

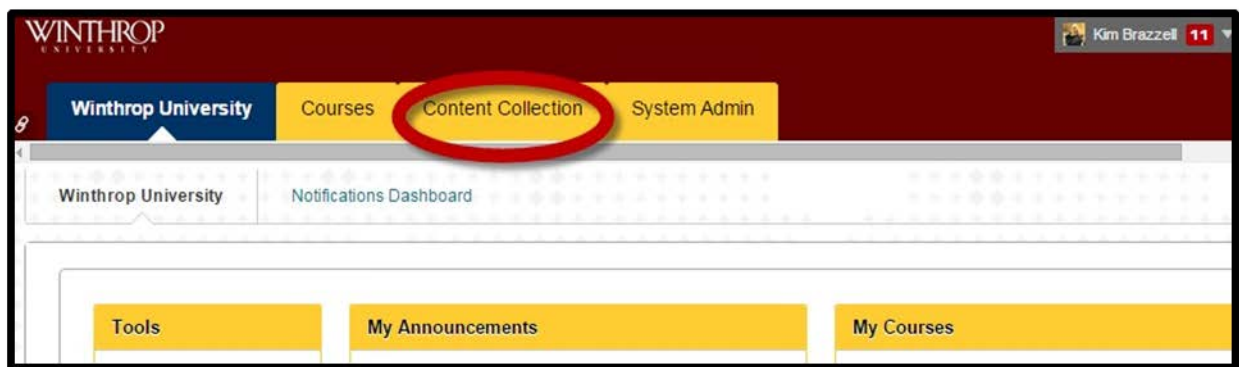
Blackboard Content Collection Overview

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Accessing the Blackboard Content Collection

1. Access the Content Collection by logging into Blackboard at <http://bb-winthrop.blackboard.com> with your Winthrop login credentials and clicking on the Content Collection tab at the top, left of the screen.



The Content Collection is organized in three main areas:

Course Content - When an academic course is created in *Blackboard Learn*, a corresponding Content Collection area is created that serves as a repository for your Blackboard course files.

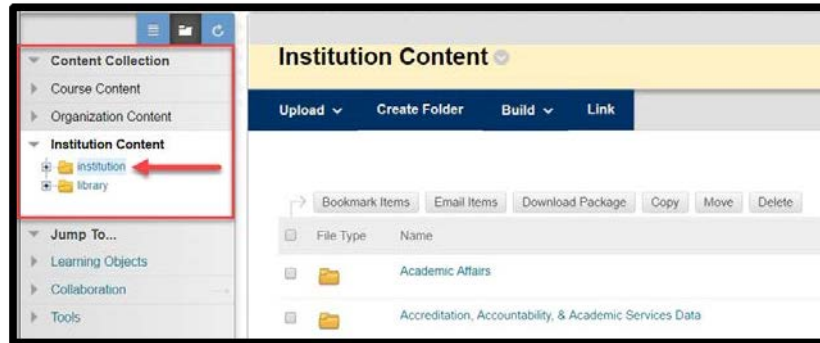
Organization Content - You may request to have an organization created in *Blackboard Learn* for your committee or working group to collaborate. A corresponding Content Collection area is created that serves as a repository for your Blackboard organization files.

Institution Content - This area is used for the purpose of file storage and file sharing at the institution. **Winthrop faculty and staff may contact the Office of Online Learning to request to have a folder created in the Institution Content area.**

2. From the left navigation menu, click on **Institution Content** to expand that section of the menu.
3. Click on the **institution** folder.

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- A list of folders will be displayed that you have been assigned permissions to view and work in.
Note: A request must be made with the Office of Online Learning in order to have folders created in the Institution Content area.



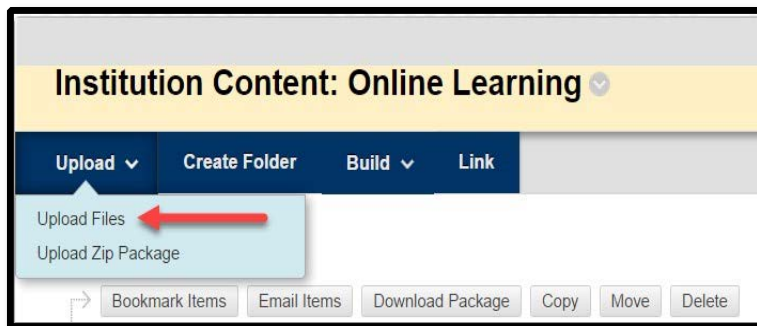
- Click on the folder name to open and view the files or subfolders contained within the folder.

If you have the READ permission for a given folder, you will be able to view and download files from the folder.

If you have the WRITE permission, there will be four dark blue buttons displaying across the top of the folder. You may use these buttons to upload files and create subfolders.

Uploading Files

- Navigate to the Content Collection folder where you would like to upload a file.
- Click on the **Upload** button.
- Select **Upload Files**.



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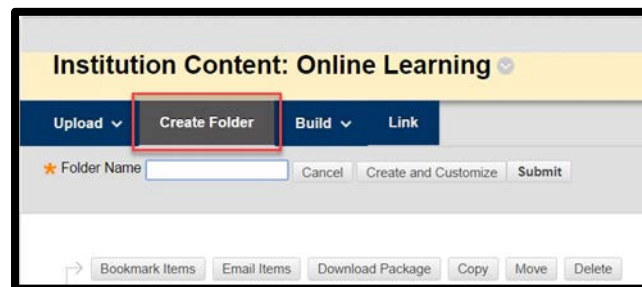
4. At the top, right corner, click on Single File.
5. Click on the **Choose File** button to locate the file to upload.
6. Click **Submit**.



To upload multiple files at once, it is recommended that you install Blackboard Drive on your computer. This will allow you to have an additional drive letter added to your computer for the Blackboard Content Collection so that you can drag and drop files or save files directly without having to log into Blackboard. [Blackboard Drive installation instructions are located in the Content Collection in the Institution folder > Academic Affairs > Online Learning Resources.](#)

Creating Subfolders

1. Navigate to the Content Collection folder where you would like to create a subfolder.
2. Click on the **Create Folder** button.
3. Type in a name for the folder.
4. Click **Submit**.



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About Permissions

Access to Content Collection files and folders is permission-driven. The files and folders stored in the Content Collection are not viewable by users (completely hidden) until they have been given permission to view them. If you have the MANAGE permission for a given folder, you can designate which users have access to the folder, and specify which permissions each user has. ***Please be sure to assign, at minimum, the READ permission on your top level folder, in order for the user to access the files and subfolders within that folder. Please note that the permissions assigned to any folder will be automatically assigned to all files and subfolders within that folder.** You can add or remove permissions for users as needed. The following table describes the privileges for each type of permission.

Type of Permission	Privileges
Read	<ul style="list-style-type: none">View and download
Write	<ul style="list-style-type: none">Edit and overwriteUpload files and create folders
Remove	<ul style="list-style-type: none">Download and delete
Manage	<ul style="list-style-type: none">Control properties and settingsCreate a pass for external usersGrant permission to other users

Assigning Permissions to Specific Users

- Navigate to the Content Collection folder where you would like to grant access.
- Click on the **Permissions** icon to the right of the folder.

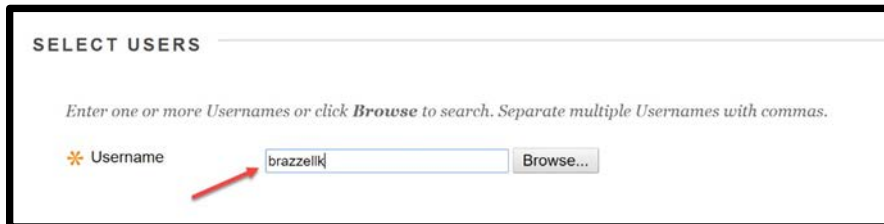


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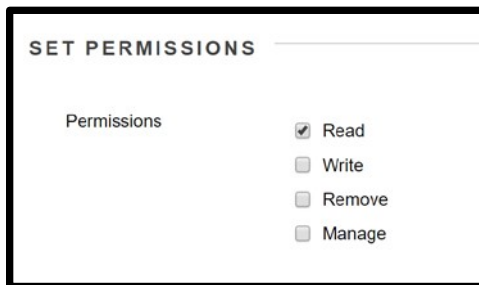
3. Click on the **Select Specific Users** button.



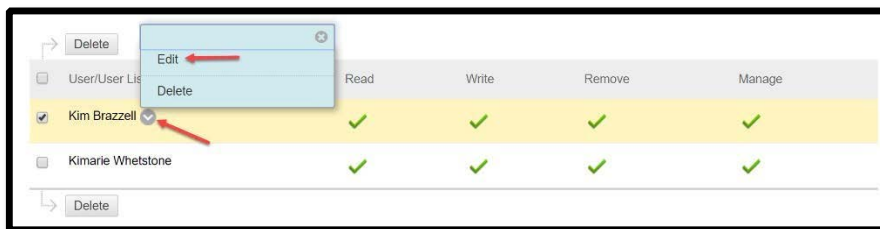
4. Type the Winthrop username in the **Username** field. Do not click the Browse button.



5. Click the checkboxes for the permissions that you would like to assign.



6. Click **Submit**.
7. The users with their assigned permissions will be displayed.
8. To edit the permissions, click on the drop down arrow beside the user's name and select **Edit**.



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Making a Folder Public to all Winthrop Faculty/Staff Users

faculty/staff users.

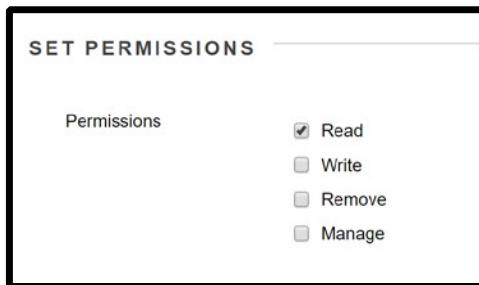
2. Click on the **Permissions** icon to the right of the folder.



3. Click on the **Permit Anyone** button.



4. Click the checkboxes for the permissions that you would like to assign to all Winthrop faculty/staff users.



5. Click **Submit**.

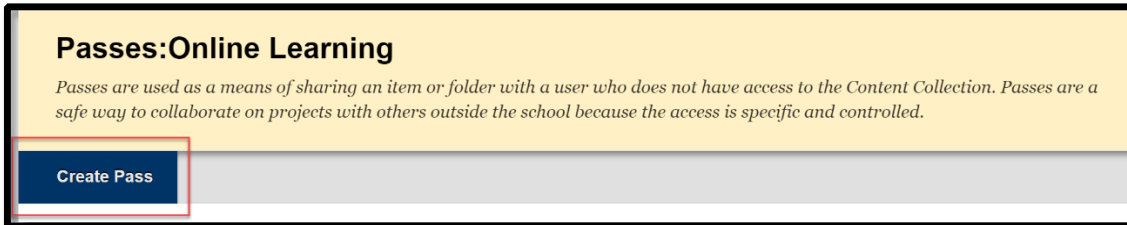
Granting Access to Non-Winthrop (External) Users

A pass creates a URL link that can be used to access a file or folder by external users. You will first create the pass and then email the pass to the external users.

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Creating a Pass

1. Navigate to the Content Collection folder that you would like to make accessible by an external user.
2. Click on the drop down arrow beside the folder name and select **Passes**.
3. Click on the **Create Pass** button.

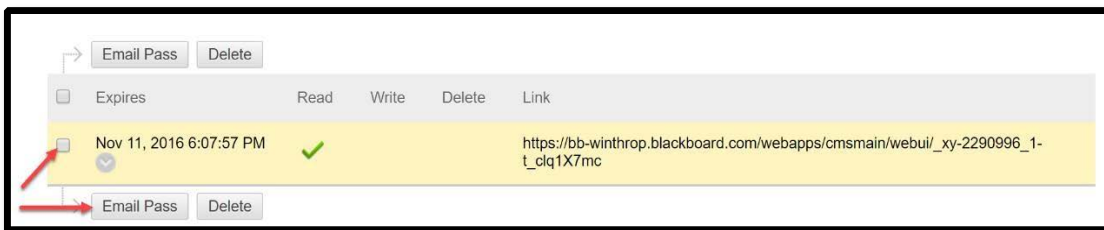


4. Set an expiration for the pass or select **No expiration**.
5. Select the permissions for the pass.
6. Click **Submit**.

Emailing a Pass

Once a pass has been created, it can be emailed to the external users. The email will contain a URL link for accessing the Content Collection item or folder.

1. Click the checkbox beside the Pass that you would like to email and click the **Email Pass** button.



2. Separate multiple email addresses with commas. The Subject line may be edited and additional text may be included in the Message body. Do not edit the auto-generated link located in the Message body.
3. Click **Submit**.