



Content Collection

Your Content Collection gives you storage space to upload content for use within your courses in Blackboard. It acts similarly to Microsoft OneDrive.

Access your Content Collection

1. Open the Tools tab by clicking on **Tools** from the menu (Figure 1).
2. You will be presented with a selection of links (Figure 2). Click on **Content Collection**.

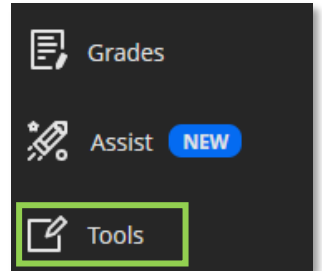


FIGURE 1

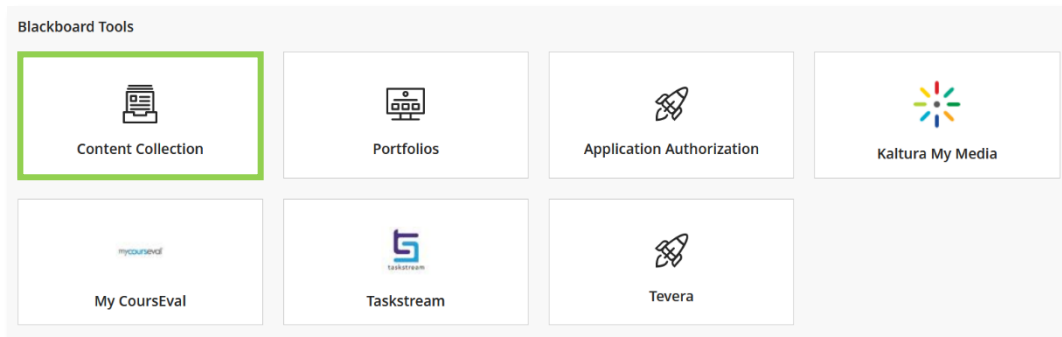


FIGURE 2

Content Collection Interface

When you open your Content Collection, you will see a menu of options at the left of the screen (Figure 3).

Content Collection

- **My Content:** Your own content space where you can upload and view your content.
- **Course Content:** Contains content from your courses.
- **Institution Content:** Contains content created by CCSU, such as course templates which you can import into your course.
- **Library Content:** Currently empty.
- **Bookmarks:** Lists all the files you bookmarked.

Jump To...

- **Collaboration:** Allows you to collaborate with other users on workflows.
- **Tools:** Allows you to set a custom home location or jump to a specified location.

Search Content

- **Basic Search:** Search using keywords.
- **Advanced Search:** Search using more specific criteria.
- **Saved Searches:** Access previous searches you've saved.

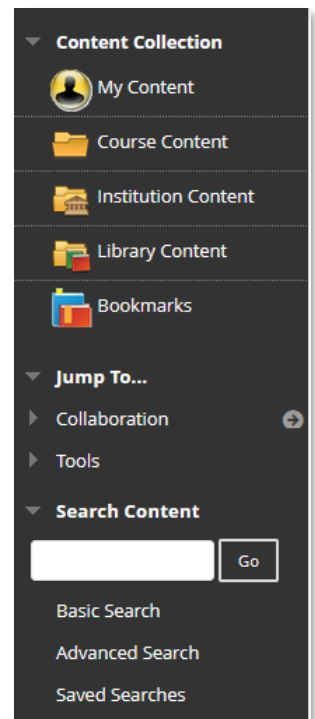


FIGURE 3



Content Collection

Upload Content to Content Collection

1. Go to **My Content**. Click on **Upload**, then **Upload Files** (Figure 4).
2. Click on **Browse Local Files** and select the files you'd like to upload.
3. Click **Submit** to upload the file.

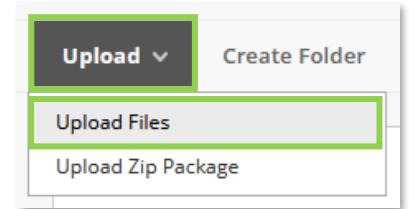


FIGURE 4

Create a Folder

1. Go to **My Content**. Click on **Create Folder** (Figure 5).
2. Enter a **Folder Name**.
3. Click **Submit** to create the folder or **Create and Customize** to configure additional customization options.

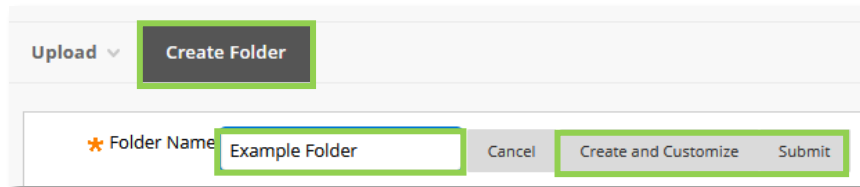


FIGURE 5

Move, Copy, and Delete Files

1. Go to **My Content**.
2. Click the **check boxes** next to the files you'd like to move, copy, or delete.
3. Click either **Copy**, **Move**, or **Delete** (Figure 6).

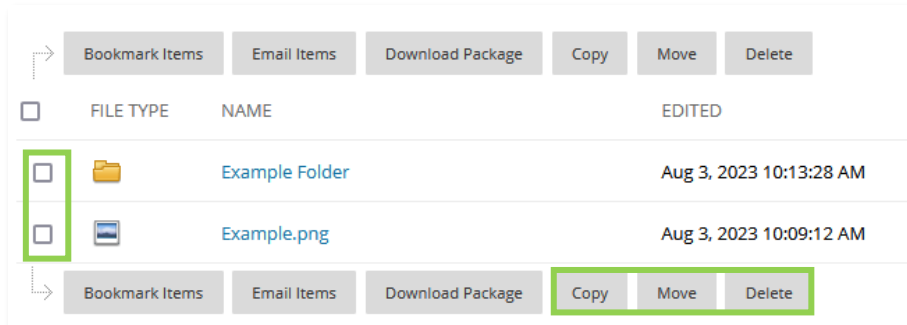


FIGURE 6

4. If copying or moving a file, click **Browse** and select the destination to copy or move to (Figure 7).

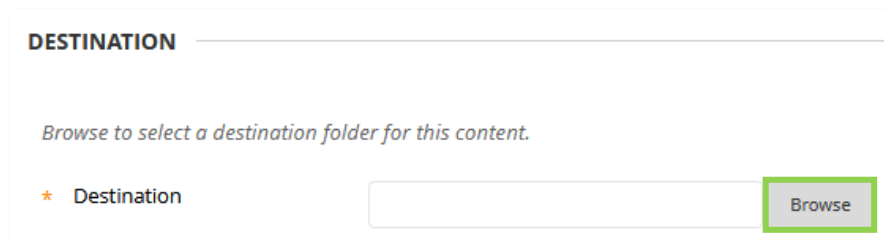


FIGURE 7

5. Click **Submit** to complete the move or copy operation.
6. If deleting a file, read the warning and click **OK**.

Note: Any file deletions are **permanent** and cannot be recovered by the CTI.