



# Adding One File to your Content Collection

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The Content Collection should be the repository for all of the files used in Blackboard. The Content Collection has an initial quota of 50mb of space. If additional space is needed, please send a request to [ftc\\_help@siue.edu](mailto:ftc_help@siue.edu) to increase your Content Collection Quota and an estimate of how much space you think you will need.

To access the Content Collection, click on the *My Content* tab at the top of your Blackboard page.



## Adding a File to the Content Collection

From the menu bar, click on the **+ Item** button.



In section #1: File Information: Click the **Browse** button select the file from your computer or jump drive. Check the box if you are uploading a file to overwrite an existing file.

Browse to select a file to upload.

\* File

Overwrite if a file with the same name exists.

In section #2 Options check:

*Lock File* – if the file is locked. Only the person who locked it may unlock it.

*Shared Comments* – If comments are shared, users with Read permission may view and add comments

*Enable Versioning* – If versioning is enabled, overwriting or modifying a file will create a new version.

*Enable Tracking* – If tracking is enabled, each instance that a user interacts with an item is recorded.

Click the **Submit** button at the bottom of the page.

