



Center for Teaching and Learning

Introduction to Blackboard 9.1: 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. 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

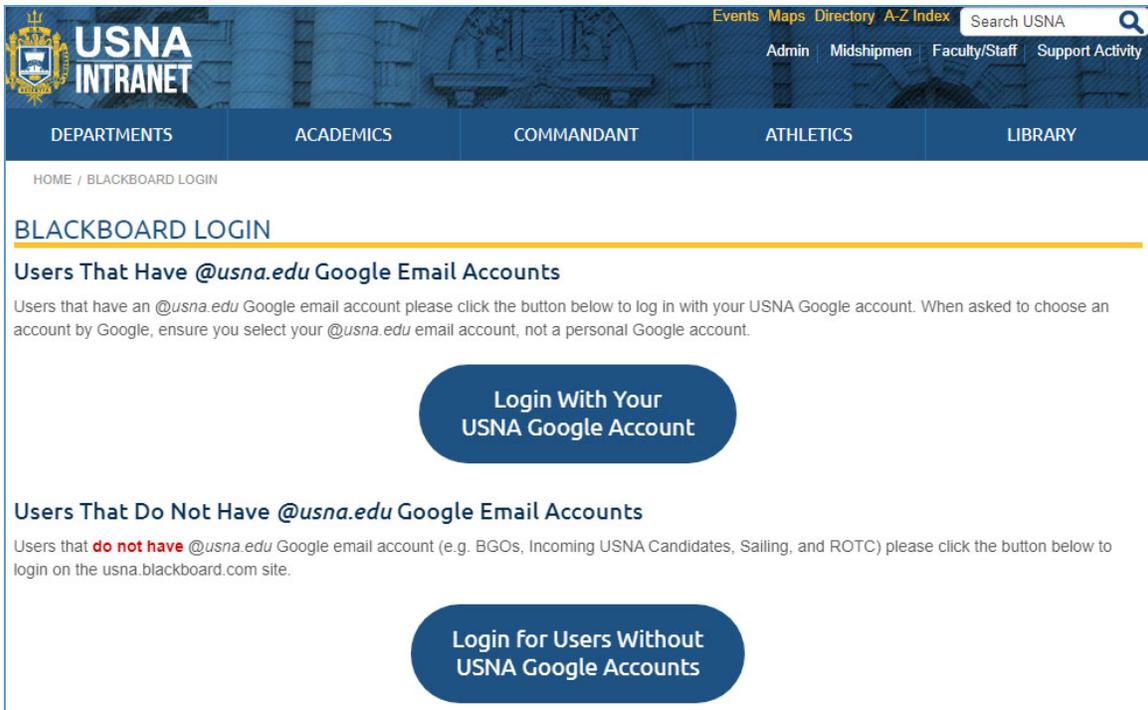
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Access the Content System

Log into Blackboard

1. Open up a web browser and go to <https://www.usna.edu/blackboard> .
2. Login with your USNA Google account. Your username and password to access this system will be the same as your USNA Network username and password.



The screenshot shows the USNA Intranet Blackboard Login page. At the top, there is a navigation bar with the USNA logo and 'INTRANET' text on the left, and links for 'Events', 'Maps', 'Directory', 'A-Z Index', and a search box on the right. Below the navigation bar is a menu with 'DEPARTMENTS', 'ACADEMICS', 'COMMANDANT', 'ATHLETICS', and 'LIBRARY'. The main content area is titled 'BLACKBOARD LOGIN' and contains two sections: 'Users That Have @usna.edu Google Email Accounts' with a 'Login With Your USNA Google Account' button, and 'Users That Do Not Have @usna.edu Google Email Accounts' with a 'Login for Users Without USNA Google Accounts' button.

Note: If you do not have a username or have forgotten your password, please contact syshelp at 3-3500, or email syshelp@usna.edu.

Access the Content System

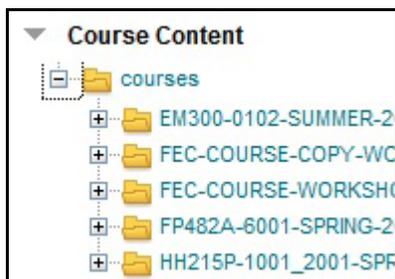
Click on the **Content System** tab on the upper right hand corner to access the content system.



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

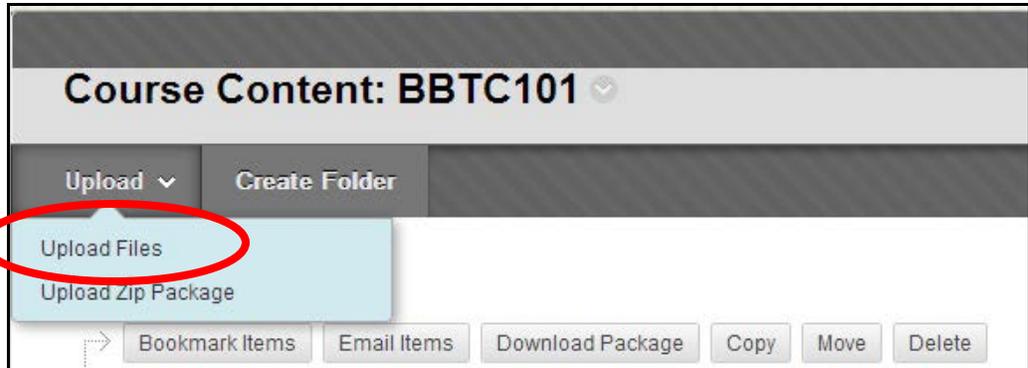
The temporary nature of courses makes the course folder (tied to the course ID) useful for storing content that is specific to a single course. If a course is removed, the folder tied to the course ID is no longer accessible. If content that is stored in the course folder does need to be reused, options for copying and moving items are available. It is suggested to store content that is used in multiple courses in the **Orgs** section under **Organization Content** of the Content System rather than the **courses** section under **Course Content** since content stored under **Organization Content** will not be removed.

Add/Edit Files and Folders Directly within the Content System

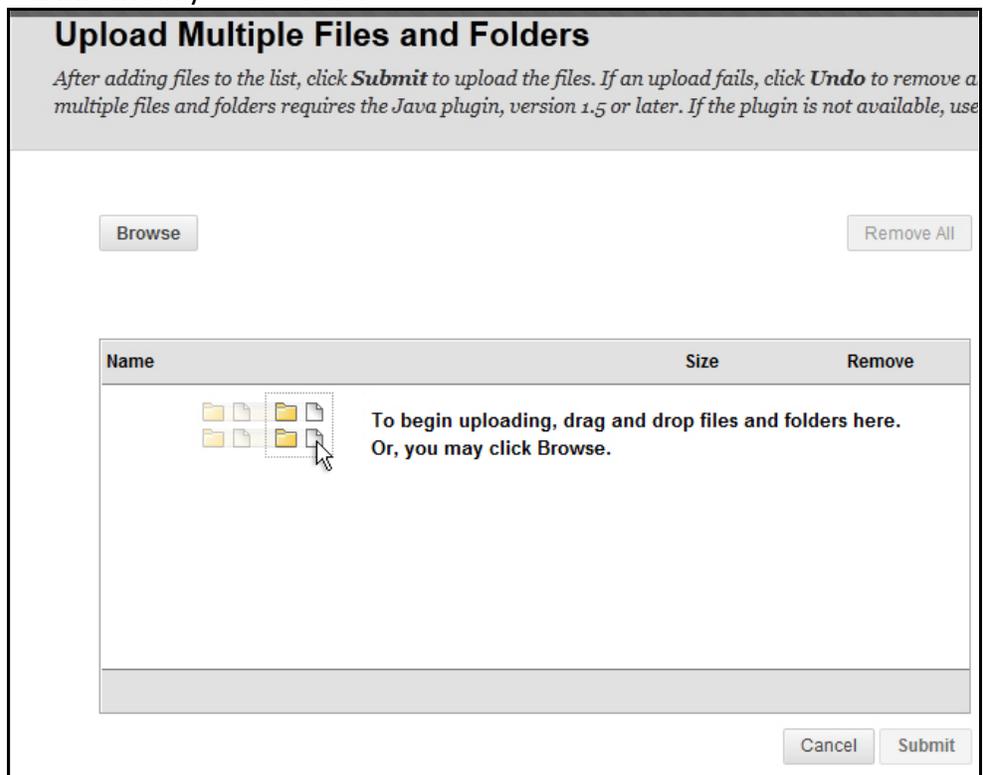
You may add and edit files and folders to a folder, such as a course folder, directly within the Content System:

Add files/folders directly within the Content System

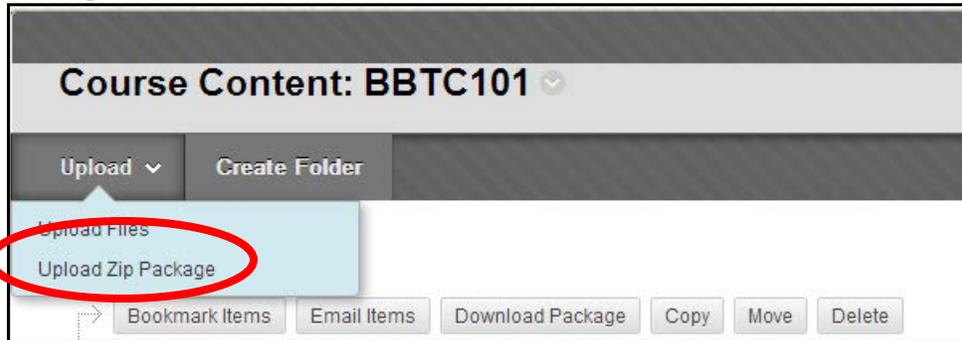
1. Open the folder, such as a course folder, where you want to add files/folders.
2. To upload multiple files and folders:
 - a. Point to the **Upload** button on the top menu bar and select **Upload Files**.



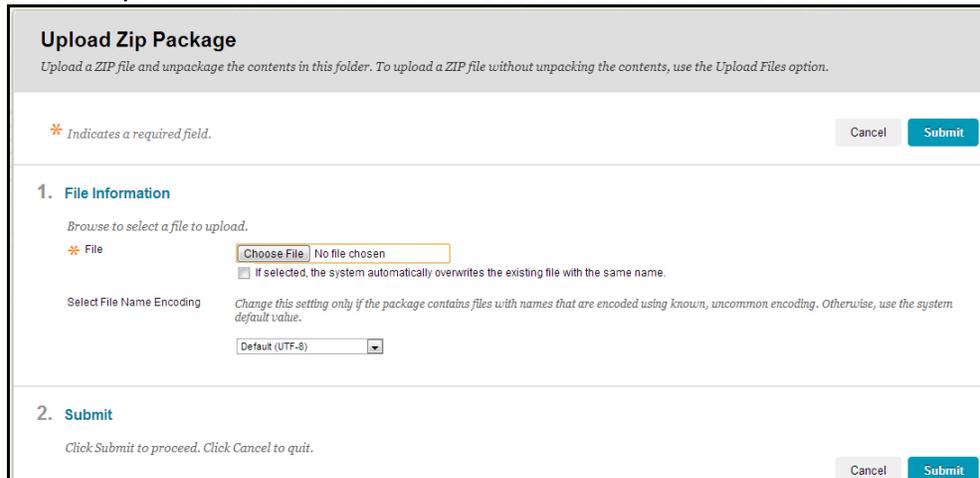
- b. On the next Upload Multiple File and Folders screen, you can either drag or drop files and folders to the designated area or you may click the **Browse** button to navigate to the files and folders to be uploaded. Click **Submit** when you are done.



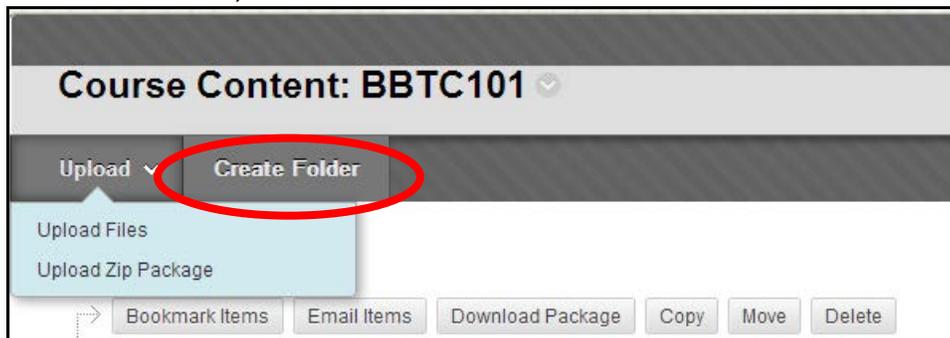
3. To upload a zip package:
 - a. Point to the **Upload** button on the top menu bar and select **Upload Zip Package**.



- b. On the next **Upload Zip Package** screen, click the **Choose File** button, and navigate to the zip package to be uploaded. Select **File Name Encoding** if necessary and then click **Submit**.

A screenshot of the 'Upload Zip Package' form. The title is 'Upload Zip Package' with a subtitle: 'Upload a ZIP file and unpack the contents in this folder. To upload a ZIP file without unpacking the contents, use the Upload Files option.' There is a legend: '* Indicates a required field.' and buttons for 'Cancel' and 'Submit'. The form is divided into two sections: '1. File Information' and '2. Submit'. In the 'File Information' section, there is a prompt 'Browse to select a file to upload.' followed by a 'File' field with a 'Choose File' button and 'No file chosen' text. Below this is a checkbox: 'If selected, the system automatically overwrites the existing file with the same name.' There is also a 'Select File Name Encoding' section with a dropdown menu set to 'Default (UTF-8)'. The '2. Submit' section has a prompt: 'Click Submit to proceed. Click Cancel to quit.' and 'Cancel' and 'Submit' buttons.

4. To create a folder, click on the **Create Folder** button on the menu bar.

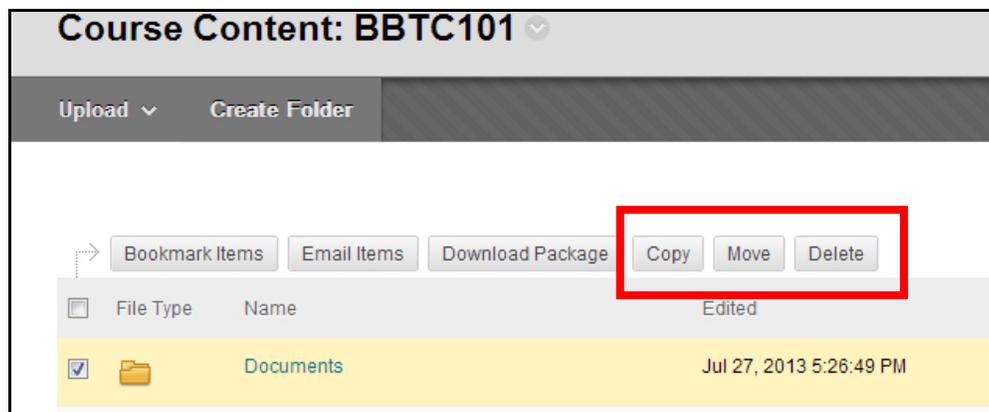


Edit Files/Folders Directly within Content System

Editing Options on the Menu Bar

You may edit files and folders directly within the Content System. Open the folder, such as a course folder, where you want to edit files/folders.

- 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).”
- 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.
- To remove files/folders, select the files/folders to be removed and click on the **Delete** button. The operation removes the files/folders from the Blackboard Content System.

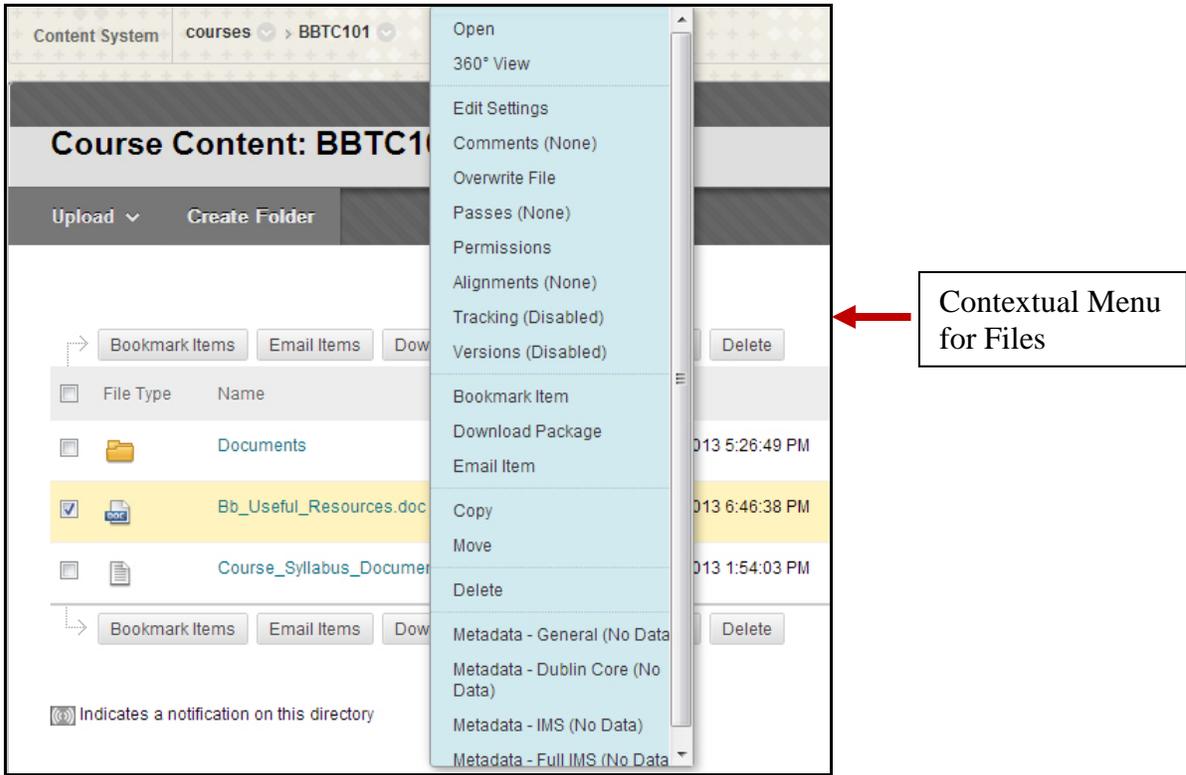


NOTE: You CANNOT modify a file directly on the Content System. When you click on a file, e.g., a MS Word file, in the Content System, it opens the file and it can be read and written, but any changes you made to the file cannot be saved back to the Content System. If you want to modify the file and save the changes to the Content System, you either have to overwrite the file with a new file, or download the file, make changes, and re-upload it again to the Content System. Alternatively, you can modify a file via the **Web Folder** (see instructions below), and the changes will be automatically saved back to the Content System.

Additional Options to Edit File/Folders

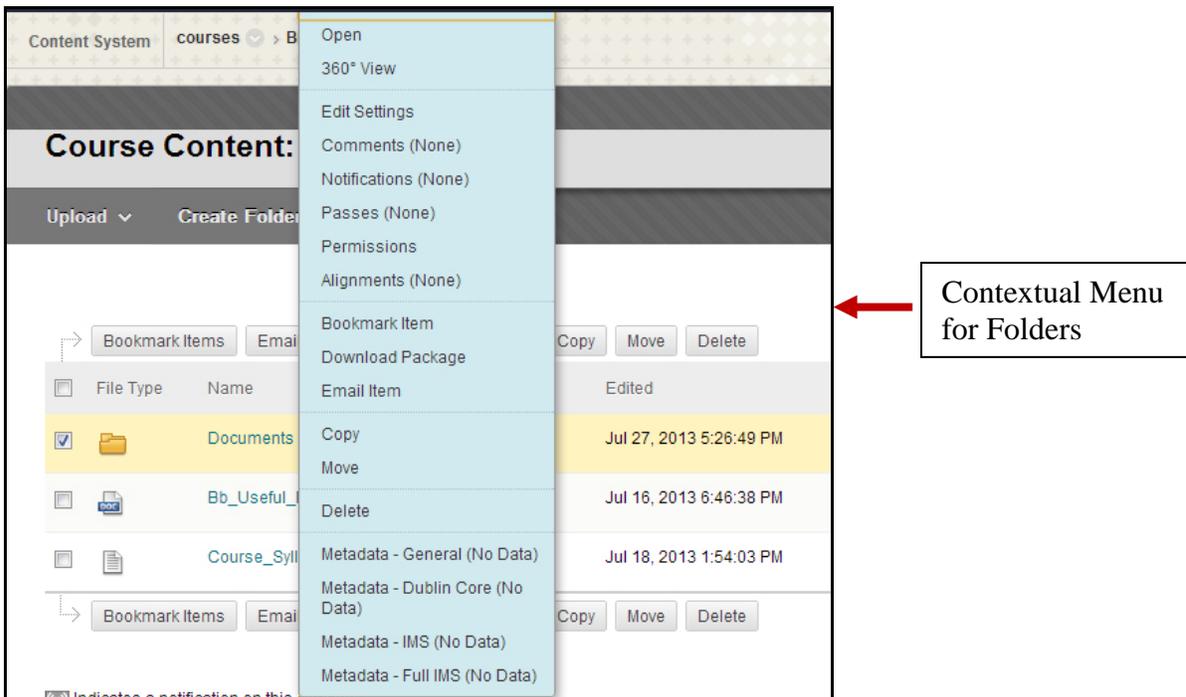
Additional options can be accessed from the file/folder's contextual menu. Point to the file/folder, and click the **downward arrow**  to the right of the file/folder, and you will

see the file/folder contextual menu.



To overwrite a file, select **Overwrite File** from the file context menu.

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



Edit File/Folder Settings

After a file/folder has been created, its settings can be changed from the **Edit Settings** page. For example, if a file/folder is initially created with a lock on it, the lock can be removed from this page. The **Edit Settings** 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 **Edit Settings** page.

1. Navigate to the folder that contains the file/folder to be modified.
2. Click the **downward arrow**  to the right of the file/folder to be modified.
3. Select **Edit Settings** from the file/folder's contextual menu.

Lock 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**.

Lock 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 Locks** from **Lock this folder and everything it contains**, the parent folder will automatically also be set to **No Locks**, 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 Locks**, leaving the subfolder locked and the parent folder unlocked.

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.

Enable Versioning

To enable the **Versions** feature:

1. Navigate to the file you want to modify.
2. Click the **downward arrow**  next to the file to be modified. Then select **Edit Settings** from the file's contextual menu.
3. On the **Edit Settings** page, scroll down to **Options** and check and checkbox before **Enable Versioning**.

2. Options

Select Options

- Lock File
An item can be unlocked only by the person who locked it. Locking an item prevents other users from editing it and precludes overwriting and versioning.
- Share Comments
If Comments are Shared, users with Read permission may view and add Comments.
- Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.
- Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

4. Click **Submit** to save the changes.
5. 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.

Course Content: BBTC101

Upload Create Folder Set Up Web Folder

Available Quota: **Unlimited** Course: **Blackboard Training Course**

Bookmark Items Email Items Download Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Permissions	Versions	Comments
Folder	Documents	Jul 27, 2013 5:26:49 PM	173.5 KB			
Doc	Bb_Useful_Resources.doc	Jul 16, 2013 6:46:38 PM	47 KB		1	
Doc	Course_Syllabus_Document.rtf	Jul 18, 2013 1:54:03 PM	25.4 KB		Off	

Bookmark Items Email Items Download Package Copy Move Delete Refresh

When you make changes to the file or overwrite the file, the **Versions** feature creates a new file and the number under the **Versions** column for that file increases by 1.

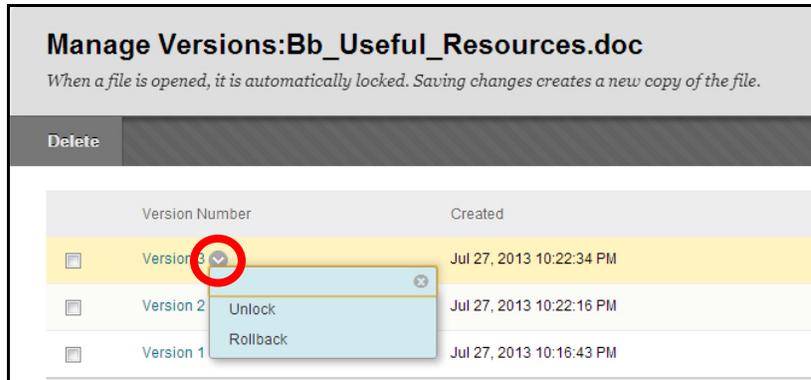
Manage Versions

To access and manage different versions of a file:

1. Point your cursor to the file.
2. Click the **downward arrow** next to the file to access the contextual menu. Then select **Versions**. Alternatively, you can click on the version number under the **Versions** column to access the **Manage Versions** page.
3. On the **Manage Versions** page:
 - a. To view a copy of the file, click the version number link of the copy to view. The item will open; users are unable to make changes or save new versions from this view.
 - b. To lock a file, select **Lock** from the version's contextual menu. When a file is locked, a new version is created and the options to **Unlock** and **Rollback** will appear in the new version's contextual menu.
 - c. To unlock a file, select **Unlock** from the version's contextual menu. The file will be unlocked and the **Lock** option will appear.
 - d. To return to a previous version: select **Rollback** from the version's contextual menu. 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 **Delete** button from the menu tool bar. These versions of the files will be erased.



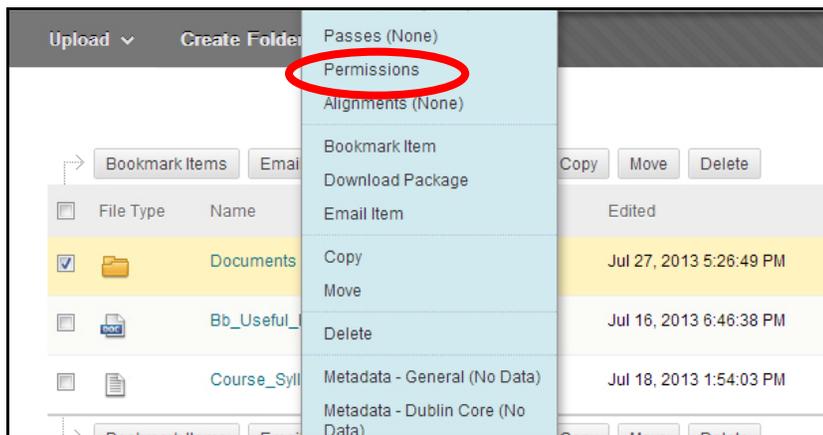
Manage File/Folder Permissions

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 groups are derived automatically from the Blackboard Learning System.

Access Manage Permission Page

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 **downward arrow**  to the right of the file/folder to be modified. Select **Permissions** from the file/folder's contextual menu.



Alternatively, you may click on the Permission's icon on the same row of the file/folder to access the **Manage Permissions** page.

Course Content: BBTC101

Upload Create Folder Set Up Web Folder

Available Quota: **Unlimited** Course: **Blackboard Training Course**

Bookmark Items Email Items Download Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Permissions	Versions	Comments
Folder	Documents	Jul 27, 2013 5:26:49 PM	173.5 KB			
Document	Bb_Useful_Resources.doc	Jul 27, 2013 10:22:34 PM	49 KB		3	
Document	Course_Syllabus_Document.rtf	Jul 18, 2013 1:54:03 PM	25.4 KB		Off	

Bookmark Items Email Items Download Package Copy Move Delete Refresh

Displaying 1 to 3 of 3 items Show All Edit Paging...

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: Documents

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

Delete

User/User List	Read	Write	Remove	Manage
Blackboard Training Course (BBTC101): Course Builder (User List)	✓	✓	✓	✓
Blackboard Training Course (BBTC101): Grader (User List)	✓	✓	✓	✓
Blackboard Training Course (BBTC101): Instructor (User List)	✓	✓	✓	✓
Blackboard Training Course (BBTC101): Teaching Assistant (User List)	✓	✓	✓	✓
Institution Role: Academic Department (User List)	✓			
Institution Role: Faculty (User List)	✓			

- **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

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

- Add a specific or a group of users. The menu toolbar let you choose by specific user, specific enrollment area or by role. **Permit anyone** allows all users in Blackboard to have access.
- To remove a user or a list of users, click the **down arrow**  next to the user or user list then click **Delete** 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 **the down arrow**  next to the user or user list and select **Edit** from the contextual menu. The **Edit 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 System, 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.

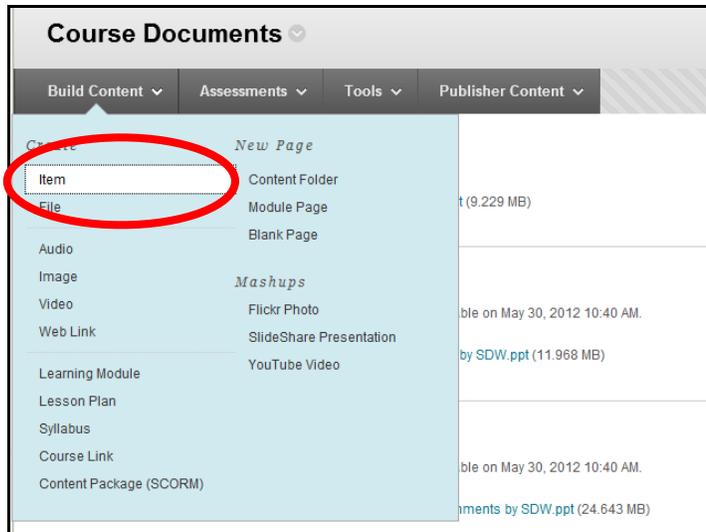
After modifying permissions on a folder, the user may modify the permissions on an item, but these will be overwritten the next time permissions on the parent folder are modified. This is one reason storing items with the same purpose and audience in a single folder makes managing permissions much easier.

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

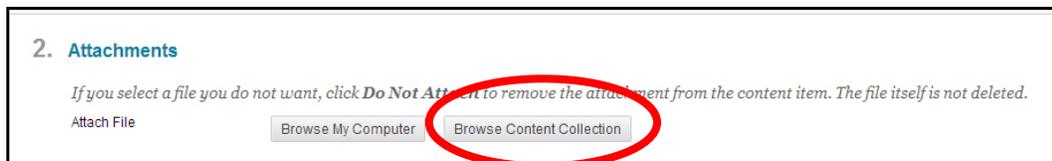
You need to create links to the Content System files or folders from within a course in order for the students to access them.

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

1. Open a content area, such as **Course Documents**.
2. Click on **Build Content** and then **Create Item** from the action bar.

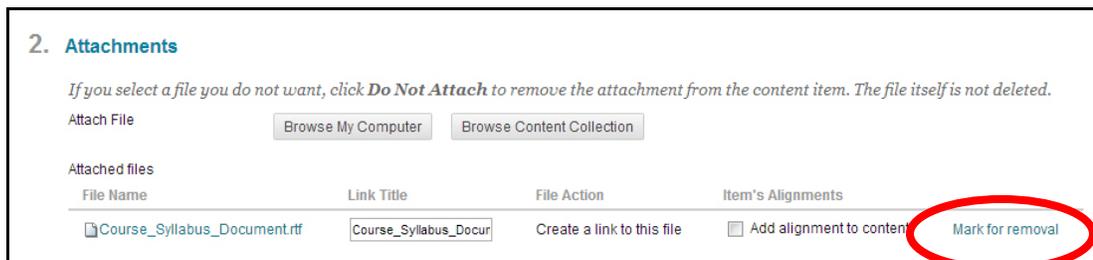


3. Scroll down to the **Attachments** area, and click the **Browse Content Collection** button, a window will take you to the Content Collection and you can navigate to the file or folder you want to link to, click on the corresponding checkboxes to select files or folders and then click **Submit**.



4. In the **Link Title** box, enter the name of the link that the students will click to access the attached file or folder.
5. Scroll down to make your choices in the **Standard Options** area.
6. Click on the **Submit** button at the bottom of the screen.
7. 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 **downward arrow**  next to the item and select **Edit** from the contextual menu, scroll down to the **Attachments** area, click **Mark for removal** next to the attachment. Then click **Submit** to save the changes.



Note: If you use the above option to add link to a file/folder on the Content System, you automatically give Read permissions to all members of the course or organization.