



# **IDSC**

## **Instructional Development Support Center**

### **Introduction to Blackboard Academic Suite II: Content System**

**Nimitz 107  
(410) 293-2508**

## Objectives

Blackboard is a powerful on-line course management tool that faculty can use to improve teaching and learning experiences. Blackboard Academic Suite consists of the following systems:

- **Learning System** – enables instructors to create and manage course content, use publisher content, evaluate performance and communicate with students.
- **Content System** – provides an online repository for content storage equivalent to a web-based virtual hard drive.
- **Community System** – provides the same online course environment/structure for academic support activities (such as Instructional Development Support Center) and non-academic needs (such as organizations and sports)

The Introduction to the Blackboard Academic Suite II course focuses on the Blackboard Content System. After this workshop, you should be able to:

- Add/Edit files and folders in the Content Collection
- Add/Edit multiple files and folders using Web Folders
- Manage versions of a file
- Modify file and folder properties
- Manage file and folder permissions
- Create links from within a course to files/folders on the Content Collection

## Table of Contents

Access the Content System.....	4
Log in to Blackboard.....	4
Access the Content System.....	4
Organize Course Folders.....	5
About Course Folders.....	5
Storing Content for a Single Course.....	5
Add Files/Folders to the Content Collection.....	5
Option 1: Add files/folders directly in the Content Collection .....	5
Option 2: Add files/folders using a Web Folder .....	6
Edit Files/Folders in the Content Collection .....	7
Copy, Move, or Remove Files/Folders .....	7
Option 1: Copy, move, or remove files/folders directly on the Content Collection ..	7
Option 2: Copy, move, or remove files/folders using a Web Folder .....	7
Modify a File and Save it back to the Content Collection.....	8
Replace a File on the Content Collection.....	8
Manage Versions of a File.....	8
Edit File/Folder Properties .....	10
Locking folders .....	10
Locking subfolders .....	10
Permissions types .....	11
Managing file/folder permissions.....	12
Organize Folder Permissions.....	12
Organizing Folders .....	12
Sharing Folders.....	12
Sharing files.....	13
Overwrite Option on Folders .....	13
Create Links From Within a Course to Files/Folders on the Content Collection .....	13
Create a Link from the Content Area on the Add Item Page.....	13
Create a Link to a File/Folder in the Content Collection by Adding an External Link...	15
Advantage of using this method to create a link:.....	15
Disadvantage of using this method to create a link: .....	15

# Access the Content System

## Log in to Blackboard

Open up a web browser and go to <https://blackboard.usna.edu/>.

Enter your Username and Password. Your username and password to access this system will be the same as your USNA Network username and password.

### Welcome & Login

---

#### Welcome to the USNA Blackboard System!

If you need assistance please contact the [Information Resource Center \(IRC\)](#) at [syshelp@usna.edu](mailto:syshelp@usna.edu), call 410-293-3500 or click [here](#) to submit a SysHelp Request.

*Warning: For Security purposes, please logout and exit the browser when PC is unattended.*

 **Blackboard Outage:** There will be an outage of Blackboard on **Saturday, January 28, 2012 from 0700-0900** to perform DoD-mandated security updates. We sincerely apologize for any inconvenience this may cause.

**Browser Requirements**

Blackboard Academic Suite can be accessed using any web browser. The browser must have Java and JavaScript enabled and allow pop-ups and cookies from this site. The cookie is used to ensure that you, *and only you*, are able to access information in the courses, assessments, gradebooks and other features which are authorized for you. This cookie is not stored permanently on your computer, and will be removed when you close your browser.

 **Maintenance Schedule:** Blackboard is unavailable on **Saturdays from 0100 to 0630** for weekly backups.

[Privacy & Security Notice](#)

**Login Here**

Blackboard Username and Password is the same as your USNA Network Account.

For assistance email [syshelp@usna.edu](mailto:syshelp@usna.edu) or call 410-293-3500.

Username:

Password:

**Note:** If you do not have a username or have forgotten your password, please contact Syshelp at 3-3500, or email [syshelp@usna.edu](mailto:syshelp@usna.edu)

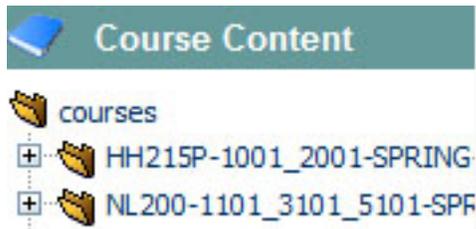
## Access the Content System

Click on the **Content System** tab to access the content system.

## Organize Course Folders

### About Course Folders

A content system folder for each course appears by default under the **courses** folder in the **Course Content** section on the left side menu of the **Content System** tab.



The default roles that have full permissions (**Read, Write, Manage, and Remove**) to this folder when the folder is first created are **Instructors, Teaching Assistants** and **Course Builders**. It is very important to understand which permissions have been granted to the folder before proceeding with setting up subfolders and additional permissions. Any user with **Manage** permission on the course folder can grant additional folder permissions to other users. Instructors may want to grant **Read** permission for the course folder to all students in the course.

### Storing Content for a Single Course

The temporary nature of courses makes the course folder (tied to the course ID) useful for storing content that is specific to a single course. If a course is removed, the folder tied to the course ID is no longer accessible. If content that is stored in the course folder does need to be reused, options for copying and moving items are available. It may be easier to store content that is used in multiple courses in the **organization** section of the content system rather than the **courses** section..

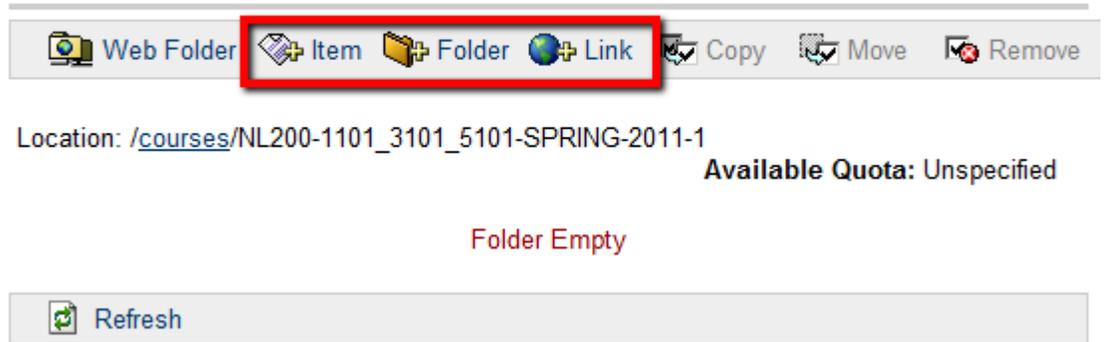
## Add Files/Folders to the Content Collection

You have two options to add files/folders into the course folders in the **Content Collection**:

### Option 1: Add files/folders directly in the Content Collection

1. Open the course folder where you want to add files/folders.
2. From the tool menu bar:
  - a. Click on the **Add Item** button to upload a file
  - b. Click on the **Add Folder** button to create a folder
  - c. Click on the **Add Link** button to add an external link

## Content Collection: HUMAN BEHAVIOR:NL200/1101\_3101\_5101 (SPRING-2011-1) Content



Location: [/courses/NL200-1101\\_3101\\_5101-SPRING-2011-1](#) Available Quota: Unspecified

Folder Empty

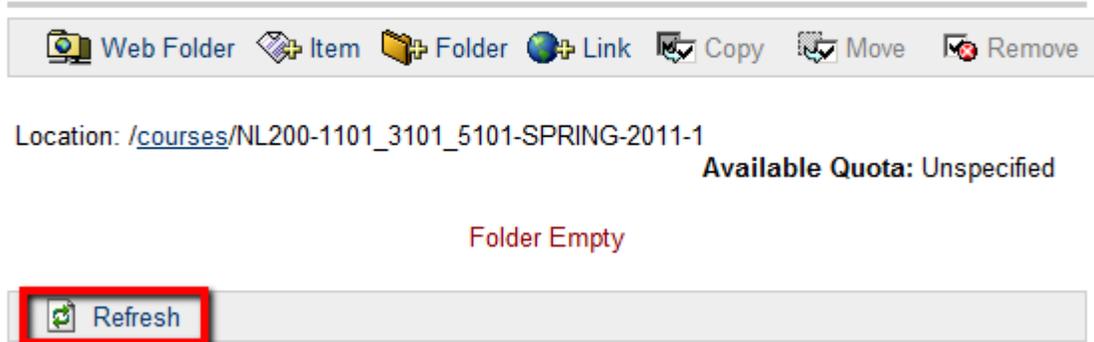
Refresh

### Option 2: Add files/folders using a Web Folder

The **Web Folder** option on the tool menu bar can help you quickly upload large batches of files/folders from your computer into the **Content Collection**.

1. Open the course folder where you want to add files/folders.
2. From the tool menu bar, click on the **Web Folder** button.
3. A new window will open. You can then drag files/folders from your local computer and drop them into the **Web Folder**.
4. When you go back to the **Content Collection**, if you don't see the files/folders you just uploaded, click on the **Refresh** button (bottom left corner), the files/folders will be listed in the course folder.

## Content Collection: HUMAN BEHAVIOR:NL200/1101\_3101\_5101 (SPRING-2011-1) Content



Location: [/courses/NL200-1101\\_3101\\_5101-SPRING-2011-1](#) Available Quota: Unspecified

Folder Empty

Refresh

**NOTE:** When you click on the **Web Folder** and get the error message saying “The character limit for the Web Folder path must be less than 100 characters. Please navigate to the parent directory and try again,” you should go to the parent folder and then click to open the **Web Folder**.

Also note that this feature is not compatible with Windows 7 in our current version of Blackboard. A workaround for this issue is to install and set up BitKinex, which some users find more convenient than Web Folders. For directions on installing, configuring and using BitKinex please refer to [Setting up BitKinex](#) and [Using BitKinex](#) user guides, which can be found on the **Bb Help** tab of Blackboard or on the Blackboard Assistance website (<http://intranet.usna.edu/IRC/BlackBoard/>).

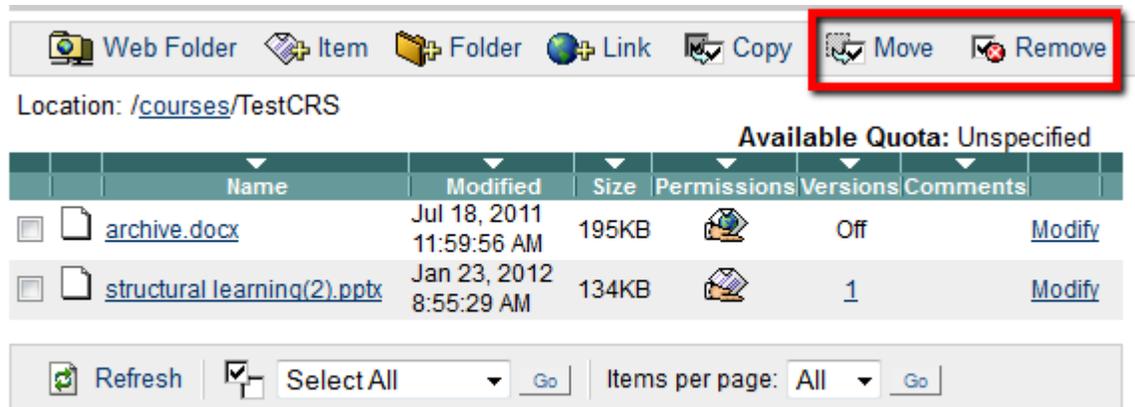
## Edit Files/Folders in the Content Collection

### Copy, Move, or Remove Files/Folders

You have two options to copy, move and remove files/folders in the Content Collection.

#### Option 1: Copy, move, or remove files/folders directly on the Content Collection

1. To copy files/folders, select the files/folders by selecting the corresponding checkboxes and click on the **Copy** button to copy them to a different location or to the same location. The names of the files/folders remain the same when they are copied to a different location. If the copy is placed in the same folder as the original files/folders, the copy is named “the file or folder name (2).”
2. To move files/folders, select the files/folders to be moved and click on the **Move** button. The operation removes the files/folders from the current location and stores them in a different location.
3. To remove files/folders, select the files/folders to be removed and click on the **Remove** button. The operation removes the files/folders from the Blackboard Content System.



The screenshot shows the Blackboard Content Collection interface. At the top, there is an action bar with several icons: Web Folder, Item, Folder, Link, Copy, Move, and Remove. The 'Move' and 'Remove' buttons are highlighted with a red box. Below the action bar, the location is shown as [/courses/TestCRS](#). The available quota is 'Unspecified'. A table lists the files/folders in the collection:

	Name	Modified	Size	Permissions	Versions	Comments
<input type="checkbox"/>	<a href="#">archive.docx</a>	Jul 18, 2011 11:59:56 AM	195KB		Off	<a href="#">Modify</a>
<input type="checkbox"/>	<a href="#">structural learning(2).pptx</a>	Jan 23, 2012 8:55:29 AM	134KB		1	<a href="#">Modify</a>

At the bottom, there is a toolbar with a Refresh button, a Select All dropdown menu, a Go button, and an Items per page dropdown menu set to All, with another Go button.

#### Option 2: Copy, move, or remove files/folders using a Web Folder

1. Navigate to the files/folders that you want to copy, move or remove.
2. From the Action Bar, click on the **Web Folder** button.
3. A new window will pop-up:
  - a. To copy files/folders, select the files/folders to be copied, select **Edit >> Copy**, navigate the destination location, and then select **Edit >> Paste**.
  - b. To move files/folders, select the files/folders to be moved, select **Edit >> Cut**, navigate the destination location, and then select **Edit >> Paste**.
  - c. To remove files/folders, select the files/folders to be removed, and then type the **Delete** key on the keyboard.

4. When you go back to the **Content Collection**, if you don't see the changes, click on the **Refresh** button (bottom left corner).

### **Modify a File and Save it back to the Content Collection**

When you click on a file, e.g., a MS Word file, on the **Content Collection**, it opens the file in the Web browser, it can be read and written, but it cannot be saved back to the **Content Collection**.

You can accomplish this by using the **Web Folder**:

1. Navigate to the file you want to modify.
2. From the Action Bar, click on the Web Folder button and a new window will pop-up.
3. In the **Web Folder** window, double click to open the file, e.g., the MS Word file, and the files opens in M.S. Word. You can use all the Word's features to edit the file, and then click on **File >> Save** to save the changes.
4. When you view the content again through the **Content Collection**, you'll see the changes have been made.

### **Replace a File on the Content Collection**

To replace a file on the content collection:

1. Navigate to the file you want to modify.
2. Click **Modify** in the same row as the file to be modified. The **Modify: File Name** page will appear
3. Click **Overwrite File link**.
4. On the **Overwrite File** page, click on the **Browse** button to navigate to the file that you want to replace the current file with, and then click **Submit**.

**Note:** Overwriting a file does not change the name of the file. And users should not overwrite a file with a different file type.

Alternatively, you can open the Web Folder, drag the file that you want to replace the current file with and drop it into the Web Folder where the current file is located.

**Note:** If you use this option, the file has to have the same name as the current file in order to replace it. A window will pop-up asking whether you want to replace the current file that has the same name, click Yes.

## **Manage Versions of a File**

The **Versions** feature creates a new file every time a file is saved with a change so that the file is saved in its original condition as well as its changed condition. Versioning is a powerful tool for collaboration because it allows several users to work on the same file without accidentally destroying the work of others.

To enable the **Versions** feature:

1. Navigate to the file you want to modify.
2. Click **Modify** in the same row as the file to be modified. The **Modify: File Name** page will appear
3. Click the **Versions link**.
4. Select the **Enable/Disable Versions link**
5. Select the **Enable** link to turn versioning on.
6. You will see there is a number, indicating the version number, under the **Versions** column for the file indicating that there is one version for this file.

Available Quota: Unspecified

	Name	Modified	Size	Permissions	Versions	Comments
<input type="checkbox"/>	<a href="#">archive.docx</a>	Jul 18, 2011 11:59:56 AM	195KB		Off	<a href="#">Modify</a>
<input type="checkbox"/>	<a href="#">structural learning(2).pptx</a>	Sep 16, 2011 10:31:05 AM	134KB		1	<a href="#">Modify</a>

Refresh  Select All  Items per page: All

When you use steps 1-5 described above under **Modify a File and Save it back to the Content Collection** to make changes to a file, or when you replace a file using the procedures described under **Replace a File on the Content Collection**, the **Versions** feature creates a new file and the number under **Versions** column for that file increases by 1. You can access different versions through “Manage Versions” page. To manage the versions of a file:

1. Navigate to the file you want to modify.
2. Click **Modify** in the same row as the file to be modified. The **Modify: File Name** page will appear.
3. Click the Versions link.
4. Select the **Manage Versions**. link
5. On the **Manage Versions: File name** page:
  - a. To view a copy of the file, click the version number link of the copy to view. The item will open in the web browser; users are unable to make changes or save new versions from this view.
  - b. To lock a file, click the Lock link When a file is locked, a new version is created and the options the **Unlock** link and **Rollback** link” will appear next to the new version.
  - c. To unlock a file, click the Unlock link. The file will be unlocked and the **Lock** option will appear.
  - d. To return to a previous version: click the **Rollback** link. This link will only appear if you have the file locked. This will remove the copy you were editing without saving changes. The file will be open to other users to checkout.

- e. To delete versions, select the checkbox next to each version to delete. Click the **Remove** button from the menu tool bar. These versions of the files will be erased.

**Manage Versions: structural learning(2).pptx**

Location: [/courses/TestCRS/structural\\_learning\(2\).pptx](/courses/TestCRS/structural_learning(2).pptx)

Web Folder  Remove

When a file is opened, it is automatically locked. Saving changes creates a new copy of the file.

Version Number	Created	Created By	Size	
<input type="checkbox"/> <a href="#">Version 2</a>	Jan 23, 2012 9:31:18 AM	Blackboard Administrator	134K	<a href="#">Unlock</a> <a href="#">Rollback</a>
<input type="checkbox"/> <a href="#">Version 1</a>	Sep 16, 2011 10:31:04 AM	Blackboard Administrator	134K	

Refresh  Select All

## Edit File/Folder Properties

After a file/folder has been created, its settings can be changed from the **Properties** page. For example, if a file/folder is initially created with a lock on it, the lock can be removed from this page. The **Properties** page is also the place to look for detailed information about the file/folder, such as who created the file/folder and when the file/folder was created and last modified.

Follow these steps to open the **Properties** page.

1. Navigate to the folder that contains the file/folder to be modified.
2. Click **Modify** in the same row as the file/folder to be modified. The **Modify: File/Folder Name** page will appear.
3. Click the **Properties** link.

## Locking folders

A lock secures the folder itself (name and settings) from any changes made to it. Locking the folder and all its contents protects both the folder itself and the materials it contains. If a folder is locked, the user will be unable to modify items through the “Web Folder,” for example, copying an item directly into the **Web Folder.**”

## Locking subfolders

Folders may contain a number of items and subfolders. Unlocking a subfolder may change the lock type of the parent folder. If a user changes a subfolder lock to “**No Lock**” from “**Lock this folder and everything it contains**, the parent folder will automatically also be set to “**No Lock**, even if the option **Lock this folder and everything it contains** had been previously selected. Similarly, subfolders should not be locked if a parent folder is already locked. This action will break the lock on the parent folder, and

set it to **No Lock**, leaving the subfolder locked and the parent folder unlocked.

## Manage File/Folder Permissions

User access to a file/folder is controlled through the **Manage Permissions** page. Users can be added individually with separate permissions assigned to each user or users can be added in groups, such as all the users enrolled in a particular course or all the users with a certain institution role. These groupings are derived automatically from the Blackboard Learning System.

Follow these steps to open the **Manage Permissions** page for a file/folder.

1. Navigate to the folder that contains the file/folder to be modified.
2. Click on the hand symbol in the same row as the file/folder to be modified. The **Manage Permissions: File/Folder Name** page will appear.

Available Quota: Unspecified

	Name	Modified	Size	Permissions	Versions	Comments
<input type="checkbox"/>	<a href="#">archive.docx</a>	Jul 18, 2011 11:59:56 AM	195KB		Off	<a href="#">Modify</a>
<input type="checkbox"/>	<a href="#">structural learning(2).pptx</a>	Jan 23, 2012 9:33:40 AM	134KB		1	<a href="#">Modify</a>

Select All 
 Items per page: All

## Permissions types

Users or groups of users can have none, one, or many of the following permissions. If a group or user does not appear on the list they do not have permission to access the file/folder.

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

User/User List	Read	Write	Remove	Manage	
<input type="checkbox"/> JESSICA ABRAMOVICH	✓	✓	✓	✓	<a href="#">Modify</a>
<input type="checkbox"/> SEAN STEWART	✓	✓	✓	✓	<a href="#">Modify</a>

- **Read:** Ability to view file/folder
- **Write:** Ability to make changes to file/folder
- **Remove:** Ability to remove file/folder
- **Manage:** Ability to control the properties and settings of file/folder

## Managing file/folder permissions

- To add a user, click on **Add Users** on the menu toolbar. The **Add Users** page will appear. From this page a user can be added and permissions set for that user.
- To add a list of users, click the drop-down list next to the **Go** button and select a type of user list. Click **Go** and the **Add User List** page will appear. From this page a list of users can be added and permissions set.
- To remove a user or a list of users, click the check box next to the user or user list then click **Remove** on the menu tool bar. All of the selected users and lists will have their permissions removed. Once permissions are removed, the users can no longer access the folder.
- To modify the permissions for a group, click **Modify** at the end of the row for the appropriate user or group. The **Modify Permissions** page will appear.

**Note:** When permissions are granted on a folder, they apply to all subfolders and items within the folder. For example, if **Read** permission is granted for a user on a folder, the user will also have **Read** permission to all subfolders and items within the folder. **Read** permission may then be removed from specific subfolders and items. Thus, Instructors and students can work with items in the same folder and the Instructor can protect certain items from being modified by a student.

## Organize Folder Permissions

### Organizing Folders

It is helpful if users organize folders in a way that allows them to manage permissions by folder, rather than by file. For example, create a folder that contains all files used in a group project. This way the entire folder may be shared with the group members, rather than trying to manage permissions on separate items stored in different folders. Only **Read** permission should be added to a top-level folder, for example the username folder. Anytime permission is added or changed on the top-level folder, check any subfolders or files designated as private and verify that additional permissions have not inadvertently been added that would expose protected information.

### Sharing Folders

When adding folders and files to the Content Collection, keep in mind which users and user lists the content will be shared with. Try to create folders in which all items are to be shared with the same users. When items shared with the same users are spread out among different folders, it may become very difficult to manage. For example, if the user plans on creating documents that will be applicable to all users at the institution, they should create a folder that will be shared with all system users, then add the specific items to this folder.

## Sharing files

Files are automatically available to the user that added the file but must be shared if other users are to view the item.

Files inherit permissions from the folder they reside in. This means that if a file is added to a folder that already has **Read** and **Write** permission for certain users or user lists, those same users will also have **Read** and **Write** permission on the newly added file.

## Overwrite Option on Folders

When modifying or adding permissions to a parent folder, the user has the option to force all files and subfolders to inherit these permissions. For example, if the **Read** and **Write** permissions are added to the folder, and an item within the folder has **Read**, **Write**, and **Remove** permissions, **Remove** permissions would be removed from the file. All subfolders and files within the parent folder would be granted **Read** and **Write** permissions.

If this option is not selected, the files and subfolders are automatically granted any additional permission given to the parent folder, but existing permissions are not removed. For example, if **Read**, **Write** and **Manage** permissions are added to the folder, and an item within the folder has **Read**, **Write**, and **Remove** permissions, the permissions for the file would remain **Read**, **Write** and **Remove**, and **Manage** would be added.

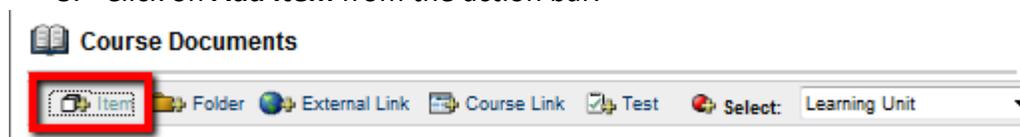
After modifying permissions on a folder, the user may modify the permissions on an item, but these will be overwritten the next time permissions on the parent folder are modified. This is one reason storing items with the same purpose and audience in a single folder makes managing permissions much easier.

## Create Links From Within a Course to Files/Folders on the Content Collection

You need to create links to the Content Collection files or folders from within a course in order for the students to access them.

### Create a Link from the Content Area on the Add Item Page

1. Open the control panel for a course.
2. Open a content area, such as **Course Documents**.
3. Click on **Add Item** from the action bar.



4. Scroll down to the content area, and click on **Browse** button next to the **Link from Content Collection** field, a window will take you to the Content Collection and you can navigate to the file or folder you want to link to, click on the corresponding radio button to select the file or folder and then click on **Submit**.

**Content**

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

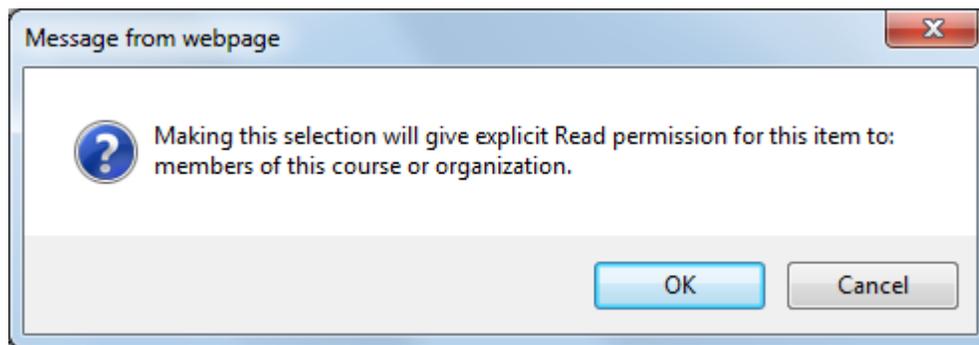
Attach local file

Link to Content Collection item

Name of Link to File

Special Action

5. A window will pop up reminding you “Making this selection will give explicit Read permission for this item to: members of the course or organization.” Click on the **Ok** button. The path of the file will be displayed in the **Link from Content Collection** box.



6. In the **Name of Link to File** box, enter the name of the link that the students will click to access the attached file or folder.
7. Leave the **Special Action** dropdown menu as default – **Create a link to this file**.
8. Scroll down to make your choices in the **Options** area.
9. Click on the **Submit** button at the bottom of the screen.
10. The item will be listed under your content area with a link to the file or folder on the Content Collection.  
**Note:** if you want to remove the link, you can click on the **Modify** button next to the item, scroll down to the content area. Under **Currently Attached** or Linked Files and Items, click on the **Remove** button next to the link.

#### Currently Attached or Linked Files and Items



**Note:** If you use the above two options to add link to a file/folder on the Content Collection, you don't have to manually give permissions to users in your course because when you attach a file/folder to the item, you automatically give Read permissions to all members of the course or organization by clicking the **Ok** button on the pop-up window.

## Create a Link to a File/Folder in the Content Collection by Adding an External Link

Alternatively, you can create a link to a file/folder on the Content Collection by adding an external link:

1. Locate the file/folder on the Content Collection, give read permissions to all the students in your course for that file or folder (refer to the section **Manage File/Folder Permissions** above for detailed information on how to set up permissions)
2. Right-click on the file or folder and choose **Open in New Window**
3. Select and copy the URL of this new window.
4. Navigate to the course you are placing the link into and click on the content area you want to place the link into. Click **Edit View** (upper right corner), and select **Add External Link** tool on the toolbar. Use the **URL** you just copied, give it a name.

### **Advantage of using this method to create a link:**

This option is better when you want to share large batch of files with students in Blackboard. If you create a link to a folder on the **Content Collection** through adding an item, when the students click on the link, it will take them to the list of files within that folder. However, they can't access the **Web Folder** tool. That means, they can only click on each file to open and save it. They can't use the **Web Folder** tool to batch download files to their computers. If you create a link to a folder by adding an external link, the students can see the action tool bar with the **Web Folder** button. They can then click the **Web Folder** button to batch download all the files in that folder onto their computers.

### **Disadvantage of using this method to create a link:**

You need to manually give Read permissions to all the students in your course.