



BELLEVUE
UNIVERSITY

Faculty Resources Department

CONTENT COLLECTION - COURSE

Version 1

Development for this tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

Learning Objectives:

Upon completion of this training tutorial, Faculty will be able to:

- Understand the importance of the Content Collection
- Update Documents utilizing the Overwrite option
- Link Files from the Course Content Collection

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WHAT IS THE CONTENT COLLECTION

The Content Collection is a file repository used to store, manage, and share course content. The Content Collection functions as a virtual hard drive that can be accessed from any computer by logging into a user's Blackboard account. When a file resides in the Content Collection, it can easily be reused and linked to any Blackboard course through the use of a dynamic link. Please note that for the use of the Content Collection as described in this guide, you should always utilize the dynamic link. If a file that resides in the Content Collection needs updating, Faculty only need to update it once, eliminating the need to go into each course to upload an updated version of the file.

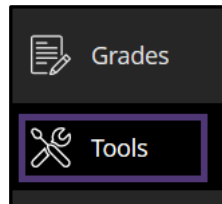
Please refer to the [Notes](#) section of this tutorial for more information about this topic.

ACCESSING THE CONTENT COLLECTION

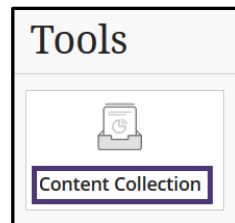
There are a couple of different ways to access the Content Collection:

Tools Section

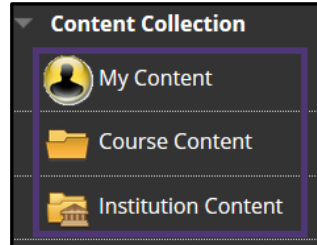
1. On the left navigation pane, click on **TOOLS**



2. Click on **CONTENT COLLECTION**

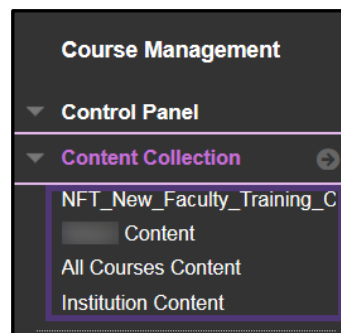


3. Click on the **CONTENT AREA** you wish to navigate to



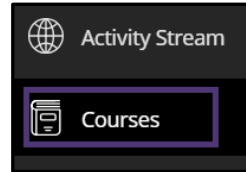
In a Course

1. After accessing a course, click on **CONTENT COLLECTION** to expand the contextual menu
2. Click on the **CONTENT AREA** you wish to navigate to

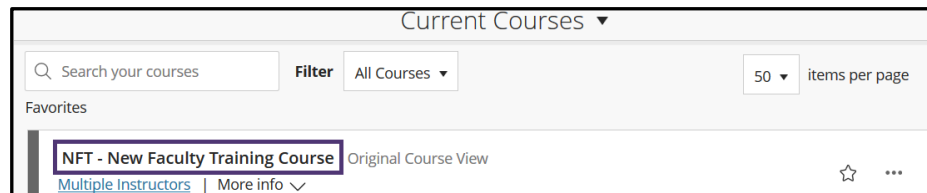


UPDATING A DOCUMENT IN THE CCC: OVERWRITE OPTION

1. On the left navigation pane, click on **COURSES**

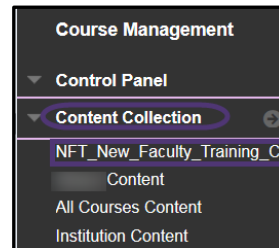


2. Select the **COURSE** where you would like to update the document



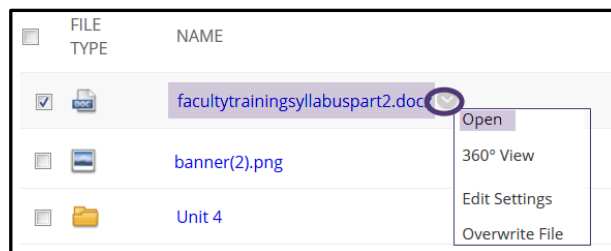
3. In the Course Control Panel, click on **CONTENT COLLECTION** to expand the contextual menu

4. Click on the **COURSE NAME**



5. Locate the **FILE** to be updated

6. Click the **FILE NAME** or on the **DOWN ARROW** to the right of the file name to open



7. Make **UPDATES**

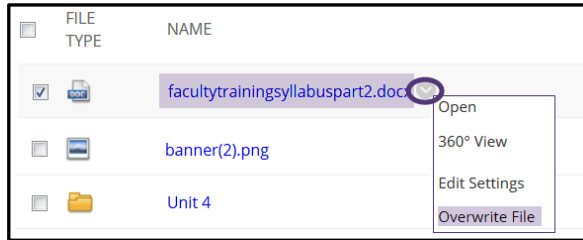
8. Save with the same **NAME** and **FILE TYPE** as the original



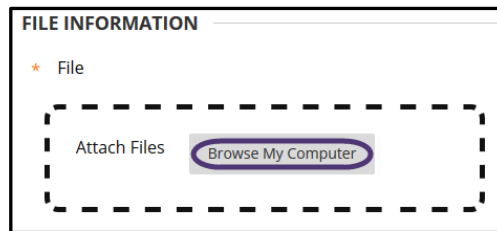
This cannot have versioning, dates, or file name updated. The document name and file format must remain the same – the content can be updated and changed.

9. Click on the **DOWN ARROW** to the right of the file name to expand the contextual menu

10. Click **OVERWRITE FILE** from the drop-down list



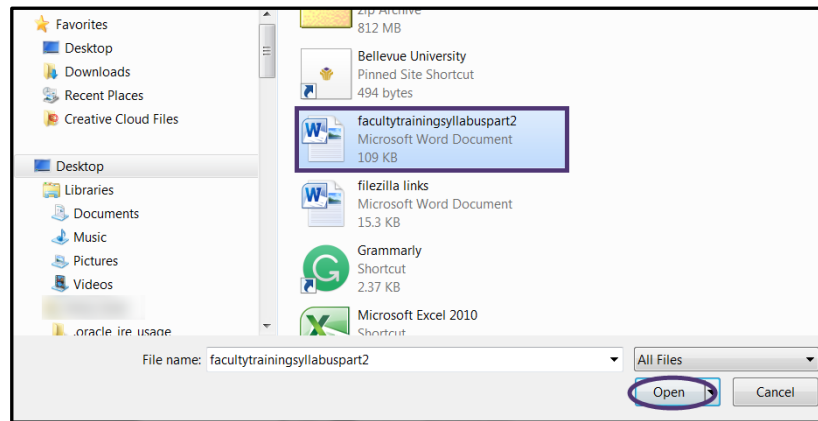
11. Click **BROWSE MY COMPUTER**



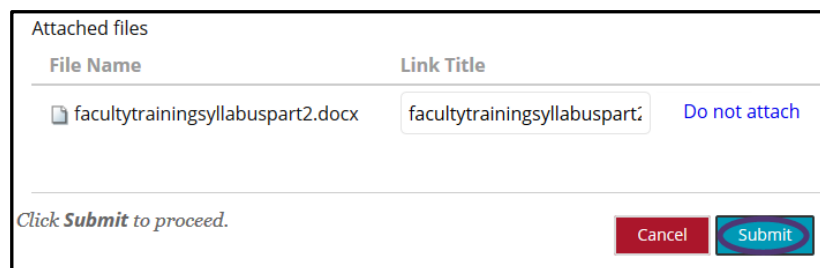
12. Navigate to the saved **FILE** location on your computer

13. Select the **FILE**

14. Click **OPEN** or **DOUBLE-CLICK** on the file



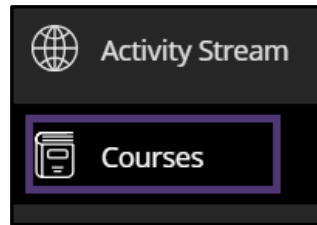
15. Click **SUBMIT**



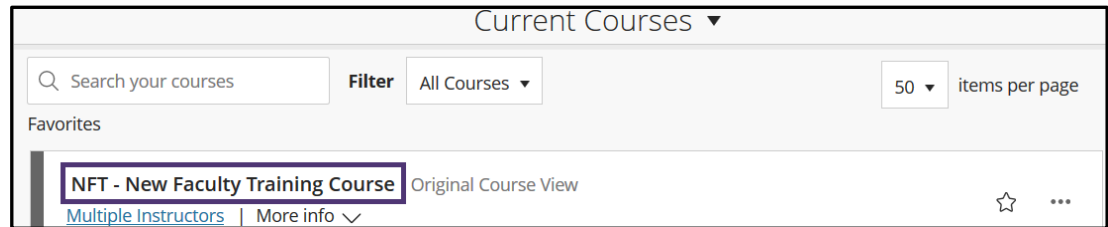
16. Locate the **DOCUMENT** within the course and verify the changes are updated

ATTACHING A FILE FROM THE CCC

1. On the left navigation pane, click on **COURSES**



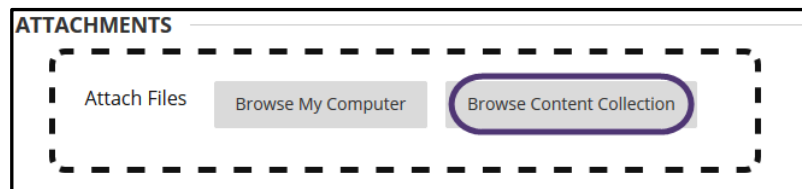
2. Select the **COURSE** where you would like to attach the file/document



3. Navigate to the **ITEM** within the course
4. Click the **DOWN ARROW** next to the item to expand the contextual menu
5. Click **EDIT** from the drop-down list



6. Click **BROWSE CONTENT COLLECTION**

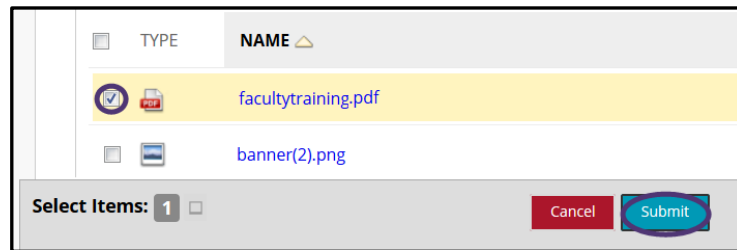


7. Select the **CHECK BOX** to the left of the item



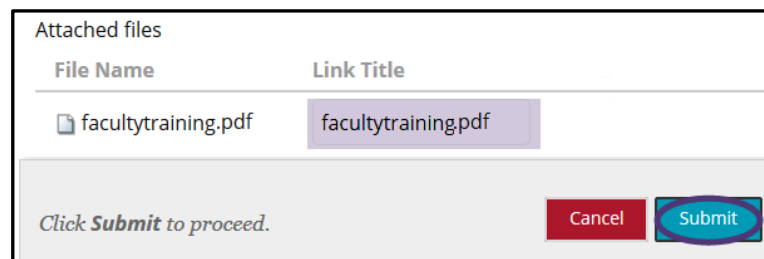
Carefully select the needed item when using this navigation. There is a grey bar below that shows **SELECT ITEMS** – this should remain 0 until the item is clicked. At that time, it should only be 1. If there are multiples, this process will have to be repeated.

8. Click **SUBMIT**



The attachment will appear in the Attached Files area.

9. Click **SUBMIT** when finished



VERSIONS

Version	Date	Developer Name	Description of Changes
1	10082018	Misty Sidel	New Template

DISCLAIMER

Although we have made every effort to provide you with accurate instructions and screenshots, we encourage you to reach out to us if you note any discrepancies or inaccuracies with the process/steps provided. To recommend a change, please reach out to the Faculty Resources Department, FRD@bellevue.edu.

ADDITIONAL INFORMATION

PDFs can only be edited if you have access to Adobe Acrobat Pro.

For more information about this topic, view the [Content Collection: ICC and CCC](#) tutorial.

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