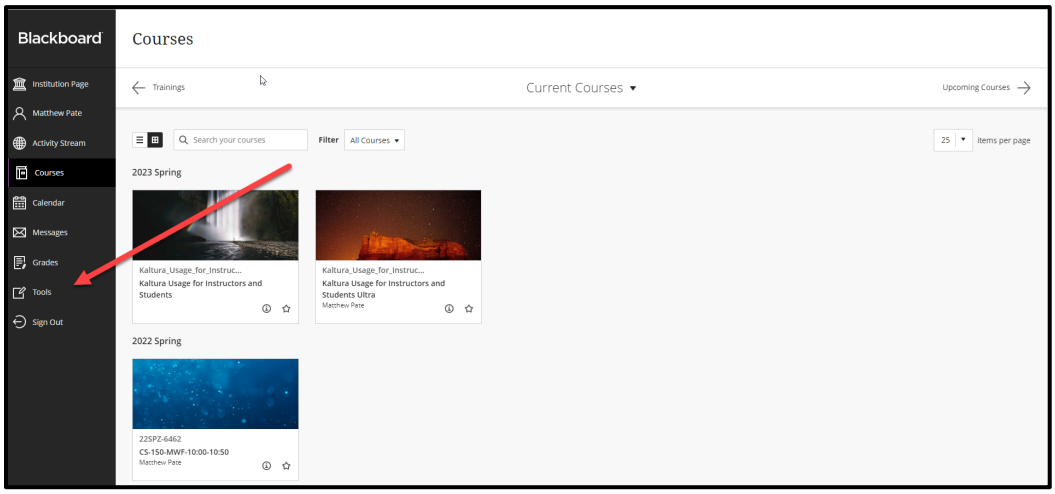
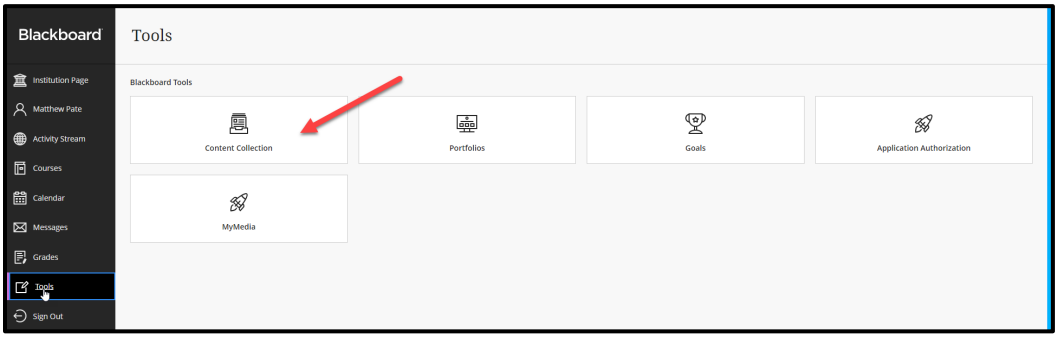
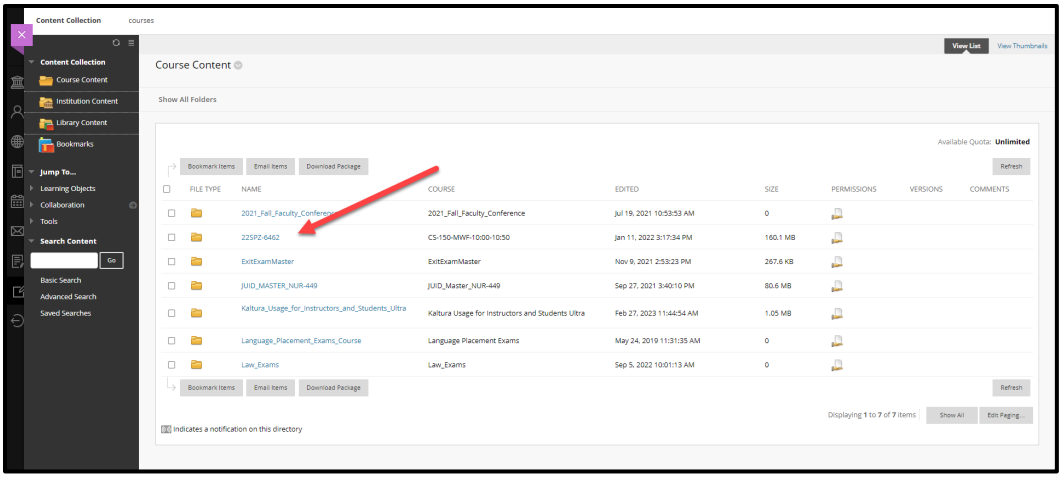
Accessing and Modifying Folders and Files Within the Content Collector/Content Collection in Blackboard Ultra

The **Content Collector** can be found in the course menu within your **Blackboard Institution Page** menu when you log in without entering a course. You will need to select **Tools** and proceed to the **Blackboard Tools** options available.



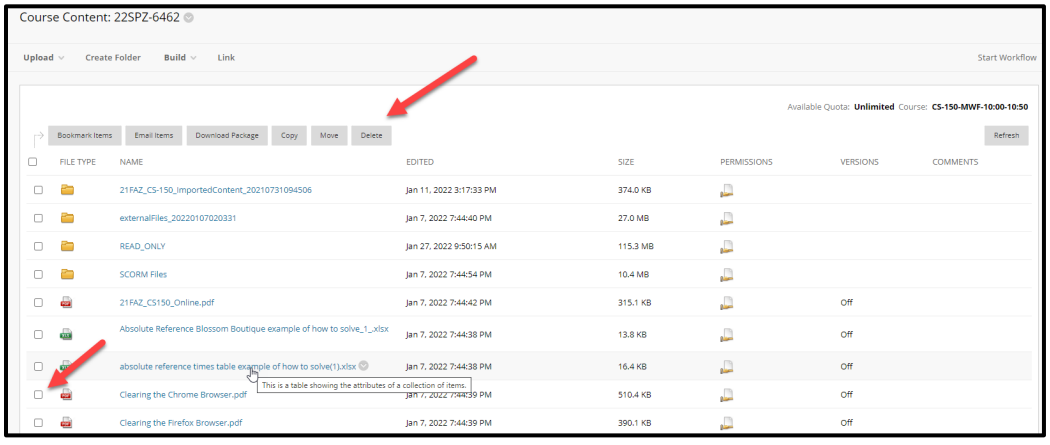


Once **Tools** are selected, you will click on **Content Collection**. This is a global feature that allows you to see all courses in one snapshot.

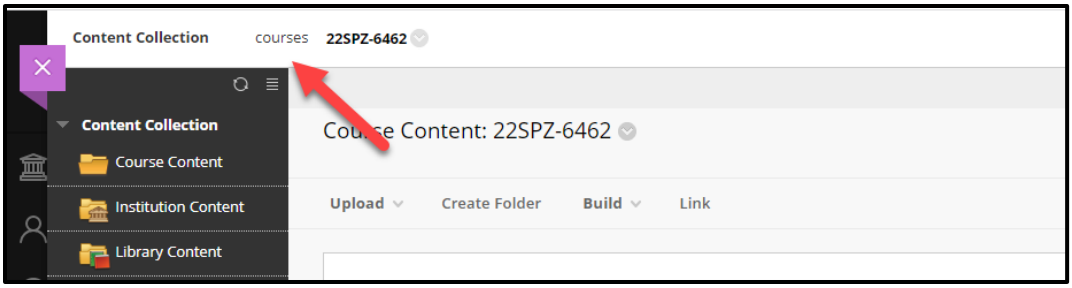


Once the classes populate, you will click to enter the course by clicking on the folder. You will be modifying the content within this selected folder.

Here, you have options to download, copy, move, and delete content. Smaller files can also be emailed, but the larger folders and files need to be downloaded as a .zip package.



The square selection box for both folders and files will need to be selected prior to modifying content. **Downloading a package** would allow you to archive any content needing off-site security.



Moving back and forth among classes is as simple as selecting the path component on the breadcrumb menu.