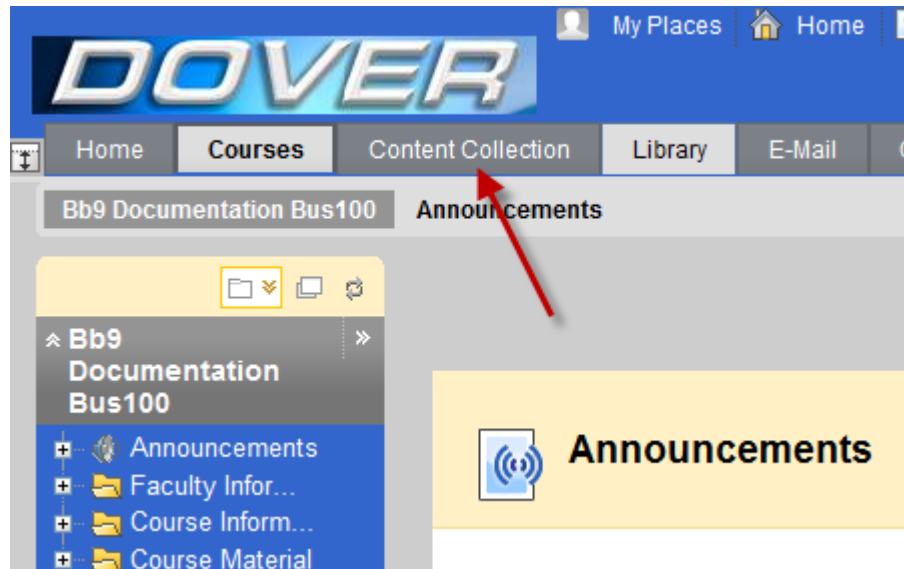
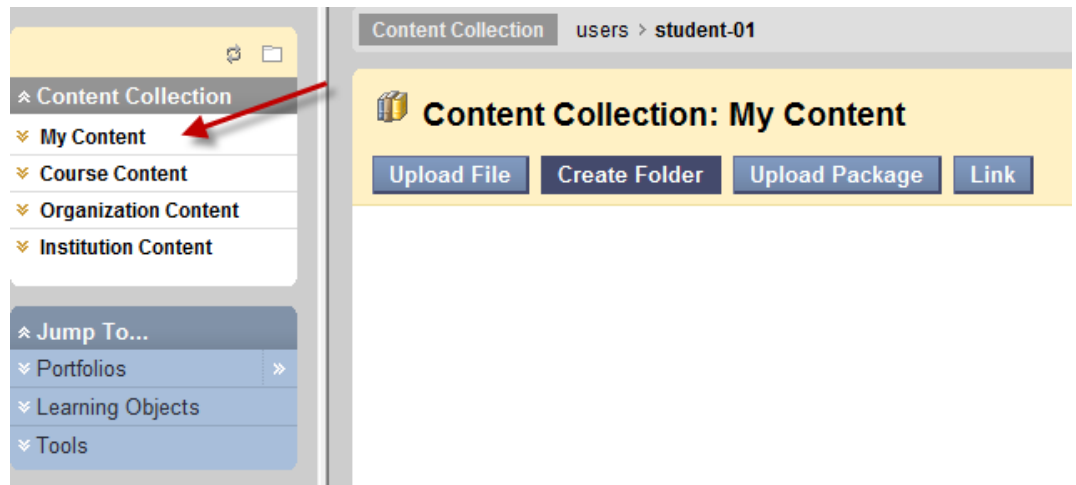


Adding a Document to the Content Collection

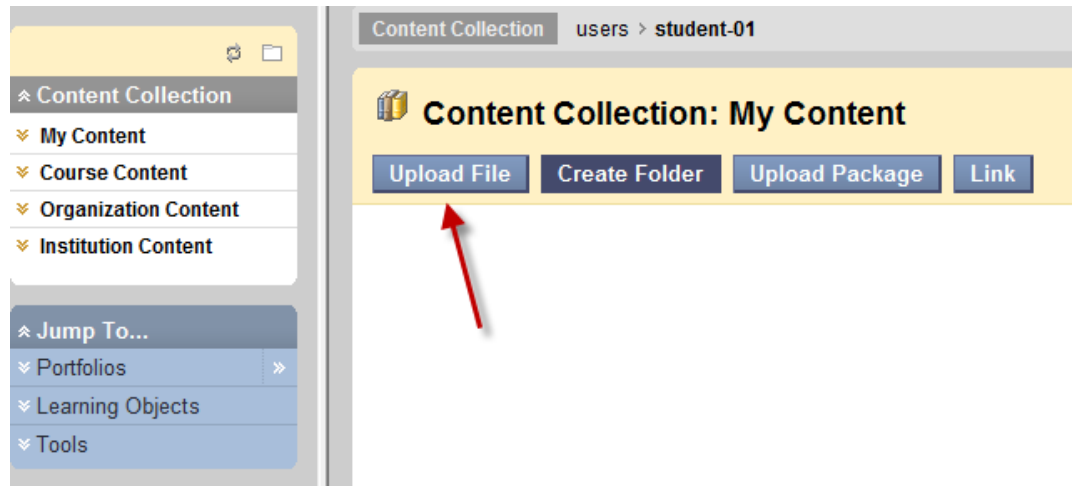
1. Access your Blackboard Course and click on the **Content Collection** tab.



2. You will see the **My Content** Area.

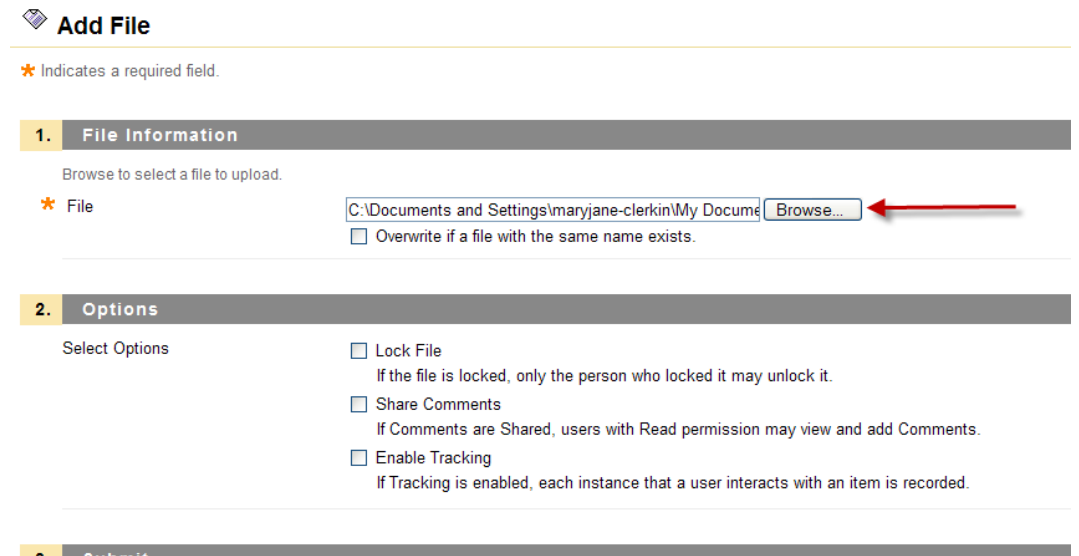


3. Click on **Upload File**.



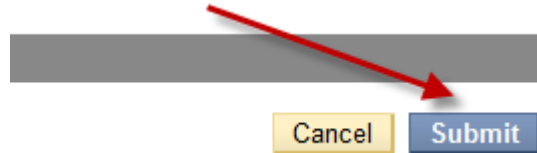
The screenshot shows a web interface for 'Content Collection' under the user 'student-01'. On the left is a navigation menu with categories like 'My Content', 'Course Content', 'Organization Content', and 'Institution Content'. The main area is titled 'Content Collection: My Content' and contains four buttons: 'Upload File', 'Create Folder', 'Upload Package', and 'Link'. A red arrow points to the 'Upload File' button.

4. Click on **Browse** and find your file. **Select options.** For example, **Share Comments.**



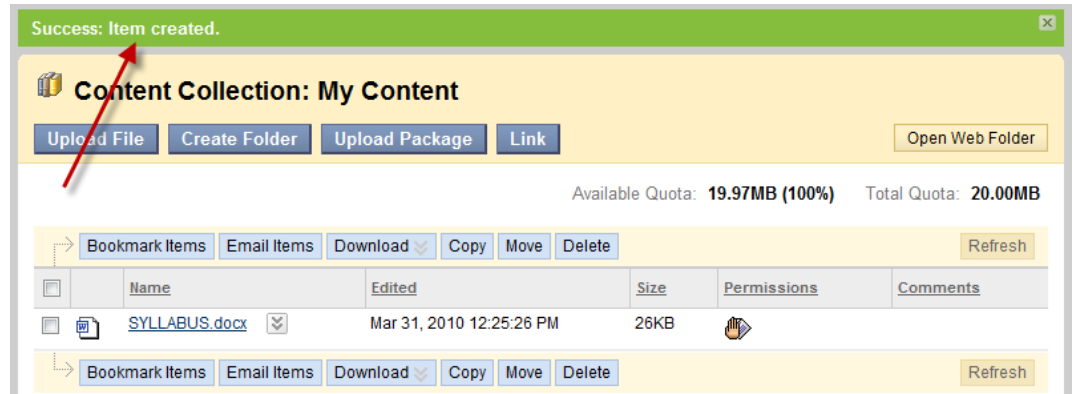
The screenshot shows the 'Add File' form. It has a section '1. File Information' with a 'Browse...' button next to a file path. A red arrow points to the 'Browse...' button. Below this is a section '2. Options' with three checkboxes: 'Lock File', 'Share Comments', and 'Enable Tracking'. The 'Share Comments' checkbox is checked, and a red arrow points to it.

5. **Submit.**



The screenshot shows a dark grey bar at the top of the form. Below it are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

6. You will receive a **message** that your file has been created.



Success: Item created.

Content Collection: My Content

Upload File Create Folder Upload Package Link Open Web Folder

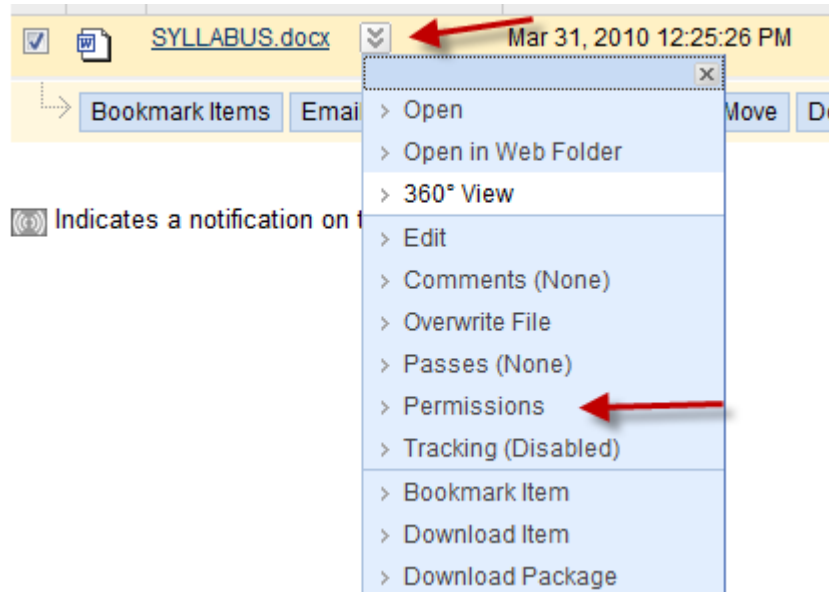
Available Quota: 19.97MB (100%) Total Quota: 20.00MB

Bookmark Items Email Items Download Copy Move Delete Refresh

Name	Edited	Size	Permissions	Comments
SYLLABUS.docx	Mar 31, 2010 12:25:26 PM	26KB		

Bookmark Items Email Items Download Copy Move Delete Refresh

7. Next, click on the down arrow, and click on **Permissions**.



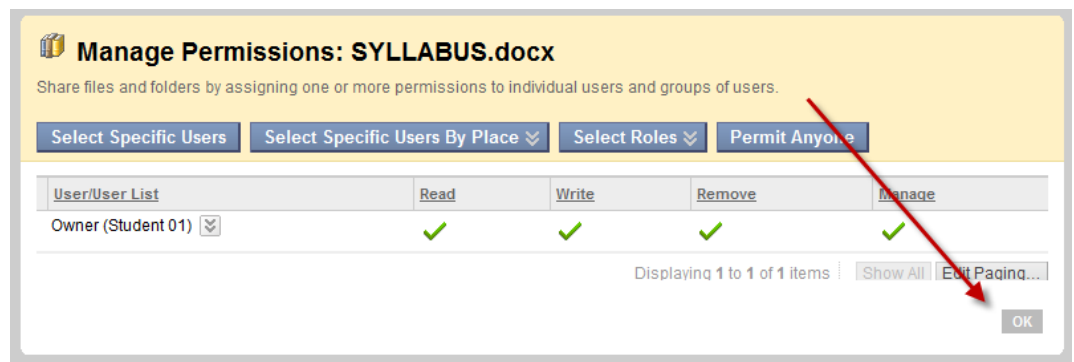
SYLLABUS.docx Mar 31, 2010 12:25:26 PM

Bookmark Items Email Move De

- > Open
- > Open in Web Folder
- > 360° View
- > Edit
- > Comments (None)
- > Overwrite File
- > Passes (None)
- > **Permissions**
- > Tracking (Disabled)
- > Bookmark Item
- > Download Item
- > Download Package

Indicates a notification on

8. Choose **Permissions** and click OK.



Manage Permissions: SYLLABUS.docx

Share files and folders by assigning one or more permissions to individual users and groups of users.



Select Specific Users Select Specific Users By Place Select Roles Permit Anyone

User/User List	Read	Write	Remove	Manage
Owner (Student 01)	✓	✓	✓	✓

Displaying 1 to 1 of 1 items Show All Edit Page...

OK




9. Your file is now in the Content Collection.

 **Content Collection: My Content** 

[Upload File](#) [Create Folder](#) [Upload Package](#) [Link](#) [Open Web Folder](#)

Available Quota: **19.97MB (100%)** Total Quota: **20.00MB**

[Bookmark Items](#) [Email Items](#) [Download](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

<input type="checkbox"/>	Name	Edited	Size	Permissions	Comments
<input type="checkbox"/>	 SYLLABUS.docx 	Mar 31, 2010 12:25:26 PM	26KB		

[Bookmark Items](#) [Email Items](#) [Download](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)