

Blackboard had recently added new and exciting features. One of these is Content Collection. Content Collection allows the sharing of files across course sites, the university users or among colleagues at other institutions.

Content Collection will allow you to create a virtual drive on multiple computers to which you will have access. This can be a work computer, home computer and a laptop. Files saved to that virtual drive will be available to you from any of those computers as long as you have an Internet connection. You can drag and drop multiple files into you Content Collection area. You can edit and save them online. You can link to those files from within Blackboard course sites which means you will not have to delete and upload a new file whenever you make a change. Also these files can be shared with university colleagues and even off campus colleagues.



To use the Content Collection feature login to Blackboard at <https://campus.fsu.edu> and then click Content Collection.

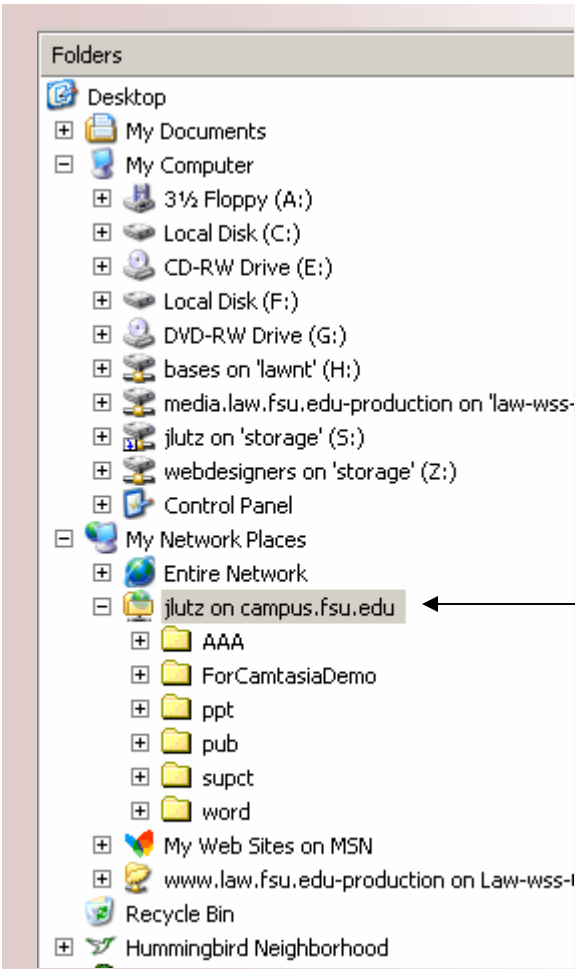
Content Collection: My Content



Once in the Content Collection area you can add an item, folder or Link by clicking on the icon.

This works best in Internet Explorer. To add a virtual drive to the "My Network Places" on your personal computer, Click on Web Folder. You will be prompted for your user name and password. This is the same password used for BlackBoard.

You can do this in Firefox too, but the procedure is a little more complicated. For detailed instructions on this go to: <https://campus.fsu.edu/webapps/bbcms/static/>



After clicking on Web Folder you can view this virtual drive on your computer listed under My Network Places.

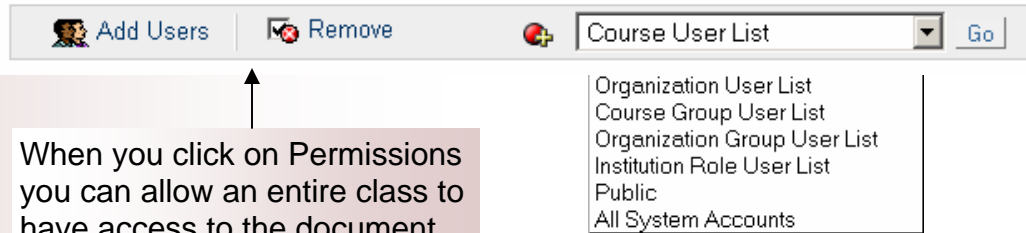
You can drag and drop files and folders from your computer to the campus.fsu.edu virtual drive. And you will have access to those files on any computer that you've added this feature to and that has an Internet connection.



You can change features on files by clicking on Modify.

- ▶ **Properties**
Modify properties and lock options.
- ▶ **Overwrite File**
Upload a file to replace the current file.
- ▶ **Metadata**
Add metadata to this item.
- ▶ **Versions**
Versioning creates a new file each time a file is saved.
Current Status: Disabled
- ▶ **Permissions**
Share this item with individual users and...
- ▶ **Passes**
Passes are used to give restricted access to a file for a specific number of visits and/or a specific length of time.
Current number of passes: None
- ▶ **Tracking**
Tracking records each instance that a user accesses a file.
Current Status: Disabled
- ▶ **Comments**
Manage comments for this item.
- ▶ **Manage Catalog Entries**
Add, modify or remove Catalog Entries.

The modify feature allows you to add features to that particular file. Enabling Versions will create a new file every time a file is saved so you can easily see what changes have been made. Permissions allows you to share a file with an entire class or with individual university users. Passes allows you to share a file with non-university users.



When you click on Permissions you can allow an entire class to have access to the document or an individual university user.