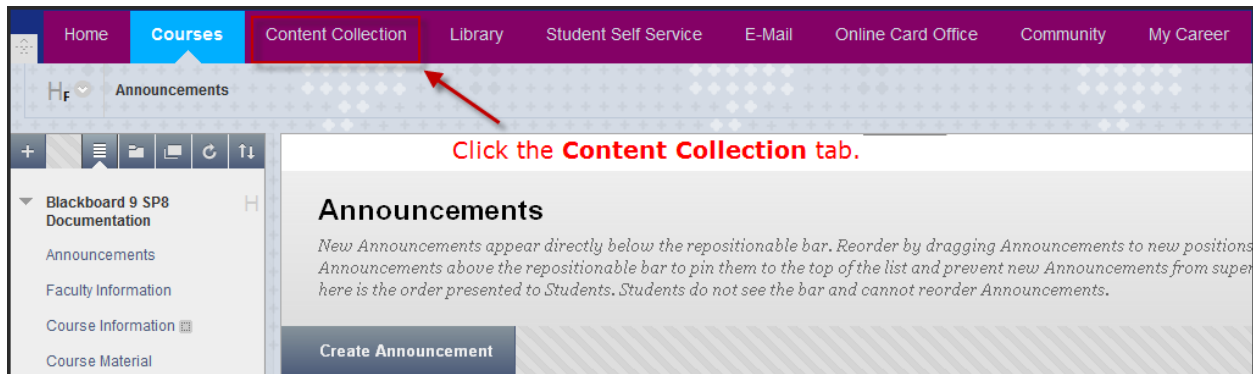
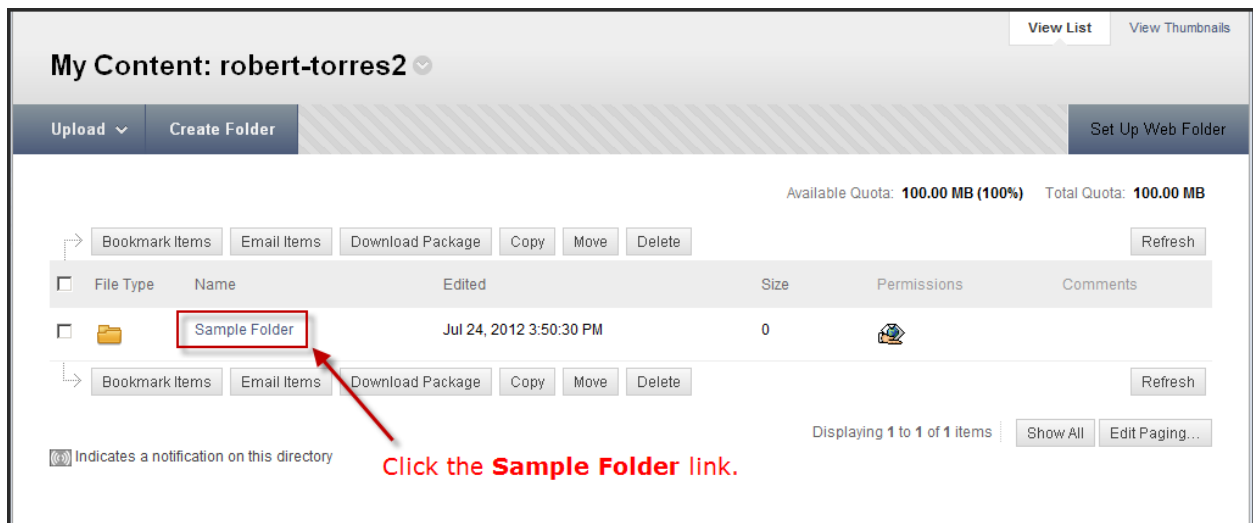


Content Collection: Uploading a File

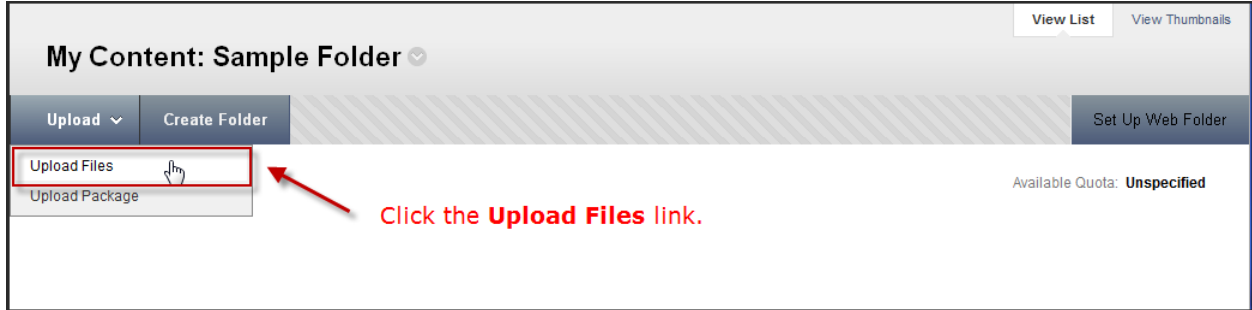
The Content Collection system allows a user to store content in Blackboard and is required for creating an e-Portfolio. To upload a file into the Content Collection start by clicking on the **Content Collection** tab.



Next, navigate to the folder storing the file and click the **Sample folder**.

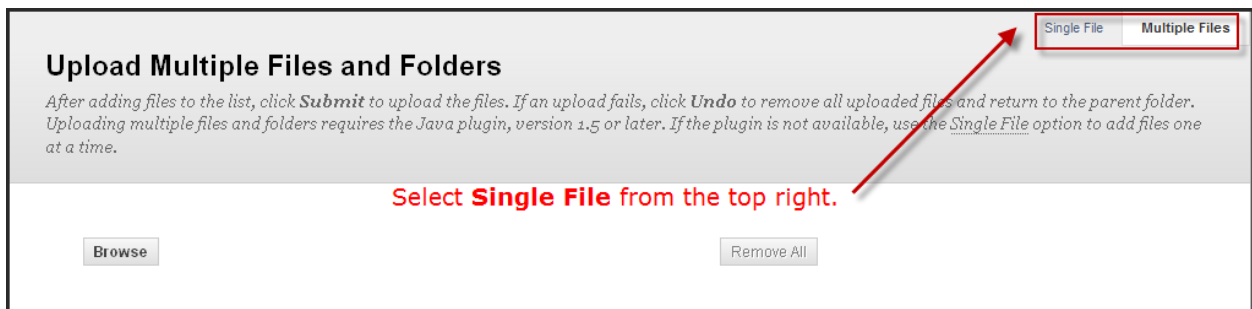


Select the **Upload Files** option from the Upload drop down menu.

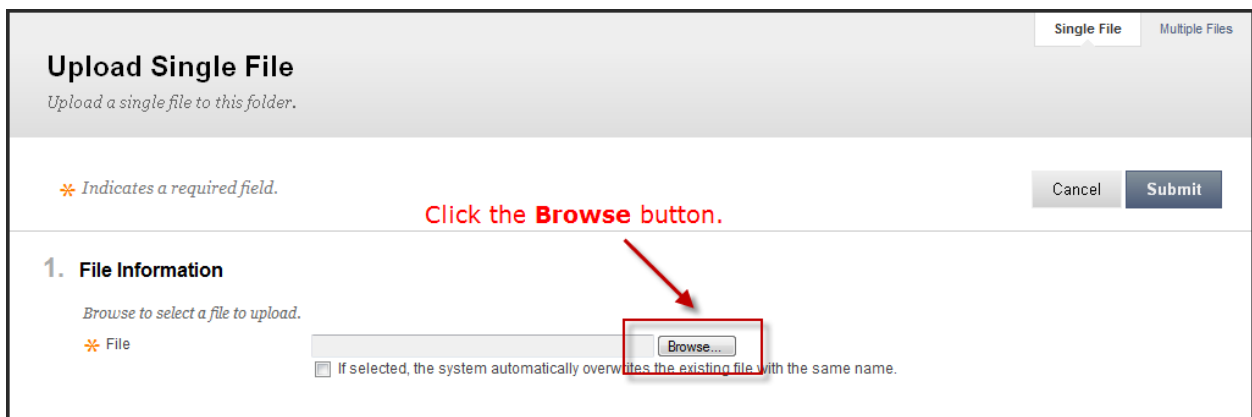


In this window faculty have the option to upload **Multiple files** or a **Single file**. To upload multiple files faculty must have the **Java plugin, version 1.5 or later**. If faculty does not have this plugin the **Single File** upload option will have to be used. In this document you will be shown how to use the Single file upload method.

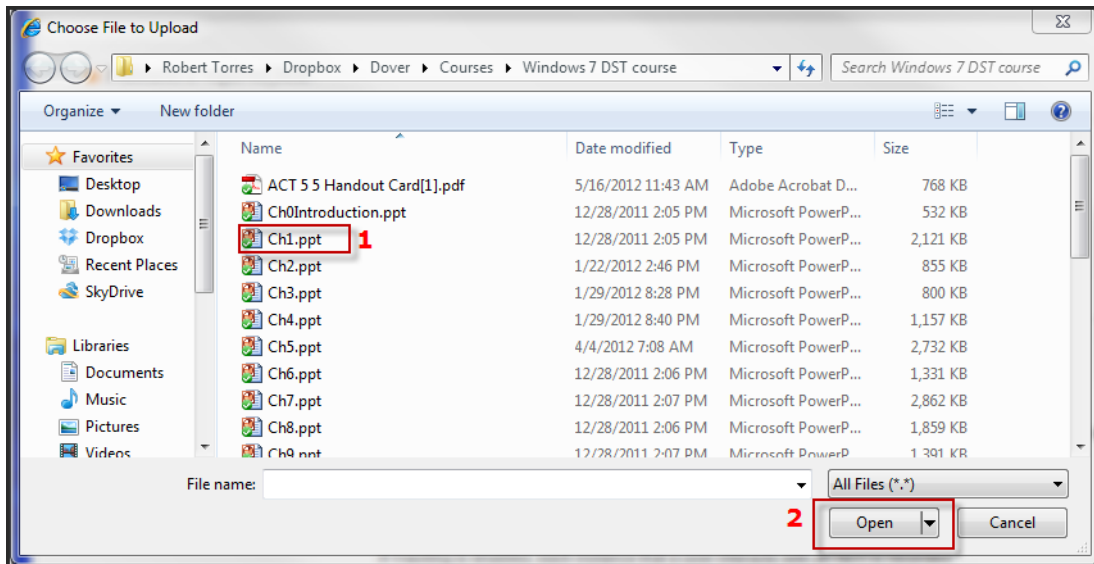
To begin the **Single File** upload option select the **Single File** icon.



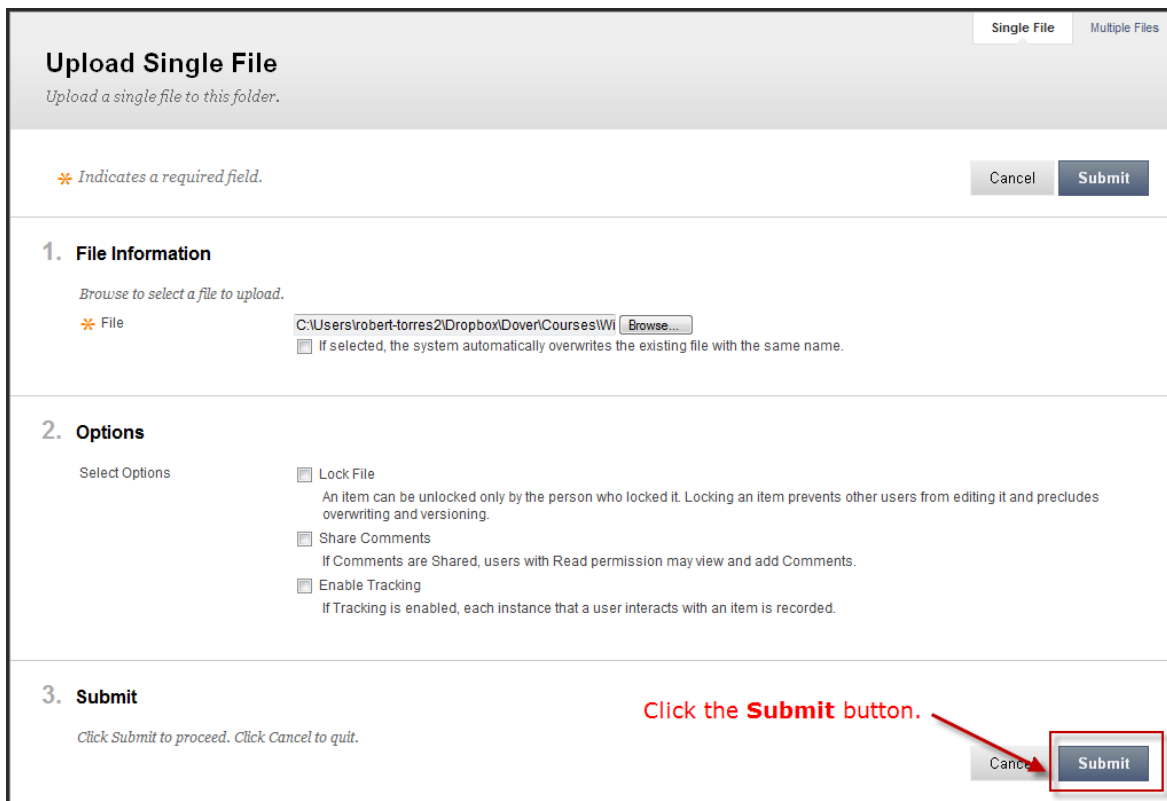
Next select a file to upload by clicking on the Browse button. Faculty can browse for a file on their local machine by clicking on the **Browse** button or use the "drag and drop files and folders" option.



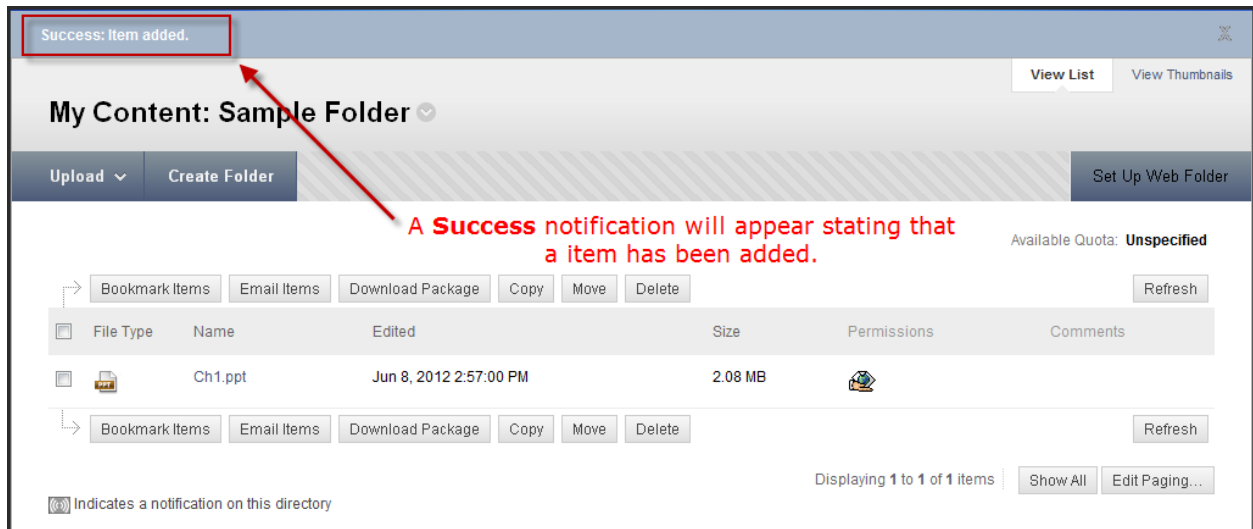
The **Choose File to Upload** window pops up, navigate to and then select the file. Keep in mind that the focus of this tutorial will include a file called **Ch1.ppt** from the local hard drive. Select the file and click **Open**.



Once the file has been queued, click **Submit** button to upload.



The file is listed along with a confirmation indicating the file has been added successfully.



The screenshot displays a file management interface for a folder named "My Content: Sample Folder". At the top, a notification bar shows "Success: Item added." with a close button. Below this, the folder name is displayed along with "View List" and "View Thumbnails" options. A navigation bar includes "Upload" and "Create Folder" buttons, and a "Set Up Web Folder" button. A red arrow points from the success notification to a red text annotation: "A Success notification will appear stating that a item has been added." The main area shows a table of files with columns for File Type, Name, Edited, Size, Permissions, and Comments. A single file, "Ch1.ppt", is listed with an edit time of "Jun 8, 2012 2:57:00 PM" and a size of "2.08 MB". Below the table, there are buttons for "Bookmark Items", "Email Items", "Download Package", "Copy", "Move", "Delete", and "Refresh". At the bottom, it indicates "Available Quota: Unspecified" and "Displaying 1 to 1 of 1 items" with "Show All" and "Edit Paging..." options. A small icon with a bell and the text "Indicates a notification on this directory" is also present.

Success: Item added.



My Content: Sample Folder

View List View Thumbnails

Upload Create Folder Set Up Web Folder

A **Success** notification will appear stating that a item has been added.


Available Quota: **Unspecified**

File Type	Name	Edited	Size	Permissions	Comments
	Ch1.ppt	Jun 8, 2012 2:57:00 PM	2.08 MB		

Bookmark Items Email Items Download Package Copy Move Delete Refresh

Bookmark Items Email Items Download Package Copy Move Delete Refresh

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

 Indicates a notification on this directory