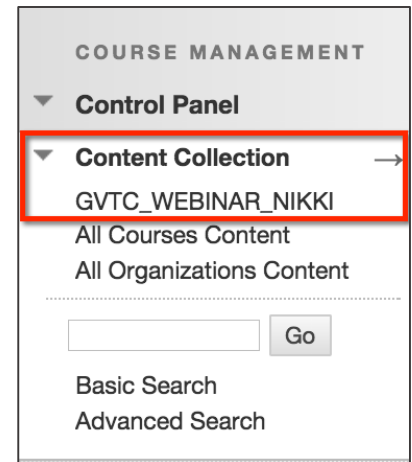


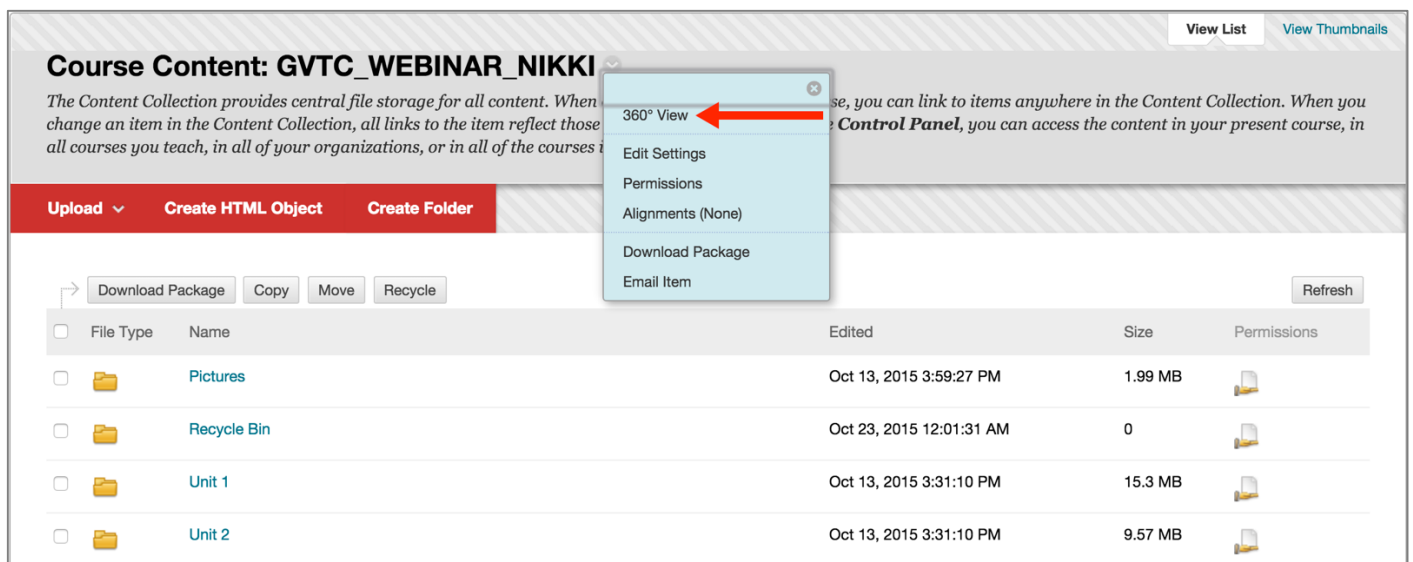
Content Collection Tips for Blackboard Learn

The following are quick tips for managing the Content Collection inside of Blackboard Learn. Additional resources, videos and handouts can be found at <http://www.gvtc.org/bblearn> under the guides and tutorials area.

1. **The Content Collection** – The **Content Collection** provides central file storage for most content. When creating content for your course, you can link to items anywhere in your course's Content Collection. When you update a file in the Content Collection, all links to the file can reflect those changes if you use the **Overwrite File** option in the **Options Menu** next to the file name and the name of the new file is exactly the same as the file being overwritten. However, if you delete the file and try to upload it again rather than use the Overwrite File option, even if it does have the same name, all of the original links will be broken.



2. **Location of Content Collection** – Access to the Content Collection can be found in the Course Management Menu. Instructor's can click the arrow to the right of **Content Collection** or by clicking the title **Content Collection** the Coures ID will appear as a clickable link taking you into the content collection. This area also allows you to search the content collection.
3. **Recycle Bin** – The **Recycle Bin** folder should appear in your course automatically and will allow you to recycle any file in the content collection. This will hold the file for 7 days at which point the **Recycle Bin** will automatically empty the content placed here. Keep in mind, files linked to a **Content Area** of your course may still be visible to your students if not immediately deleted out of the **Recycle Bin**. Once the Recycle Bin is emptied, the item in the **Content Area** would show a broken link error.
Note: Best Practice is to delete your items from the Content Area first to prevent students from having access to the file when placed into the recycle bin.
4. **360° View:** You can view which files are linked to the content area by viewing the Content Collection's 360° view which can be found in the **Options Menu** to the right of the Content Collection's title.



The screenshot displays the 'Course Content: GVTC_WEBINAR_NIKKI' page. At the top right, there are 'View List' and 'View Thumbnails' buttons. Below the course title, there is a descriptive paragraph. A red arrow points to the '360° View' option in the options menu that appears over the content area. The menu also includes 'Edit Settings', 'Permissions', 'Alignments (None)', 'Download Package', and 'Email Item'. Below the menu, there are buttons for 'Upload', 'Create HTML Object', and 'Create Folder'. A toolbar contains 'Download Package', 'Copy', 'Move', and 'Recycle' buttons. A table lists the content items:

File Type	Name	Edited	Size	Permissions
Folder	Pictures	Oct 13, 2015 3:59:27 PM	1.99 MB	
Folder	Recycle Bin	Oct 23, 2015 12:01:31 AM	0	
Folder	Unit 1	Oct 13, 2015 3:31:10 PM	15.3 MB	
Folder	Unit 2	Oct 13, 2015 3:31:10 PM	9.57 MB	

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5. **Files and Subfolders in 360° View** – Once in **360° View** scroll down to the **Files and Subfolders** area and expand if the content is not already visible. A column titled **Linked** will appear with green checkmarks on any item that is linked to a content area (Folder or File). A green checkmark on a folder indicates a file within the folder is linked.
 - a. **File or Folder 360° View** – While in **360° View** you can delve deeper into a folder by clicking the **360° View** icon in the folder's row. This will give you a pop up window displaying the content of the folder as well as a similar view with green checkmarks next to any file linked to a content area.

Files and Subfolders

Name	Edited	Size	Permissions	Versions	Comments	Linked	360° View
Pictures	Oct 13, 2015 3:59:27 PM	1.99 MB					A
Recycle Bin	Oct 23, 2015 12:01:31 AM	0					
Unit 1	Oct 13, 2015 3:31:10 PM	15.3 MB					
Unit 2	Oct 13, 2015 3:31:10 PM	9.57 MB					
OpenStax_Biology(Majors)_CH04_ImageSlideshow.pptx	Oct 13, 2015 3:30:32 PM	6.41 MB		Off			
OpenStax_Biology(Majors)_CH47_ImageSlideshow.pptx	Oct 13, 2015			Off			
Screen Shot 2015-10-13 at 3.58.55 PM.png	Oct 13, 2015 4:03:21 PM	56.6 KB		Off			
Screen Shot 2015-10-14 at 7.57.57 AM.png	Oct 14, 2015 7:59:54 AM	19.7 KB		Off			

Displaying 1 to 8 of 8 items Edit Paging... [Back to top](#)

6. **360° View inside Folder** – The below example is a look inside the **Pictures Folder** as seen above indicating there is something linked to a content area in the course. You can see there are 3 files with green checkmarks listed in this folder. The two files without green checkmarks are not linked to a content area and may be safe to delete if they are no longer needed for the course.

Files and Subfolders

Name	Edited	Size	Permissions	Versions	Comments	Linked	360° View
Lighthouse.jpg	Oct 13, 2015 3:31:10 PM	548.2 KB		Off			
Penguins.jpg	Oct 13, 2015 3:31:10 PM	759.7 KB		Off			
Screen Shot 2015-10-13 at 3.47.42 PM.png	Oct 13, 2015 3:48:30 PM	58.1 KB		Off			
Screen Shot 2015-10-13 at 3.58.55 PM.png	Oct 13, 2015 3:59:27 PM	56.5 KB		Off			
Tulips.jpg	Oct 13, 2015 3:31:10 PM	606.4 KB		Off			

Displaying 1 to 5 of 5 items Edit Paging... [Back to top](#)