

The logo features a blue horizontal bar with a gold diagonal stripe on the left side. The text "United States Naval Academy" is in a smaller, gold serif font, and "Teaching and Learning Center" is in a larger, black serif font below it.

United States Naval Academy
Teaching and Learning Center

IDSC

Instructional Development Support Center

Introduction to Blackboard Academic Suite II: Content System

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Objectives

Blackboard is a powerful on-line course management tool that faculty can use to improve teaching and learning experiences. The new version of Blackboard is called enterprise Blackboard Academic Suite (Version 7.1) which is comprised of Learning System, Content System, and Community System.

- **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)

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

- Add/Edit files and folders to 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

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Access the Content System

Log on to Blackboard

Open up Internet Explorer (Blackboard works best in Explorer) and go to <http://www.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.

syshelp@usna.edu.' There are input fields for 'Username:' and 'Password:', and a 'Login' button. At the bottom left, a small note says 'The previous Blackboard Basic System is still accessible at'."/>

Welcome & Login

Welcome to the new USNA Blackboard System!

Blackboard System has been upgraded and integrated with MIDS.

- All MIDS users automatically have Blackboard accounts.
- All offered course and sections have Blackboard course sites.
- All instructor assignments and midshipmen enrollments are created automatically.
- Any course or enrollment changes (add/drops) recorded in MIDS are synced with Blackboard every two hours.

Need assistance? Contact syshelp@usna.edu.

Username:

Password:

Login

Note: If you do not have a Username or have forgotten your password, please contact Shelley Jordon, the Blackboard Administrator, at 3-1492, or email Jordon@usna.edu

Access the Content System

Click on the “Content Collection” tab to access the content system.

Organize Course Folders

About Course Folders

A course folder for each course appears by default under Courses. 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 permissions on that folder to other users. An Instructor may want to grant “Read” permission to all students in the course to the course folder.

Storing Single Course Content

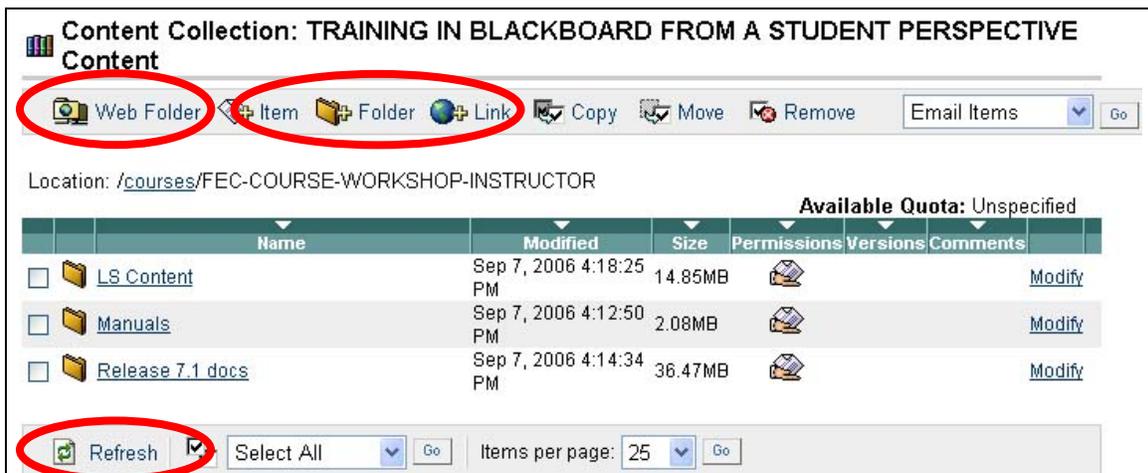
The temporary nature of courses makes the course folder (tied to the Course ID) useful for storing content that is specific to a single course. If a course is removed, the folder tied to the Course ID is no longer accessible. If content that is stored in the course folder does need to be reused, options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

Add Files/Folders to the Content Collection

You have two options to add files/folders into the course folders on the Content Collection.

Option 1: Add files/folders directly on the Content Collection

1. Open the course folder where you want to add files/folders.
2. From the Action 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



The screenshot shows the Blackboard Content Collection interface for the course "TRAINING IN BLACKBOARD FROM A STUDENT PERSPECTIVE". The Action Bar at the top contains buttons for "Web Folder", "Add Item", "Folder", "Link", "Copy", "Move", "Remove", and "Email Items". The "Web Folder", "Add Item", and "Folder" buttons are circled in red. Below the Action Bar, the location is "/courses/FEC-COURSE-WORKSHOP-INSTRUCTOR" and the available quota is "Unspecified". A table lists the following items:

	Name	Modified	Size	Permissions	Versions	Comments
<input type="checkbox"/>	LS Content	Sep 7, 2006 4:18:25 PM	14.85MB			Modify
<input type="checkbox"/>	Manuals	Sep 7, 2006 4:12:50 PM	2.08MB			Modify
<input type="checkbox"/>	Release 7.1 docs	Sep 7, 2006 4:14:34 PM	36.47MB			Modify

At the bottom of the interface, the "Refresh" button is also circled in red. Other controls include "Select All", "Items per page: 25", and "Go" buttons.

Option 2: Add files/folders using the Web Folder

The “Web Folder” option on the Action 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 Action 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.

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.”

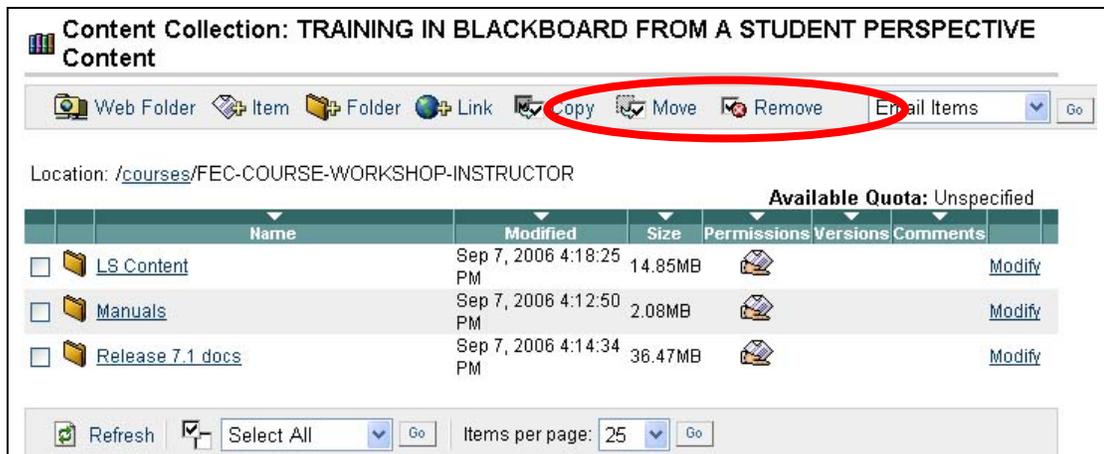
Edit Files/Folders on the Content Collection

Copy, Move, or Remove Files/Folders

You have two options to copy, move and remove files/folders on 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 for the course "TRAINING IN BLACKBOARD FROM A STUDENT PERSPECTIVE". The action bar at the top contains buttons for "Web Folder", "Item", "Folder", "Link", "Copy", "Move", "Remove", and "Email Items". The "Copy", "Move", and "Remove" buttons are circled in red. Below the action bar, the location is "/courses/FEC-COURSE-WORKSHOP-INSTRUCTOR" and the available quota is "Unspecified". A table lists the content items:

	Name	Modified	Size	Permissions	Versions	Comments
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<input type="checkbox"/>	Manuals	Sep 7, 2006 4:12:50 PM	2.08MB			Modify
<input type="checkbox"/>	Release 7.1 docs	Sep 7, 2006 4:14:34 PM	36.47MB			Modify

At the bottom, there are buttons for "Refresh", "Select All", and "Items per page: 25".

Option 2: Copy, move, or remove files/folders using the 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, then hit 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.”
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 shouldn’t 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 “Versions.”
4. Select “Enable/Disable Versions”
5. Select “Enable” to turn versioning on.

6. You will see there is a number “1” under the “Versions” column for the file indicating there is one version for this file.

Location: /courses/FEC-COURSE-WORKSHOP-INSTRUCTOR/LS_Content/MS Office Docs/MS Word

Available Quota: Unspecified

	Name	Modified	Size	Permissions	Versions	Comments
<input type="checkbox"/>	Bb Useful Resources.doc	Sep 7, 2006 4:15:20 PM	47KB		Off	Modify
<input type="checkbox"/>	Course Syllabus Document.rtf	Sep 7, 2006 4:15:21 PM	25KB		Off	Modify
<input type="checkbox"/>	README-Release6.rtf	Sep 7, 2006 4:15:22 PM	9KB		Off	Modify
<input type="checkbox"/>	outline.doc	Sep 8, 2006 5:51:45 PM	24KB		1	Modify

Refresh Select All [Go](#) Items per page: 25 [Go](#)

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 manager 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 “Versions.”
4. Select “Manage Versions.”
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 “Lock.” When a file is locked, a new version is created and the options “Unlock” and “Rollback” will appear next to the new version.
 - c. To unlock a file, click “Unlock.” The file will be unlocked and the Lock option will appear.
 - d. To return to a previous version: click “Rollback.” 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 “Remove” from the Action Bar. These versions of the files will be erased.

Manage Versions: outline.doc

Location: /courses/FEC-COURSE-WORKSHOP-INSTRUCTOR/LS_Content/MS Office Docs/MS Word/outline.doc

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"/> Version 2	Sep 11, 2006 2:56:46 PM	TRAINER TRAINER	24K	Lock
<input type="checkbox"/> Version 1	Sep 11, 2006 2:56:10 PM	TRAINER TRAINER	26K	

Refresh Select All [Go](#)

OK

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 “Properties.”

Locking folders

A lock secures the folder itself (name and settings) from changes. 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.

Content Collection: TRAINING IN BLACKBOARD FROM A STUDENT PERSPECTIVE
Content

Web Folder Item Folder Link Copy Move Remove Email Items Go

Location: /courses/FEC-COURSE-WORKSHOP-INSTRUCTOR

Available Quota: Unspecified

	Name	Modified	Size	Permissions	Versions	Comments
<input type="checkbox"/>	LS Content	Sep 7, 2006 4:18:25 PM	14.85MB			Modify
<input type="checkbox"/>	Manuals	Sep 7, 2006 4:12:50 PM	2.08MB			Modify
<input type="checkbox"/>	Release 7.1 docs	Sep 7, 2006 4:14:34 PM	36.47MB			Modify

Refresh Select All Go Items per page: 25 Go

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.

Manage Permissions: Manuals

Location: /courses/FEC-COURSE-WORKSHOP-INSTRUCTOR/Manuals

Add Users Remove Course User List Go

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"/> FEC-COURSE-WORKSHOP-INSTRUCTOR: Course Builder (User List)	✓	✓	✓	✓	Modify
<input type="checkbox"/> FEC-COURSE-WORKSHOP-INSTRUCTOR: Instructor (User List)	✓	✓	✓	✓	Modify
<input type="checkbox"/> FEC-COURSE-WORKSHOP-INSTRUCTOR: Teaching Assistant (User List)	✓	✓	✓	✓	Modify
<input type="checkbox"/> Institution Role: Academic Department (User List)	✓				Modify
<input type="checkbox"/> Institution Role: Academic Faculty (User List)	✓				Modify

Select All Go

OK

- **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 Action Bar. The “Add Users” page for 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 Action 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 a 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, the 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 to a File/Folder on the Content Collection through Adding an Item

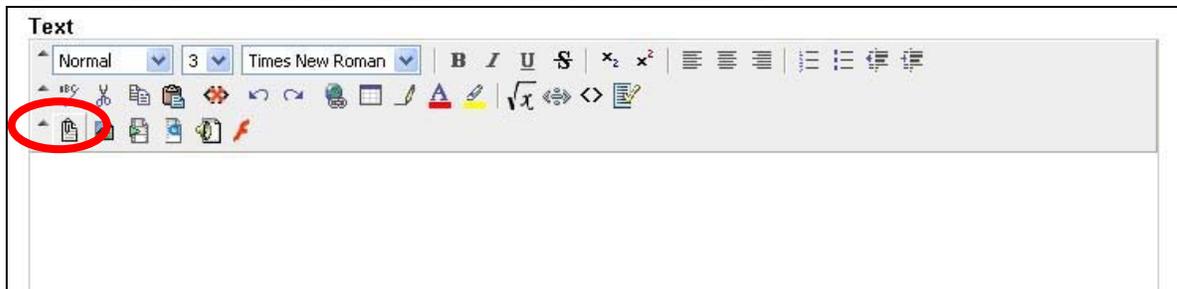
1. Open the control panel for a course.
2. Open a content area, such as “Course Documents.”
3. Click on “Add Item” from the action bar.



4. You have two options to create a link to a Content Collection file or folder

Option 1: Create a link from within the textbox on the add item page

1. Enter the name for this file or folder.
2. Click on “Attach File” from the toolbar of the textbox

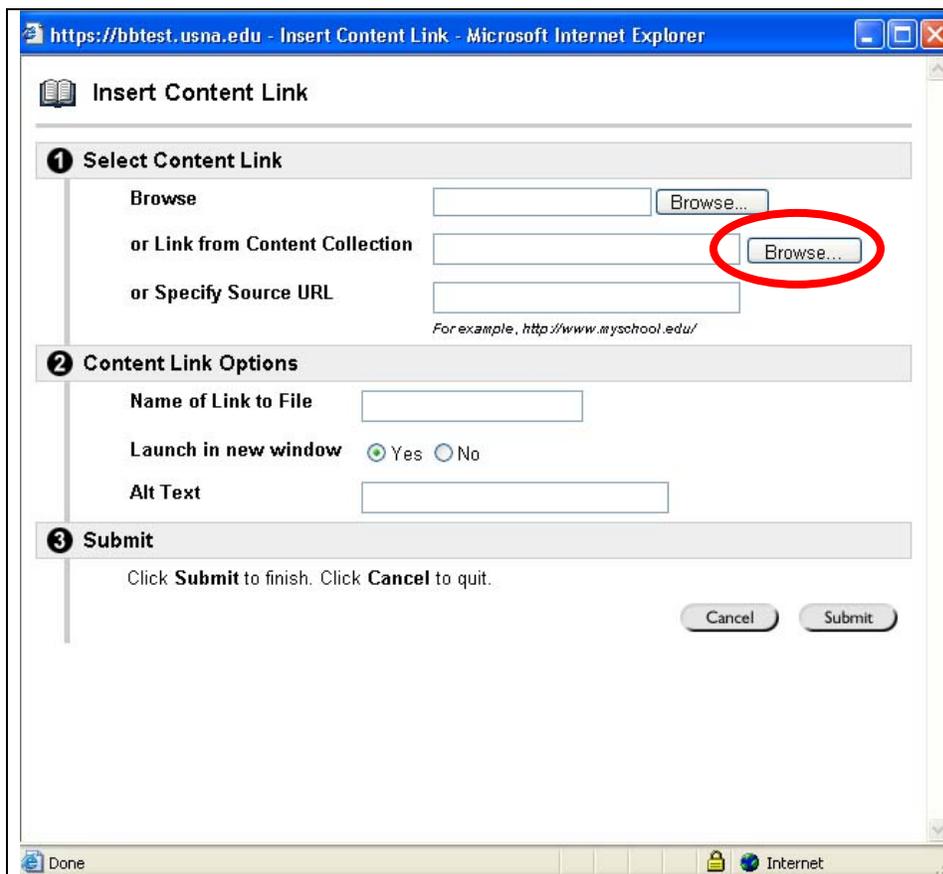


3. A window will pop up.
 - a. Click on “Browse” next to the “Link from Content Collection,” a window will take you to the “Content Collection” and you can navigate to the file or folder you want to link to, click on the corresponding radio button to select the file or folder and then click on “Submit.” 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 “Ok.”



The path of the file or folder will be displayed in the “Link from Content Collection” box.

- b. 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.
- c. For the “Launch in new window” option, decide whether you want the file or folder to be displayed in a new window and select “Yes” or “No.”
- d. Click on “submit.”



4. A confirmation window will pop up. Click “Submit” again.
5. The name of the link will be displayed in the textbox as a hyperlink.
6. Scroll down to make your choices in the “Options” area.
7. Click on “Submit” at the bottom of the screen.
8. The item will be listed under “Course Documents” with a link to the file or folder on the “Content Collection.”

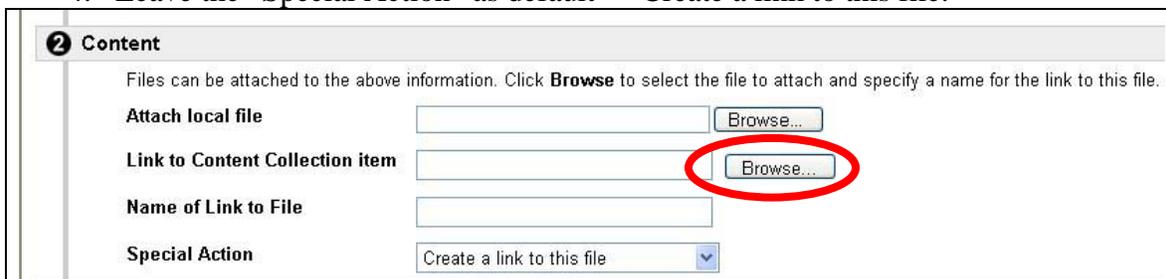


Note: if you want to remove the link, you can click on the “Modify” button next to the item, and delete the link from the textbox.

Option 2: Create a link from the “Content” area on the Add Item page

Instead of creating a link to the file or folder on the “Content Collection” from within the textbox, you can also create a link to the file or folder from the “Content” area when you add an item.

1. On the “Add Item” page, enter the name for this file or folder.
2. Scroll down to the “Content” Area, and click on “Browse” button next to the “Link from Content Collection,” 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.” 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 “Ok.” The path of the file will be displayed in the “Link from Content Collection” box.
3. 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.
4. Leave the “Special Action” as default – “Create a link to this file.”



5. Scroll down to make your choices in the “Options” area.
6. Click on “Submit” at the bottom of the screen.

7. The item will be listed under “Course Documents” 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.



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 “Ok” on the pop-up window.

Create a Link to a File/Folder on 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:

- 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)
- Right-click on the file or folder and choose "Open in New Window"
- Select and copy the URL of this new window
- Now click on the "Courses" tab, go into a course and select a content area. 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.