



Technical College System of Georgia

Blackboard: The Content Collection

Erica Roberson, GVTC

Blackboard Access

- If you do not yet have access to Blackboard or do not have access to a Blackboard course, please reach out to your contact person for Economic Development or Adult Education.
- Your contact person will let you know when your access will be available.

What will we cover?

- Creating Files and Folders
- Creating and Editing Content
- Organizing and Managing Content
- Sharing Content and Permissions
- Reusing Content

What is the Content Collection?

- The Content Collection is used to store your course files. Any files that are uploaded to your course are stored here.
- You can upload files directly to the content collection, share files and link files in different areas of the course.

Content Collection Storage Space

- Instructors have 500 MB of storage space.
- File sizes must be smaller than the available amount of space.
- Once storage space starts getting low, if a file size is larger than the available amount of space, you will get an error during the upload process.

Content Collection Example

The screenshot displays a course content management system interface. On the left is a navigation sidebar with a 'Content Collection' menu item highlighted by a red box and a red arrow. The main area shows the course content for '850_Turnitin_Training_Course'. At the top of the main area are buttons for 'Upload', 'Create HTML Object', and 'Create Folder'. Below these are action buttons: 'Download Package', 'Copy', 'Move', 'Recycle', and 'Refresh'. A table lists the content items with columns for File Type, Name, Edited, Size, Accessibility, and Permissions. The items listed are:

File Type	Name	Edited	Size	Accessibility	Permissions
Folder	Recycle Bin	May 10, 2020 12:46:49 PM	0		
PPT	IntroductoryOceanography.ppt	May 8, 2020 10:16:21 AM	999 KB	Accessibility icon (red)	
DOCX	Mind the gap article_accessible.docx	May 8, 2020 10:16:21 AM	169.4 KB	Accessibility icon (green)	
DOC	study_guide_final_test(1).doc	May 8, 2020 10:16:21 AM	26 KB	Accessibility icon (green)	
PDF	WHAT IS LITERACY.pdf	May 8, 2020 10:16:20 AM	87.4 KB	Accessibility icon (green)	

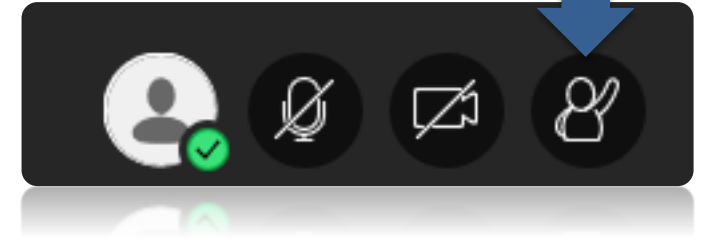
At the bottom of the main area, there are more action buttons: 'Download Package', 'Copy', 'Move', 'Recycle', and 'Refresh'. A pagination bar at the bottom right indicates 'Displaying 1 to 5 of 5 items' with 'Show All' and 'Edit Paging...' buttons.

Files and Folders

- Create folders to organize your files.
- You may want to upload your files to the content collection first, then link them to areas in the course.

Questions?

If you would like to use your microphone to ask a question, please raise your hand and we will turn on your microphone.



Once you have been granted access press the microphone icon to turn on your microphone – **a live microphone will not have a line through the icon.**

