

The Center for Teaching, Learning, & Technology

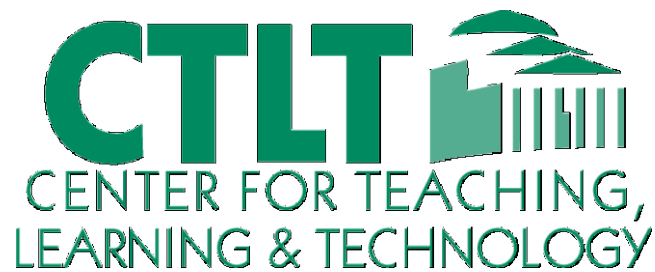
Instructional Technology Workshops



Blackboard Content Collection eReserve

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Faculty and Staff Development Programs



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CONTENT COLLECTION

Blackboard’s Content Collection is a file repository that allows faculty and students to store, manage, and share content. The Content Collection functions as a virtual hard drive that can be accessed from any computer by logging into a user’s Blackboard account. When a file resides in the Content Collection, it can be easily reused and linked to from any Blackboard course, and if a file that resides in the Content Collection needs updating, faculty need to update it only once, eliminating the need to go into each course to upload an updated version of the file.

NAVIGATE CONTENT COLLECTION

After logging into Blackboard Learn, click the Content Collection tab in the page header.



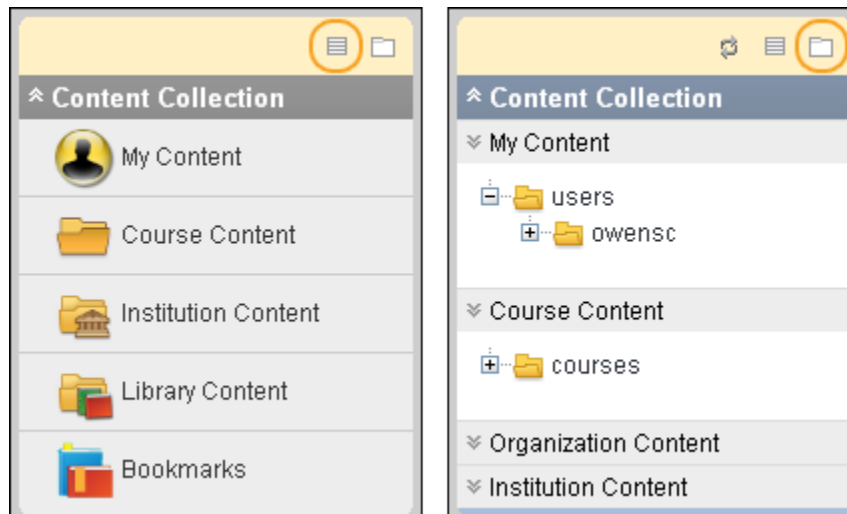
CONTENT AREAS

The Content Collection contains files and folders organized into separate areas for users, courses, institution and library. You access each area through the Content Collection menu in the left navigation pane. Selecting an area displays the hierarchy of folders and files available to you in that area.

CONTENT COLLECTION MENU

You can view the Content Collection menu in two ways. These views are represented by icons at the top of the panel. Initially, the shortcut view appears by default. The system saves your view preference and returns to this view each time you enter the Content Collection.

The shortcut view includes icons for each content area. The folder view shows each content area with a nested folder structure. You can expand or close each folder to view the sub-folders.



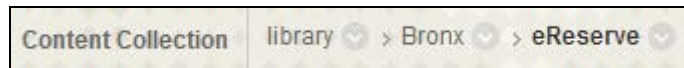
ERESERVES

The Library eReserves area is a folder within the library that contains materials for which access must be controlled, such as documents with copyrights. This area may be made available only for courses. eReserves are not available for organizations.

eReserves allow librarians to make content available to users throughout the system. Content is made available in the Library Content folder, or placed into a course folder within eReserves. All users who have at least read permission to a course folder, except guests and observers, may view the content in eReserves folders, but only the librarian may add or edit eReserve content. Courses must be available for the content in eReserves to appear. Instructors may add content from eReserves to their courses.

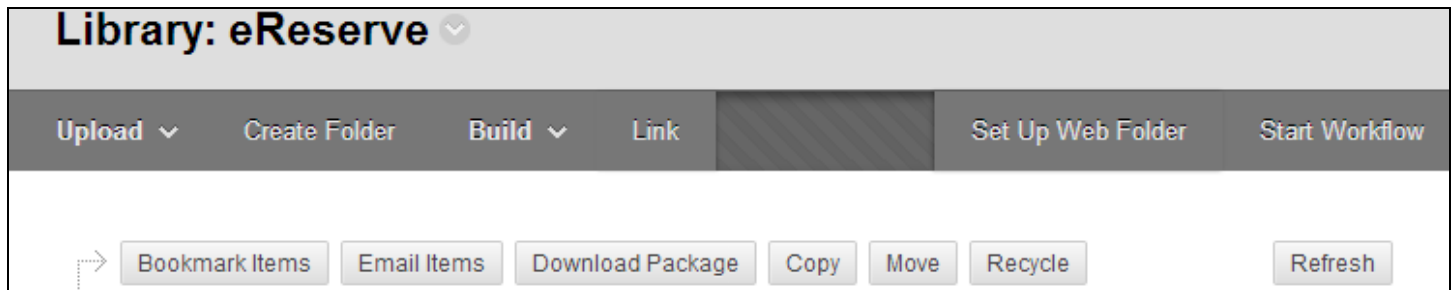
ORIENTATION BAR

The orientation bar appears at the top of the content frame. Use this hierarchical trail to show where in the Content Collection you are located and how you got there. Click an item on the bar to proceed to that folder. Orientation bar drop-down lists act as hierarchy folder separators and display a list of options for that folder.



ACTION BAR

The action bar appears below the orientation bar and includes functions specific to that page. Some action bars contain more than one row of functions.



CONTENT FRAME

The content frame displays the area of the Content Collection you are working in. When displaying the contents of a folder, you can sort the folders and items by clicking the column titles.

Content Collection library > Bronx > eReserve

View List View Thumbnails

Library: eReserve

Upload Create Folder Build Link Set Up Web Folder Start Workflow

Bookmark Items Email Items Download Package Copy Move Recycle Refresh

File Type	Name	Edited	Size	Permissions	Versions	Comments
Folder	FALL 2014	Aug 4, 2014 11:41:38 AM	0			
Document	SAMPLE DOC 1.docx	Jul 24, 2014 1:32:59 PM	0	Off		

Bookmark Items Email Items Download Package Copy Move Recycle Refresh

Displaying 1 to 2 of 2 items Show All Edit Paging...

Indicates a notification on this directory

CREATE AND EDIT CONTENT

HOW TO CREATE A FOLDER

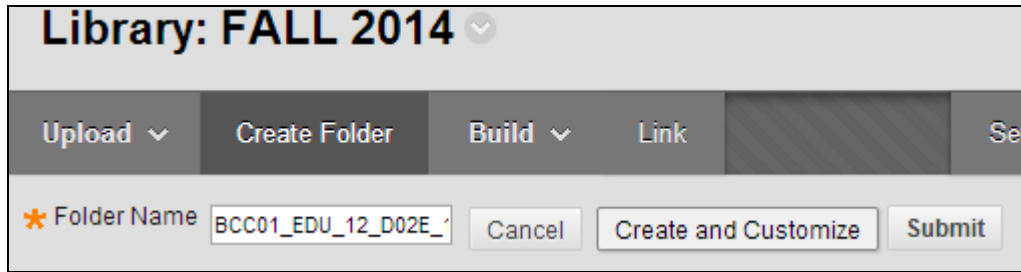
1. Access the Content Collection.
2. Go to Library Content > Bronx > eReserve.
3. Navigate to the folder that will contain the new folder
4. On the Action Bar, click Create Folder. If the Create Folder function does not appear, you do not have permission to add a folder in the current location.

Library: FALL 2014

Upload Create Folder Build Link

Blackboard Content Collection – eReserve

5. Type a name for the Folder in the field that opens below the Action Bar.
6. Click Create and Customize to set options for the folder or click Submit to complete the action.



Library: FALL 2014

Upload Create Folder Build Link

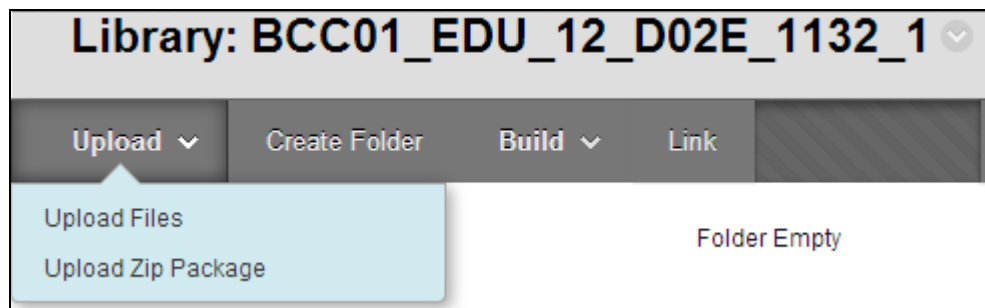
* Folder Name BCC01_EDU_12_D02E_ Cancel Create and Customize Submit

7. If you selected Create and Customize, the Edit Folder page opens. Select any of the available options to customize your folder and click Submit.

HOW TO UPLOAD ITEMS

Files can be uploaded to any content area where you have permission to do so. The Upload button will appear in the action bar with the options to Upload Files or Upload Package. Packages are ZIP files that will be unpackaged into the folder you selected.

1. Access the Content Collection where you want to upload files.
2. On the Action Bar, point to Upload and select Upload Files.



Library: BCC01_EDU_12_D02E_1132_1

Upload Create Folder Build Link

Upload Files Upload Zip Package

Folder Empty

3. If you are uploading multiple files, use the Multiple Files and Folders option available from the top right of the page. You can Browse for files or drag and drop files from folders on your desktop.
4. After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and return to the parent folder. Uploading multiple files and folders requires the Java plugin, version 1.5 or later. If the plugin is not available, use the Single File option to add files one at a time.

Single File **Multiple Files**

Upload Multiple Files and Folders

Browse **3** **Remove All**

Name	Size	Remove
Reference Letters		✕
Letter From Edward Smith.doc	23.5 KB	✕
Reference_Letter_employer.doc	23.5 KB	✕
Reference_Letter_Prof_Griffin.doc	23.5 KB	✕
70.5 KB Total		

Cancel **Submit** **4**

Select Options

- Lock File
An item can be unlocked only by the person who locked it. Locking an item prevents other users from editing it and precludes overwriting and versioning.
- Share Comments
If Comments are Shared, users with Read permission may view and add Comments.
- Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.
- Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

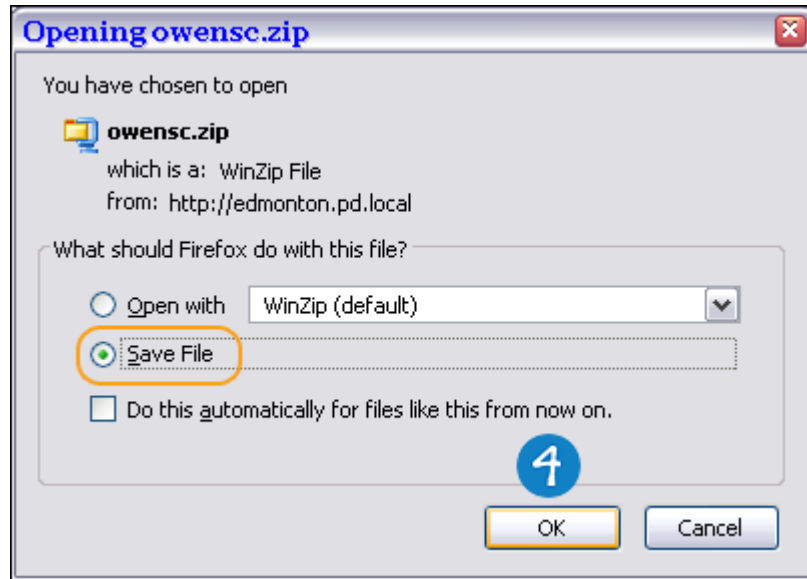
HOW TO DOWNLOAD AN ITEM OR PACKAGE

1. Navigate to the folder where the items are located.
2. Select the files and folders to download.
3. Click Download Package.

Bookmark Items Email Items **Download Package** Copy Move Recycle

<input type="checkbox"/>	File Type	Name	3	Edited	Size	Permissions
<input type="checkbox"/>	Folder	Casey's Homework		Mar 22, 2011 3:13:47 PM	0	Hand icon
<input type="checkbox"/>	Folder	Recycle Bin		Mar 14, 2011 11:24:26 AM	0	Hand icon
<input type="checkbox"/>	Folder	Reference Letters		Mar 14, 2011 4:46:32 PM	70.5 KB	Hand icon
<input checked="" type="checkbox"/>	Doc	About Asteroids.doc	2	Dec 9, 2008 9:26:37 AM	24 KB	Hand icon
<input checked="" type="checkbox"/>	Doc	Exercises.doc		Oct 28, 2008 3:51:39 PM	23.5 KB	Hand icon
<input type="checkbox"/>	Doc	Intro.doc		Nov 6, 2008 9:23:11 AM	24 KB	Hand icon

4. Select Save File and click OK.



A single .XML file accompanies the downloaded files and folders called metadata.xml. This .XML file contains the metadata for all of the items downloaded.

EDITING THE METADATA

Once the item (or items) has been downloaded, the accompanying metadata.xml file can be edited outside of Blackboard. Keep in mind the following when editing the files:

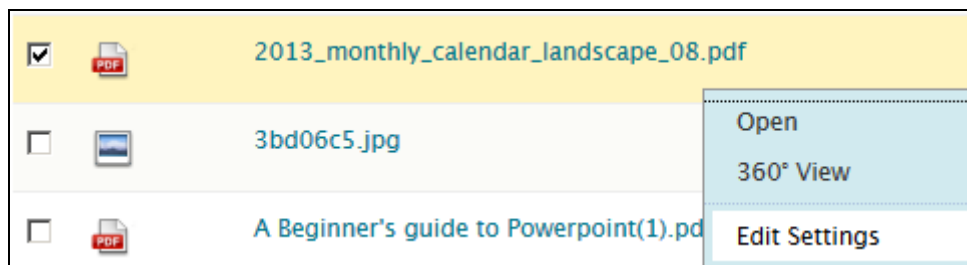
- If a metadata field is added to the .XML file and there is no associated metadata attribute on a metadata form, the new field is saved but is not visible anywhere within Blackboard.
- The system will not upload the file if the .XML file is not properly formatted.

MANAGE ITEMS

EDIT ITEM PROPERTIES

After an item has been created, its settings can be changed from the Edit Settings page. For example, if an item is initially created with a lock on it, the lock can be removed from this page. The Edit Settings page is also the place to look for detailed information about the item, such as who created the item and when the item was created and last edited.

1. Navigate to the folder that contains the item to be edited.
2. Access the item's contextual menu and select Edit Settings.



3. Complete the following options as appropriate.

4. Click Submit.

MANAGE ITEM COMMENTS

Comments store text from users. Comments are useful for storing opinions or instructions regarding the contents of an item. The setting for controlling whether or not users can add comments to an item appears on the Set Private/Shared Comments page.

HOW TO WORK WITH ITEM COMMENTS

1. Navigate to the folder that contains the item.
2. Select Comments from the contextual menu for the item.

The following options are available on the Comments page:

To	Click
Create a comment	Create Comment from the Action Bar. A text box appears. Type a comment and click Submit.
Delete a comment	the check box next to the comments to delete then select Delete.
Sort comments	the column title to sort comments by that column.

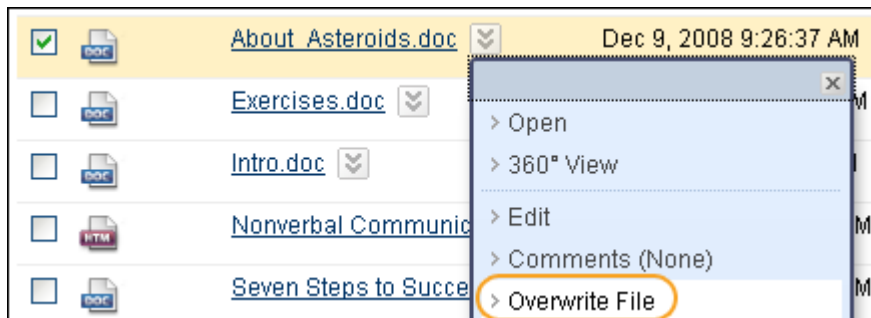
OVERWRITE FILES

After an item has been created, the user may decide to overwrite it with another file. This may be done on the Overwrite File page. Overwriting a file does not change the name of the file. You must have read, write and remove permissions to a file to overwrite it.

Do not overwrite a file with a different file type. For example, a DOC file should not be overwritten with a JPG file.

HOW TO OVERWRITE A FILE

1. Navigate to the folder that contains the item to be edited.
2. Access an item's contextual menu and select Overwrite File.



3. Click Browse to locate and select the file.
4. Click Submit.

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After uploading a new file, refresh the page to clear the browser cache and show the new file name.

OVERWRITING FILES AND VERSIONING

If versioning is enabled on a file, and Overwrite File is selected or the Overwrite check box on the Add Item page is selected, a new version is created and the old version is stored in version history.

If versioning is disabled, Overwrite File will overwrite the file and no history of past versions will be stored.

MANAGE VERSIONS OF ITEMS

Versioning keeps track of each interaction with a file. When a file is locked from the Manage Versions page, another version is created. Edits can be made on the newest version.

The Manage Versions page lists the following information about each version:

- The version number as a hyperlink.
- The date and time the version was created.
- The person who created the version.
- The size of the file.

Once a file is opened, it is automatically locked to other users. Users must use this option to make changes to the file and save them.

BEFORE YOU BEGIN

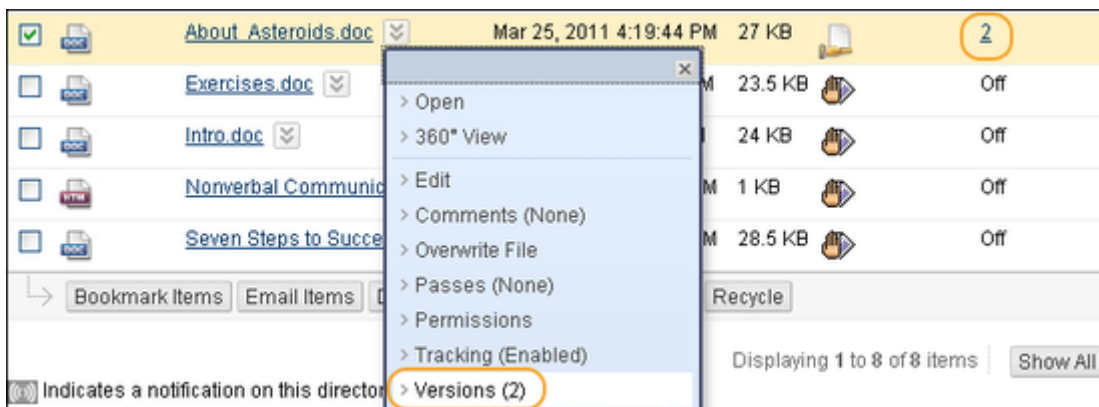
Versioning must be turned on to keep track of the file. To turn on versioning, access an item's contextual menu and select Edit. Under Options, select Enable Versioning.

HOW TO MANAGE VERSIONS FOR AN ITEM

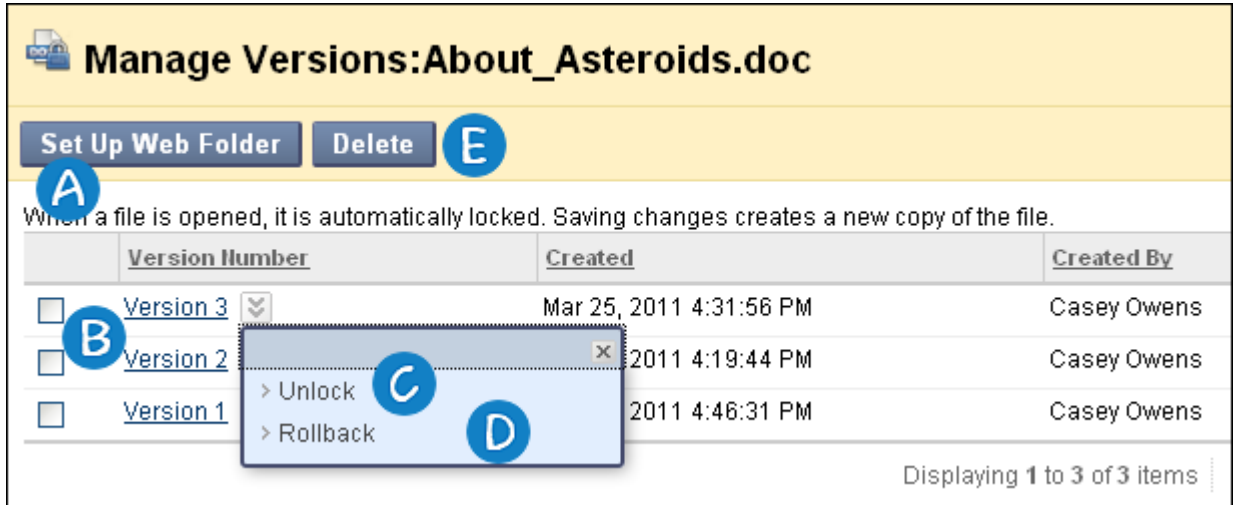
1. Navigate to the folder that contains the item to be edited.
2. Select Versions from the contextual menu for the item.

-OR-

Click the number that appears in the Versions column next to the item in its home folder.



MANAGE VERSION OPTIONS



- A. Set Up Web Folder: Provides you with more information. It is important to note that when a file is opened through the web folder, it is locked automatically to other users.
 1. On the Mac, a web folder is called a Shared Location.
- B. View the Version Number: The item opens in the web browser; users are unable to make changes or save new versions from this view.
- C. Lock the File: When a file is locked, a new version is created and the options Unlock and Rollback appear in the contextual menu.
- D. Rollback: This link only appears if you have the file locked. This will remove the copy you were editing without saving changes.
- E. Delete Versions: Select a version and click Delete from the action bar.

LOCKING VERSIONS

To create another version of your content, you must select Lock from the contextual menu next to the version number hyperlink on the Manage Versions page. Click the link of the newest version to open the file and make edits and save changes. If you are collaborating on an item, be sure to unlock it to allow others to access the item.

TRACK CHANGES TO ITEMS

The tracking feature records every instance that a user interacts with the item. Tracking is useful for verifying that someone has read a required assignment or viewing who made changes to a file most recently.

TURN ON TRACKING

Tracking must be turned on to view the Tracking Log. To turn on Tracking, select Edit from the contextual menu for the item and under Options, select Enable Tracking.

ABOUT THE TRACKING LOG

The Tracking page lists each interaction with the item as a row. Each row includes the following information:

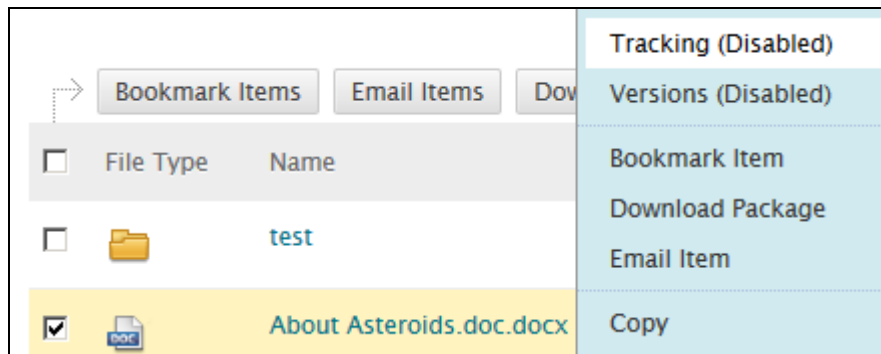
- The name of the user that accessed the file.
- The action that took place with the file.
- The version of the file accessed. Note that the version will appear only if versioning is turned on.
- The date the file was accessed.
- The IP address of the computer that the used to access the file.

TRACKING MULTIPLE OPERATIONS

If a single user completes the same operation on a file multiple times, the tracking log will only record the first operation. For example, if a user opens and reads the same document multiple times, only the first operation will be recorded. If the user clears the browser cookies and reads the file again, a second operation appears in the tracking log.

HOW TO VIEW TRACKING FOR AN ITEM

1. Navigate to the folder that contains the item.
2. Access the item's contextual menu and select Tracking.



View Tracking About_Asteroids.doc Delete Tracking Log

Each instance that a user interacts with the item is recorded in the Tracking log. Refresh

User	Action	Version	Date	IP Address	To/From
Casey Owens	Copy To		Mar 25, 2011 3:59:20 PM	10.100.106.35	/users/owensc/Casey's Homework/About_Asteroids.doc
Casey Owens	LOG_ACL_CHANGE		Mar 25, 2011 3:58:33 PM	10.100.106.35	BB:U:_352_1:NNNN YNNN
Casey Owens	Logging Enabled		Mar 25, 2011 3:57:36 PM	10.100.106.35	

DELETING THE TRACKING LOG

Selecting Delete Tracking Log from the action bar will remove all of the actions listed on the page. New actions will still be tracked.

User	Action	Version	Date	IP Address	To/From
Casey Owens	Copy To		Mar 25, 2011 3:59:20 PM	10.100.106.35	/users/owensc/Casey's Homework/About_Asteroids.doc
Casey Owens	LOG_ACL_CHANGE		Mar 25, 2011 3:58:33 PM	10.100.106.35	BB:U:_352_1:NNNN YNNN
Casey Owens	Logging Enabled		Mar 25, 2011 3:57:36 PM	10.100.106.35	

COPY AND MOVE CONTENT

Copying an item or a folder creates an exact replica of that item or folder. The item or folder can be copied to the same location or a new location. The name of the item or folder remains the same if it is copied to a different location. If the copy is placed in the same folder as the original item or folder, the copy is named "Copy of (file name)" followed by the file or folder name.

If the name of the copied item or folder matches the name of an item or folder in the destination location, the Content Collection will prompt a user to confirm an overwrite.

Moving folders and items removes the folders and items from the current location and stores them in a new location. You can select multiple items and folders for moving, making it easy to transport large batches of content to new locations.

HOW TO COPY A CONTENT ITEM OR FOLDER

1. Navigate to the folder that holds the items or folders to be copied.
2. Select the check box next to the items or folders to be copied.
3. Click Copy.

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input checked="" type="checkbox"/>	Folder	Casey's Homework	Mar 22, 2011 3:13:47 PM	0	
<input type="checkbox"/>	Folder	Recycle Bin	Mar 14, 2011 11:24:26 AM	0	

4. Enter the path to the destination folder to store the copy of the item or folder including the name of the item or folder or click Browse to locate and select the destination folder.

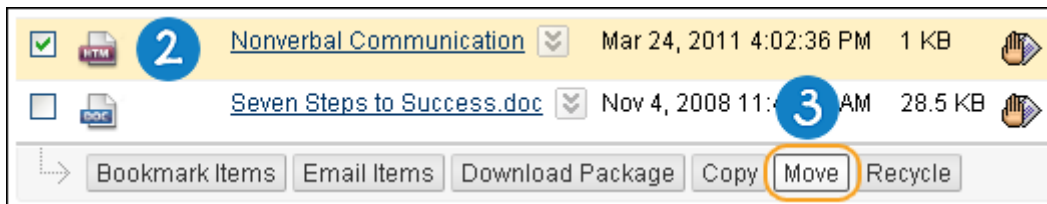
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5. Select the check box to replace any folders or items in the destination that share the same name as any folders or items that are moved into the destination.
6. Click Submit.

The screenshot shows the 'Copy /users/owensc/Casey's Homework' interface. It is divided into three sections: 1. Content Information, 2. Destination, and 3. Submit. In the 'Content Information' section, a table lists 'Casey's Homework' with a size of 0 and a date of Mar 22, 2011 3:13:47 PM by Casey Owens. In the 'Destination' section, the 'Destination' field is set to '/courses/COM250/Workshop Re' with a 'Browse' button. A checkbox is checked, and a note states: 'If selected, the system automatically overwrites the existing file with the same name.' In the 'Submit' section, there are 'Cancel' and 'Submit' buttons. Blue circles with numbers 4, 5, and 6 highlight the 'Destination' field, the checkbox, and the 'Submit' button, respectively.

HOW TO MOVE AN ITEM OR FOLDER

1. Navigate to the folder that holds the items or folders to be moved.
2. Select the check boxes next to the items or folders to be moved.
3. Click Move.



4. Type the path to the destination folder to store the item or folder or click Browse to locate and select a folder.
5. Select the check box to replace any folders or items in the destination that share the same name as any folders or items that are moved into the destination.
6. Click Submit.

Move /users/owensc/Nonverbal Communication

* Indicates a required field.

1. Content Information

<u>"Name"</u>	<u>"Size"</u>	<u>"Edited"</u>
Nonverbal Communication	1 KB	Mar 24, 2011 4:02:36 PM by Casey Owens

2. Destination

* Destination **4**

5 If selected, the system automatically overwrites the existing file with the same name.

3. Submit **6**

MANAGE PERMISSIONS FOR A FOLDER

User access to a folder is controlled through the Manage Permissions page. For eReserve, only users of a specific course should be added individually to each folder.

HOW TO MANAGE FOLDER PERMISSIONS FOR ERESERVE

1. Create a folder structure for better file management. Suggested steps are: Campus > eReserve > Semester > Course ID (*Provided by Instructor*).
2. After creating the Class (Course ID) folder, go to Folder Permissions and do the following:
 - a. Add the Course Users as a viewer of the folder by choosing “Select Specific Users By Place > Course”. Browse and Search for Course to Select.

Manage Permissions: BIO 10 - 12345

Share files and folders by assigning one or more permissions to individual users and g

Select Specific Users | Select Specific Users By Place ▼ | Select Roles ▼

Course
Course Group
Organization

Delete

- b. Under Option 2, select both Student and Instructor and Submit.
- c. Under Option 3, only Read permission should be enabled/checked.

2. Select Roles

* Roles

- All Course Users
- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest


3. Set Permissions

Permissions

- Read
- Write
- Remove
- Manage

- d. Scroll down and click Submit.
- e. Remove the permission of the Institution Role by selecting and deleting it from the list. *Only the Instructor in the specific course can now see the folder & its contents.*

Institution Role: BCC01_FACULTY (User List)



The above step (c) is necessary for the Course (Section) folder to be private only for the Instructor of that specific course.

RESOURCES

❖ **Blackboard Content Collection Manual:**

<http://goo.gl/L29yn4>

❖ **Blackboard Content Collection Help:**

<http://goo.gl/Mwqzm5>

❖ **About Library:**

<http://goo.gl/kbtrgN>

❖ **Managing Institution Folders:**

<http://goo.gl/VPyj0p>

❖ **Managing the Library:**

<http://goo.gl/8jf3Q8>

NOTES

- These links were collected to provide a resource for librarians who may be responsible for administering their campus' Content Collection Library or eReserves on Blackboard.
- All links are to official Blackboard resources unless specified.
- The feature that automatically creates folders within courses referenced in many of the documents will not be enabled for CUNY.
- URLs are case sensitive.
- eReserve Request form MUST include a field for the instructors to provide their BLACKBOARD Course ID. (Not CUNYFirst Course ID).