


Blackboard's Content Collection

Editing Files in the Content Collection

Once you have followed the steps outlined above to create a Web Folder in Blackboard, editing files is accomplished most expediently through the Web Folder. Accessing that Web Folder can be done in a number of ways:

- If you just finished creating a Web Folder, simply navigate to the file you wish to update in the new window (<https://bb.siue.edu/bbcswebdav/users/...>) that opened.
- If you previously created a Web Folder and a shortcut on your Desktop to the Web Folder, simply click on that shortcut. When the new window opens (<https://bb.siue.edu/bbcswebdav/users/...>), navigate to the file you wish to update. If you are not already logged into Blackboard, you will need to enter your user Id and Password in order to connect to your Web Folder.
- If you already created a Web Folder, but did *not* create a shortcut to it on your Desktop, navigate to My Computer and then My Network Places and open the folder labeled **...on bb.siue.edu**  æmmanu on bb.siue.edu . When the new window opens (<https://bb.siue.edu/bbcswebdav/users/...>), navigate to the file you wish to update. If you are not already logged into Blackboard, you will need to enter your user Id and Password in order to connect to your Web Folder.
- If you are already logged into Blackboard, click on the Content Collection tab. Navigate to the **folder** which contains the document you wish to update. *Do NOT navigate down to the file itself*. At the folder level, click on the **Modify** link next to the folder containing the file(s) you wish to update. A **Modify Folder** screen will open. Click on the **Open Web Folder** link.

Double clicking on a file in the Web Folder will open it in the program in which it was created (i.e. Word). If the application does not automatically open, open the application (i.e. Word) on your PC and then double click on the document again. Make your changes. Save the document. The content is changed in the Content Collection and automatically updated in each course linking to it.

► **Take Note:** Once a file in the Content Collection has been linked within a course(s), if you subsequently **change the name of that file or its location** in the directory structure, you **will break the link(s)** to that content within your course(s). Use the **Check Collection Links** link in the **Control Panel, Tools** section, of each course periodically in order to check your links. This is especially important if you are renaming or moving content in the Content Collection.