


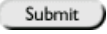

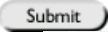

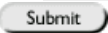
Blackboard's Content Collection

Adding Files to the Content Collection

Updating files within the Content Collection can be done in several ways.

Adding Individual Files, Folders, or Links

If you are simply adding a single file, folder, or link to the Content Collection, you may find the Content Collection tool bar to be your fastest option.

- Click on  **Item** to add a single file from your PC to the appropriate folder. Use the **Browse** button to browse to the location where that file resides on your PC, review the other options, then click .
- Use  **Folder** to add a folder to your directory tree structure. Give the folder a name, review the other options, then click .
- Use  **Link** to add a link to the Content Collection. Give the link a name, enter the full URL, review the other options, then click .