


Blackboard's Content Collection





Adding Multiple Files or Folders

The most expedient way to add multiple files and/or full folders into the Content Collection is through the use of the  **Web Folder**, which creates a Web Folder in **My Network Places** on your PC, and opens a new window showing your files and folders on the Content Collection.

► **Take Note:** You should be at the *top* of your directory tree (/users/youruserid/) when you create your Web Folder.




Steps for setting up that Web Folder can vary depending upon the browser you are using.

In Internet Explorer:




1. From the **Content Collection** tab, click on  **Web Folder**. This will create a Blackboard folder on your hard drive under **My Network Places**.
2. Click on the Windows **Start** button. Click on **My Computer**. Click on the **Folders** button in the Windows task bar.
3.  Click on the  **My Network Places** button within the folder window. You will see your web folder on Blackboard
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(...onbb.siue.edu)
4. Double click on that folder to open it. If need be, navigate within that folder to the appropriate subfolder which will serve as the final destination for the file you are about to add.
5. From My Computer, navigate to the location of the file or folder on your PC (hard drive, floppy drive, zip drive, CD, etc.) which you wish to add to the Content Collection. Click on the **middle** Windows button  to reduce the size of the screen. Click on the file or folder on your PC and drag and drop it into the open Web Folder in Blackboard.

In Netscape, Safari, Firefox and all Macintosh browsers:

1. From the **Content Collection Tab**, click on the **Modify** link next to your personal user folder.

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Click on the **Properties** link on the **Modify Folder** screen. Copy the URL listed under **Folder Information**.

1. Click on the Windows **Start** button. Click on **My Computer**. Click on the **Folders** button  in the Windows task bar.
2. Click on the button  **My Network Places** within the folder window.
3. Double click on **Add Network Place**. The **Add a Network Place Wizard** will open. When prompted, click on **Choose Another Network Location**.
4. Paste the URL copied in step 2 above into the **Internet or network address box**.
5. Click **Next**. You will be prompted to enter your User ID and password. A name will be suggested (youruserid on bb.siue.edu). Accept that suggestion. Select **Finish**. The web folder will open and will now appear in **My Network Places**.
6. If need be, navigate within that folder to the appropriate subfolder which will serve as the final destination for the file you are about to add.
7. From My Computer, navigate to the location of the file or folder on your PC (hard drive, floppy drive, zip drive, CD, etc.) which you wish to add to the Content Collection. Click on the **middle** Windows button  to reduce the size of the screen Click on the

file or folder on your PC and drag and drop it into the open Web Folder in Blackboard.

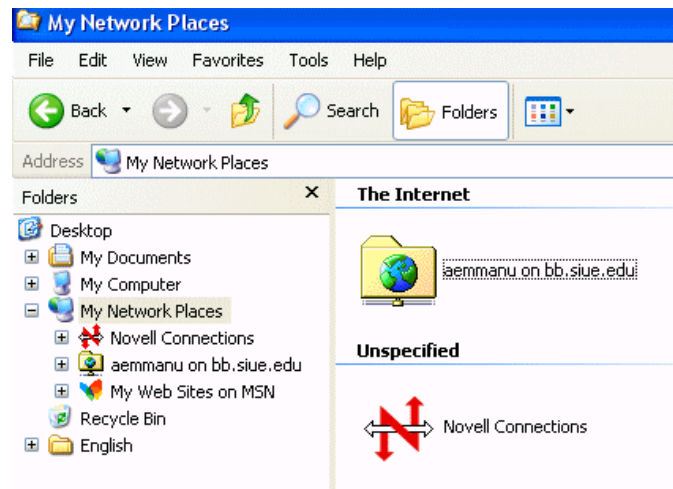
► **Take Note:** You can create a shortcut on your Desktop to the Web Folder in Blackboard in order to facilitate dragging and dropping content on your PC directly into the Content Collection. To create a shortcut, **right** click on the Web Folder and select **Shortcut**. Select your Desktop as the destination for that shortcut.



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► **Take Note:** You only need to create the Blackboard connection in My Network Places **once** on your home or office PC from which you are accessing your Blackboard course.

► **Take Note:** Faculty and students alike who create a **Web Folder** in the **Content Collection** on a computer in a **public setting** should **delete their personal Blackboard folder** located in **My Network Places** prior to walking away from that computer. If the My Network Places icon is not already available on the Desktop, open **My Computer**. Click on **Folders**, and select **My Network Places** in the Folders frame.



Right click on your Blackboard folder

and select **Delete**.