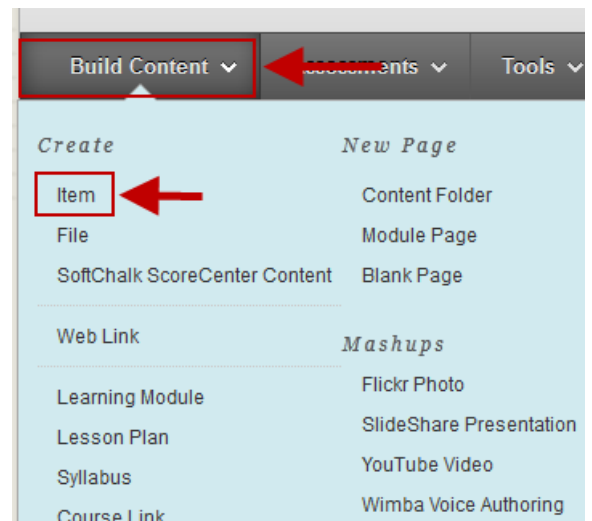
1. To begin, access your Blackboard course site. From within your course site click on the area of your course where content is located.



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."



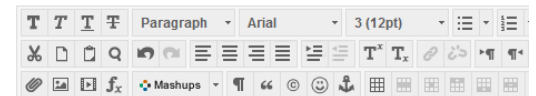
4. Give your content item a name, and add any description or instructions to students within the textbox editor.

### 1. Content Information

Name

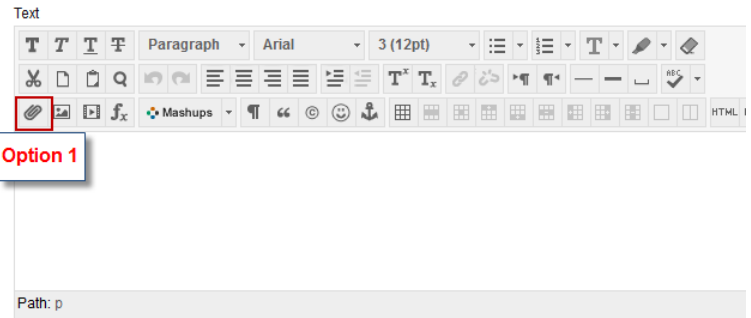
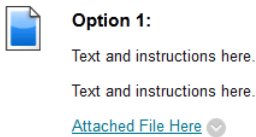
Color of Name

Text



- 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).

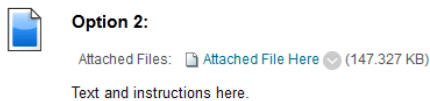


To add a file through the textbox editor, click on the “Attach File” icon (the paper clip) within the textbox editor.

## 2. Attachments



**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).



- If choosing Option 1, when the “Attach File” icon is selected, a second window will appear. Under “Select Content Link” click on “Browse Content Collection.”

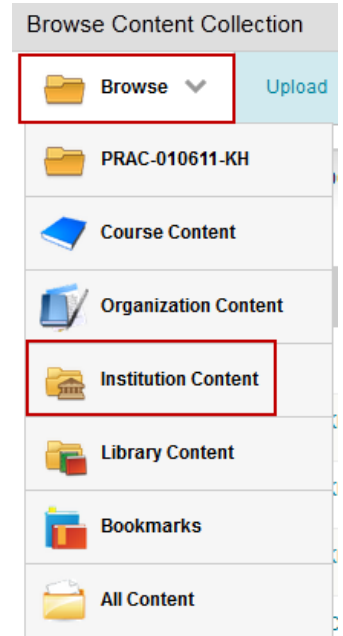
## 1. Select Content Link

*When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.*

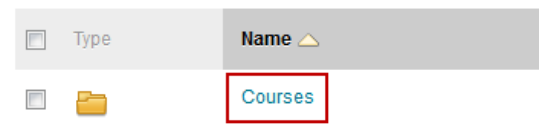




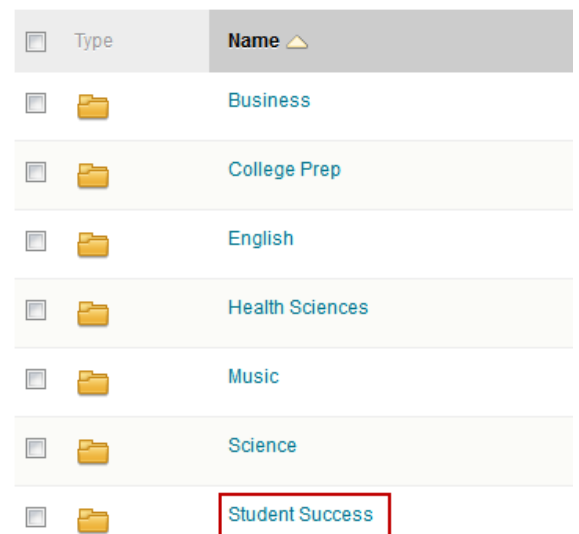
7. For both Options 1 and 2 a new window will appear. In the menu bar at the top of the window, click on “Browse” then click on “Institution Content”.



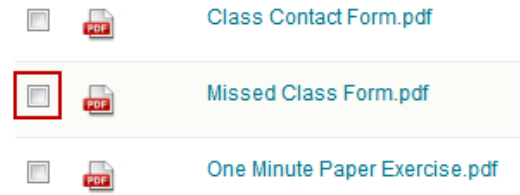
8. Click on the “Courses” folder.



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

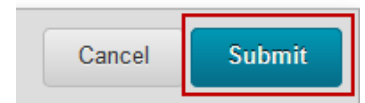


10. Browse and explore through the folder structure to find the resource you would like to use in your course.
11. Once you have found the file you would like to use, and it directly aligns to your content item, check the appropriate check box to the left of the item.
  - a. Multiple files may be added 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.

12. Then click the “Submit” button.



13. You will then be taken back to the “Select Content Link” screen. On this screen you will confirm the file name and insert the ALT text (see the Tip below).

**Tip:** It is a best practice to include a short Alt Text description for students who may be visually impaired and are using assistive technology, such as screen readers. An Alt Text description simply defines what the image or file is. For example, an Alt Text for this item may be to restate this is the “Missed Class Form.”

#### 1. Select Content Link

*When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.*

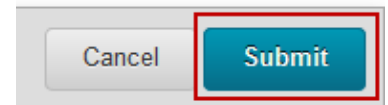
Attach File

Attached files

| File Name             | Content Link Options  |
|-----------------------|---|
| Missed Class Form.pdf | <p>Name of Link to File <input type="text" value="Missed Class Form.pdf"/></p> <p>Alt Text <input type="text" value="Missed Class Form"/></p> <p>Alt text defines what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them.</p> <p>Open in new window <input checked="" type="radio"/> Yes <input type="radio"/> No</p> |

Do not attach

14. After providing an Alt Text description, click the “Submit” button.



15. 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.

**Create Item**  
*A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)*

\* Indicates a required field.

#### 1. Content Information

Name

Color of Name  Black

Text

[Missed Class Form.pdf](#) ← File has been added here.

16. 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.



### **Missed Class Form**

If you miss a class period, you are required to fill out the below form and submit it to your professor during the next class meeting.

[Missed Class Form.pdf](#) 

## **Part 4: Support Resources**

### **Who do I contact if I need help with Content Collection?**

Ideally, when you requested a Content Collection folder, an Instructional Designer was also assigned as your point of contact for Content Collection help. If an Instructional Designer was not assigned when you requested a Content Collection folder, please contact your [campus Instructional Designer](#) for help.