



Blackboard Tips & Tricks

The Content Collection (Basics)

- ✓ **All of the content for your course should reside in the appropriate course-specific Course Content** folder in your content collection (accessed via the My Content link at the top of the Blackboard screen). Course materials should **not** reside in the My Content: *your e-ID folder*. The My Content: *your e-ID folder* is your personal content collection space for things like scholarly works, conference presentations, etc.
- ✓ **The Course Content folder for a course is automatically created in the Content Collection the first time you open the course** simply by clicking on the linked name of the course on the My Blackboard or My Courses screen in Blackboard.
- ✓ **Files get into the Course Content folder in one of three ways:**
 1. You manually upload them directly to the Course Content folder through the My Content link in Blackboard. Choosing this option allows you to create folders and subfolders in advance to organize your files.
 2. You choose "Browse My Computer" when you "Build Content" in a content area of the course and select add an "Item" or a "File." Files uploaded this way go into the main Course Content folder. You do not get an option to upload the file into a subfolder (e.g. Lecture Notes).
 3. You choose "Browse Content Collection" when you "Build Content" in a content area of the course and select add an "Item" or a "File." Files uploaded this way can be added to existing subfolders in the Course Content folder. You can also create new subfolders into which you can upload the new file.
- ✓ ITS recommends **organizing content into a system of folders and subfolders** that makes sense to you.
 - ENGL_101
 - Syllabus
 - LectureNotes
 - Lesson1
 - Lesson2
 - Assignments
- ✓ Blackboard assigns a **unique ID** (xid-1911704_1) to each file that is uploaded to the Content Collection. You can rename or move files in your Content Collection without breaking links to them.

- ✓ Simply uploading files to the content collection does **not** make them visible within your course for students to view. You must create links within a content area in a course to files in your content collection. When you “Build Content” in a content area of your course and select “Item” or “File,” use the **Browse Content Collection** button to locate and link to the file within the course.
- ✓ Files in the content collection can be edited through the **Web Folder**. Any change made to the file through the Web Folder will be reflected to the students the next time they click on the link to that file within the Blackboard course. ITS recommends that users download and install Bb Drive to expedite editing of files in the content collection through the Web Folder.
 - Bb Drive is located on the My Content tab in Blackboard in the Institution Content folder. There you will find the executable file for your operating systems as well as instructions for downloading, installing, and configuring Bb Drive.
 - With Bb Drive “connected,” users can open and edit any file directly from within the Content Collection.

Tutorial: http://www.siue.edu/its/bb/fac_staff/bb_step3.shtml