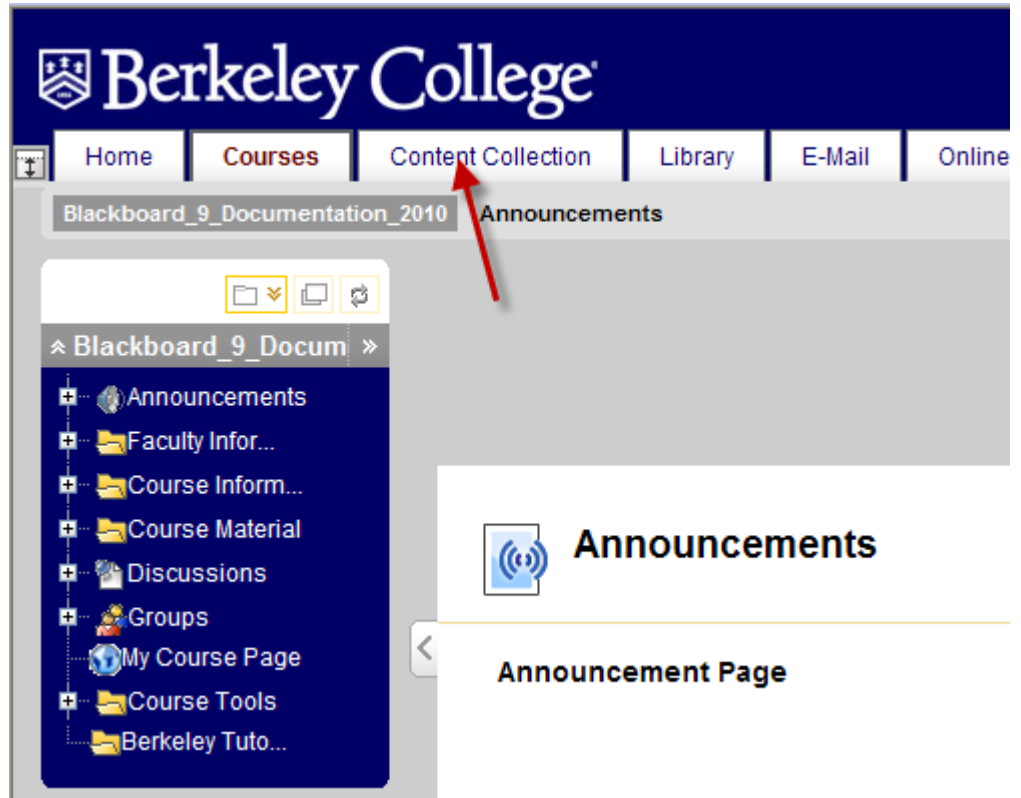
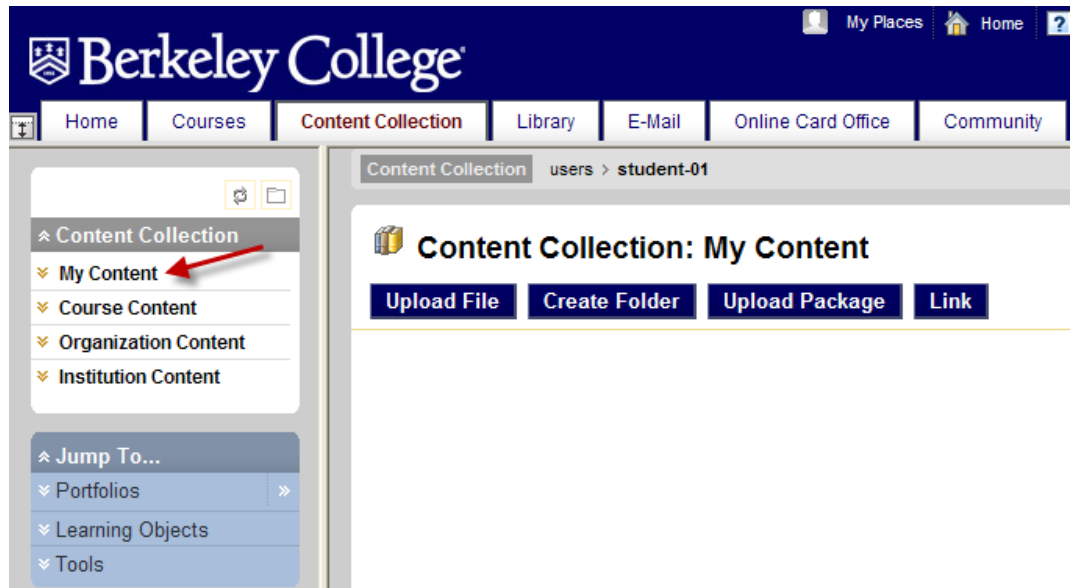


Adding a Document to the Content Collection

1. Access your Blackboard Course and click on the **Content Collection** tab.



2. You will see the **My Content** Area.



3. Click on **Upload File**.

The screenshot shows the Berkeley College Content Collection interface. The top navigation bar includes links for Home, Courses, Content Collection (highlighted), Library, E-Mail, Online Card Office, and Community. The main content area is titled 'Content Collection: My Content' and features four buttons: 'Upload File', 'Create Folder', 'Upload Package', and 'Link'. A red arrow points to the 'Upload File' button. On the left, a sidebar menu shows 'Content Collection' expanded with sub-items: 'My Content', 'Course Content', 'Organization Content', and 'Institution Content'. Below this is a 'Jump To...' section with 'Portfolios', 'Learning Objects', and 'Tools'.

4. Click on **Browse** and find your file. **Select options.** For example, **Share Comments.**

The screenshot shows the 'Add File' form. It has a title 'Add File' and a note '* Indicates a required field.' The form is divided into two sections: '1. File Information' and '2. Options'. In the 'File Information' section, there is a text input field containing the file path 'C:\Documents and Settings\maryjane-clerkin\My Document' and a 'Browse...' button. A red arrow points to the 'Browse...' button. Below the text field is a checkbox labeled 'Overwrite if a file with the same name exists.' In the 'Options' section, there are three checkboxes: 'Lock File' (with a sub-note 'If the file is locked, only the person who locked it may unlock it.'), 'Share Comments' (with a sub-note 'If Comments are Shared, users with Read permission may view and add Comments.'), and 'Enable Tracking' (with a sub-note 'If Tracking is enabled, each instance that a user interacts with an item is recorded.').

5. **Submit.**

The screenshot shows the bottom section of the form, which is a dark grey bar. Below this bar are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.


6. You will receive a **message** that your file has been created.

Success: Item created.


Content Collection: My Content

[Upload File](#) [Create Folder](#) [Upload Package](#) [Link](#)



[Bookmark Items](#) [Email Items](#) [Download](#) [Copy](#) [Move](#) [Delete](#)

<input type="checkbox"/>	Name	Edited
<input type="checkbox"/>	 SYLLABUS.docx	Feb 21, 2010 8:52:05 PM


[Bookmark Items](#) [Email Items](#) [Download](#) [Copy](#) [Move](#) [Delete](#)

 Indicates a notification on this directory

7. Next, click on the down arrow, and click on **Permissions**.

 SYLLABUS.docx  Feb 21, 2010 8:52:05 PM

[Bookmark Items](#) [Email Item](#) [Delete](#)

 Indicates a notification on this d

- > Open
- > Open in Web Folder
- > 360° View
- > Edit
- > Comments (None)
- > Overwrite File
- > Passes (None)
- > **Permissions**
- > Tracking (Disabled)
- > Bookmark Item
- > Download Item
- > Download Package
- > Email Item
- > Copy
- > Move
- > Delete
- > Metadata - General (No Data)

© 1997-2010 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,133 Additional Patents Pending.

8. Choose **Permissions** and click OK.


 **Manage Permissions: SYLLABUS.docx**

Share files and folders by assigning one or more permissions to individual users and groups of users.

[Select Specific Users](#) [Select Specific Users By Place](#) [Select Roles](#) [Permit Any...](#)


User/User List	Read	Write	Remove	Manage
Owner (Student 01)	✓	✓	✓	✓

9. Your file is now in the Content Collection.


 **Content Collection: My Content**

[Upload File](#) [Create Folder](#) [Upload Package](#) [Link](#)

[Bookmark Items](#) [Email Items](#) [Download](#) [Copy](#) [Move](#) [Delete](#)

<input type="checkbox"/>	Name	Edited
<input type="checkbox"/>	 SYLLABUS.docx	Feb 21, 2010 8:52:05 PM

[Bookmark Items](#) [Email Items](#) [Download](#) [Copy](#) [Move](#) [Delete](#)

 Indicates a notification on this directory