

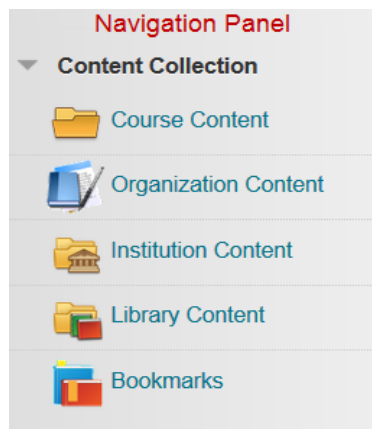


## What is the Content Collection?

Blackboard's **Content Collection** is a file repository that allows users to store, manage, and share content. The **Content Collection** functions as a virtual hard drive that can be accessed securely from on and off campus.

## Accessing the Content Collection

1. Log into Blackboard at <https://bb-winthrop.blackboard.com>.
2. Click on the Content Collection tab.
3. Select the appropriate folder from the left navigation panel.



- **Course Content**— access and store files and folders for each course.
- **Organization Content**— access and store files and folders for each organization.
- **Institution Content**— access, store, and share files between departments, colleges, and administrative units.
- **Library Content**— access course materials that have been placed on eReserve, electronic resources, or other library-related content.
- **Bookmarks**— create quick links to a file or folder in the Content Collection.

**Note:** In addition to accessing the Content Collection via the navigation panel, the Content Collection can also be accessed through the *Control Panel* in individual courses. See page 2 for *Uploading files to a Blackboard Course*.

## Organizing and Managing Content

Files and Folders are the two main types of content that are stored in the Content Collection

### Creating a Folder

1. Access the **Content Collection**.
2. Navigate to the Content Collection folder that will contain the new folder.
3. On the action bar, click **Create Folder**.
4. Provide a name for the folder.
5. Click **Submit** when finished.

### Uploading a Single File

1. Navigate to the Content Collection folder where you would like to upload a file.
2. Click on the **Upload Files** button. See note below for uploading multiple files.
3. Click **Browse** and select the file that you would like to upload.
4. Select options for the file.
5. Click **Submit**.

**Note:** To upload multiple files and folders, you can install **Blackboard Drive** on your computer. This will allow you to drag and drop files and folders from your computer directly to the Content Collection. You can access instructions to install Blackboard drive in the Content Collection>Institution Content>Academic Affairs> Online Learning Resources Folder.

## About Permissions

There are four types of permissions to assign to users:



- **Read**—allows users to view files and folders. Users must be granted the Read permission, at minimum, in order to view any of the folder's contents.
- **Write**—allows users to create, modify and upload files and folders
- **Remove**—allows users to delete files and folders
- **Manage**—allows users to control the properties and settings of files and folders and manage permissions for the files and folders.

**Note:** Files or folders created in the Content Collection automatically inherit the permissions of their parent folder. As a rule of thumb, double check the permissions after adding new content and edit the permissions accordingly.


## Managing Permissions

After creating a folder or uploading a file, grant the appropriate permissions to selected users.


### To Add Users and Set Permissions

1. Click the permissions  icon or action link  to the right of the file, and select **Permissions**.
2. Click **Select Specific Users**.
3. Type the Username into the field, and select the desired Permissions. *\*Do not click the Browse Button*
4. Click **Submit**.

### To Remove Users

1. Click the **Action Link**  to the right of the Username that you would like to remove.
2. Click **Delete**.
3. Confirm by clicking **OK**.

### To Edit Permissions

1. Click the **Action Link**  beside the Username for which you wish to edit the permissions.
2. Click **Edit**.
3. Select the desired Permissions.
4. Click **Submit**.

## Uploading Files to a Blackboard Course

Files stored in the Content Collection can be uploaded to courses in Blackboard.

1. Navigate to the area of the course where you would like to add a link to a Content Collection file.
2. From the action bar, select **Build Content > Item or File**.
3. Click the **Browse Content Collection** button and navigate to the desired file.
4. Click the **Radio** button to the left of the file name to select the file.
5. Click **Submit** when you have selected the file.
6. Click **Submit** when finished.

## Contact the Office of Online Learning

If you need additional assistance or instructions, please contact the Winthrop Office of Online Learning.

We can be reached by email at:  
**blackboard@winthrop.edu**

Or by phone:  
**803-323-2212**