SAN JACINTO COLLEGE
INSTRUCTIONAL INNOVATION & SUPPORT

Blackboard **Course Content Collection** Quick Guide
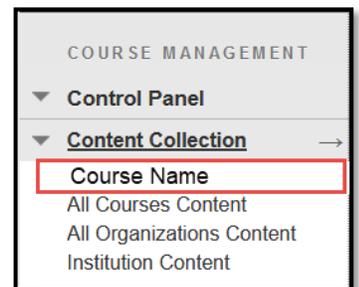
What is Content Collection?

Content Collection is a file repository that functions as a virtual space within a Blackboard course that is used to store, manage, and share files. Each San Jacinto College's Blackboard course site has a 1GB storage limit. When a file is added to Content Collection, it can easily be reused and linked to any area of a course site. If a file in a course needs updating, faculty can access their course's Content Collection, overwrite the existing file with the updated version, and the file is updated in all places linked within the course.

Note: Items upload via the following tools do not affect a course's storage size:

- Videos uploaded to Kaltura Media (including Zoom Classroom recordings),
- Recordings with Blackboard Collaborate Ultra,
- Student assignment submissions via the Bb Assignment tool or Turnitin,
- Using the YouTube mashup.

Accessing Course Content Collection

To access your course's Content Collection area, navigate to the course's Control Panel, click on the Content Collection tab, and access the first link that displays the course name (i.e., ENG-4xxx-3xx-2xxxx-1xxxx).

COURSE MANAGEMENT
▼ **Control Panel**
▼ **Content Collection** →
   Course Name
   All Courses Content
   All Organizations Content
   Institution Content

Organizing and Uploading Content

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

Folders – Folders are used to organize files uploaded to the course's Content Collection. Folders can be standalone or created within folders.

Files – Content Collection is made up of files added to the course. Content Collection will accept files types such MS Office, PDFs, image files, video/audio files. *Important Note:* to avoid a course quota error large media such as audio and video files should be uploaded and deployed to a Blackboard course site using Kaltura Media.

How to Create a Folder

1. Access the course's **Content Collection**
2. Navigate to the area where the new folder will be added
3. On the menu bar, click **Create Folder**
4. Provide a name for the folder
5. Click **Submit** to add the folder

How to Upload a File

1. Access the course's **Content Collection**
2. Navigate to the area where the new file should be added
3. On the menu bar, click **Upload** and select **Upload Files** (note: it is possible to upload multiples files at one time be pressing Ctrl)
4. Click **Submit** to upload the file(s)

Folder and File Options

Open – Opens the selected file or folder.

360 View – Provides information around the basic properties of a file or folder. Use the 360 view for determining course/folder/file size and to determine if a file is linked within your course site.

Edit Settings – Provides detailed information about the item. Provides the ability to change the file name.

Overwrite File – Use to replace or update a file linked in the course.

Download Package – Files can be downloaded into a .zip package for storage on your local computer.

Copy – Copies an exact replica of the file. The file can be copied to the same location or a new location.

Move – Moving a file removes it from its current location and stores the file in a new location. For ease of organization, it is possible to select multiple files to move.

Delete – Permanently deletes the file from the course's Content Collection.
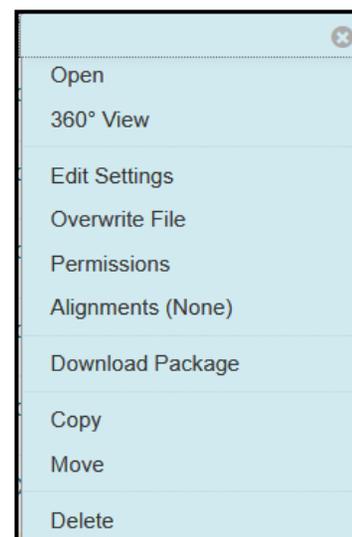
Linking files in a Blackboard Course Site as an Attachment

1. Navigate to the course's content area.
2. From the menu bar, select **Build Content > Item or File.**
3. Click on the **Browse Content Collection** button and navigate to the desired file.
4. Click the **Radio Button** to select one or more files.
5. Click **Submit** when finished.

Linking a file within the Content Editor

1. Navigate to the course's content area.
2. From the menu bar, select **Build Content > Item or File.**
3. Click on the **Power-Plus sign** in the content editor tools.
4. Click on **Insert from Content Collection** and navigate to the desired file.
5. Click the **Radio Button** to select one or more files.
6. Click **Submit** when finished.

Checking Course Quota Limit

Each San Jacinto College's Blackboard course site has a 1GB storage limit. To check your quota limit, follow these steps:

1. Under Course Management, click **Content Collection.**
2. Select your **course name (ENG-4xxx-3xx-2xxxx-1xxxx).**
3. On the new page, hover over the **course name** at the top of the page.
4. Click the **down chevron** to the right of the course title to reveal a drop-down menu.
5. Select **360 View.**
6. On the new browser window or tab, under the **About this Folder > Properties >** locate the line item that says **Folder Size.** The number listed to the right indicates how much space files in a course's Content Collection folder are taking up of the full 1GB course quota limit.

Top 5 Causes for Exceeding Course Quota

1. **Copying Unused Files** - Due to the copying of unused files from semester to semester during the course copy process, files begin duplicate thus taking up an unnecessary around of a course's quota limit. Use the 360 View to determine if files within a folder are linked (green check mark under the Linked column means the file is actively used) in the course. If the file is not used (no green check mark under the Linked column of the 360 View), then consider deleting the file from the course's Content Collection.

2. **Accidental Duplicate Course Copies** - Due to performing multiple course copies of the same course this process will also duplicate the course's Content Collection files. You will receive an email confirmation letting you know when the copy process is complete. Wait for that confirmation and just note that coping a course during peak times may result in a slower processing of the copying process.

3. **Video and Audio files uploaded directly in a Blackboard course site** – Video and audio files should not be uploaded directly into a Blackboard course site. Video and audio files are large in nature and can take up a large amount of a course's quota limit. Instead upload video and audio files to Kaltura Media for deployment to a Blackboard course site.

4. **Large image size** – As a best practice, resize image files before uploading into a Blackboard course site.

5. **Large PowerPoints** – PowerPoints can become large for two common reasons. The PowerPoint includes an abundance of high-resolution images or the PowerPoint has voiceover audio clips embedded. If high resolution images are included, save the PowerPoint as a PDF for uploading into a Blackboard course site. If utilizing voiceover PowerPoints, save the PowerPoint as an MP4 file and upload to Kaltura for deployment in a course site.