Blackboard Tips & Tricks

The Content Collection and Shared Permissions

✓ Permissions can be given *at the file or at the folder level* (Modify > Permissions). Permissions granted at the folder level can be set to extend to every file added to the folder.

✓ There are *two permissions* you must grant to another individual in order for them to be able to create a link to content you own in your Content Collection: **Read** and **Manage**.

✓ In order to allow others to have the ability to edit a document, **Write** permission must be granted to that individual or group.

✓ In order to allow others to have the ability to upload files into your Content Collection, you must grant them **Write** permission. It is highly recommended that you first create a separate folder and label it to indicate its shared status (i.e. Shared_Documents). Then, at that folder level, grant at least **Read**, and **Write** permission to those you wish to permit to upload content to your Content Collection. Add **Manage** permission if that person should also be granted permission to link to content within that folder from within a course s/he is maintaining.

✓ Under section 3, **Advanced Folder Options**; if you select **Overwrite**, the permissions you set at the folder level will be applied to all existing subfolders and files beneath it as well as to any new subfolders and files added to it, overwriting any existing permissions.

✓ Consider turning on versioning at the file level if you are granting **Write** permission. (Modify > Properties > Options: Enable Versioning).

✓ Locating a file owned by someone else is done through **Tools** on the left side of the My Content tab. You must know something about the file in order to locate it: the owner, the name of the file, the file type, etc., in order to search for it. Once located, you can save your search results for faster access to the file later.

Tutorial: http://www.siue.edu/its/bb/fac_staff/pdf/cc_permissions.pdf