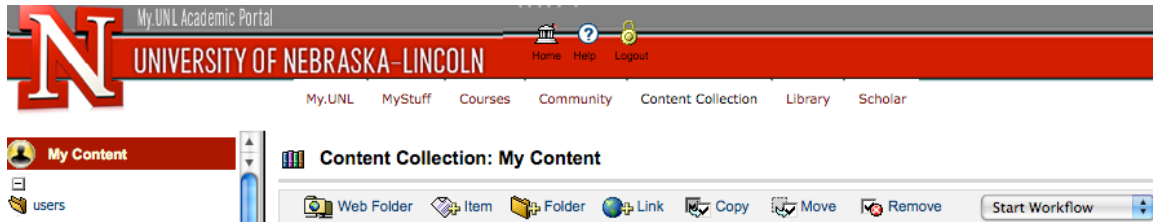


## Blackboard Content Collection FAQ's



### What is the Blackboard Content Collection System?

The Content System is an application that allows instructors to store and manage course materials (or organizational content) at one location without the need for duplication. The Content Collection System is a part of Blackboard and shows up as a tab in your Blackboard system. You are also able to maintain and track versions of documents, create e-Portfolios and easily collaborate on documents.

### I don't see the Content Collection tab when I log in.

You must complete Content System training in order to be assigned the Content System role. Take 10 minutes to complete our online training by doing the following:

1. Log on to <http://my.unl.edu>
2. Click the Community Tab and do a search for "Content collection training" in the Search box.
3. Next to contenttraing.itg, click the Enroll button
4. Take either the Faculty-Workflows if you are interested in file sharing, versioning and collaboration features
5. Or, select the Faculty-Course Content if you are interested in using the drag and drop of multiple files/folders features in the Content System.



Your Content Collection tab tools will appear immediately after completing either of these training sessions.

### What do I do with the files that are in my previous Blackboard courses?

You'll be able to use the command **Copy Files to CS**, found in the control panel of each course. Here you can select the Course Areas that you would like to copy, and the area in the My Content that you want to copy these files to.

### How do I edit a file in the Content Area?

To edit a document you placed in the Content System, you must open the Web Folder first from the Content System. Then open the file. \*See "What is WebDav?".

### When I drag and drop files from my computer into my Web Folder, the files don't appear in the My Content.

Don't forget to click on the Refresh button in the Content Area.