



ORGANIZING THE CONTENT COLLECTOR

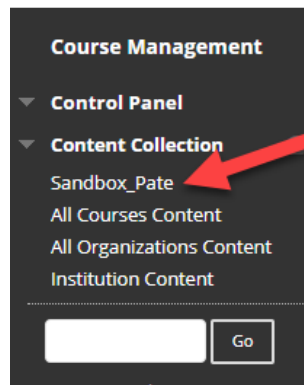
Content Collector:

Before we get into the use and structure of the content collector within Black Board, a few rules need to be put in to play before you begin the process.

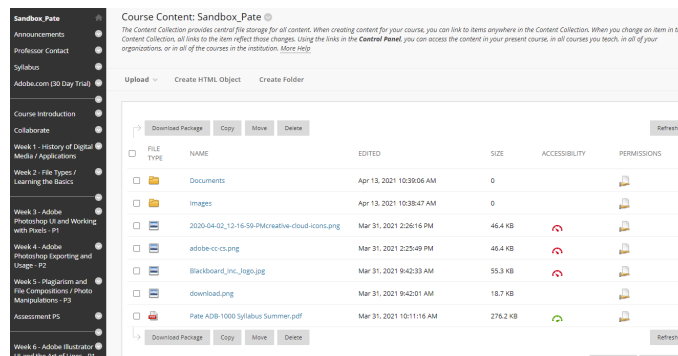
Rule 1: Have a plan to stay organized by creating folders for images, documents, weekly content, and any content you feel needs to be together.

Rule 2: All video content needs to be uploaded to Kaltura media and not placed within the content collector. Not only will this allow for media usage within other classes, but you have control of media playback. When the file sits on the Black Board servers it takes up space, and must stream to play causing reduced bandwidth, plus the instructor has little ability to control display size and the auto play feature.

Rule 3: Check the content collector for the original file upload before a second copy is uploaded and space is utilized on the server. Often the file may be in the collector, but the link is not functional.

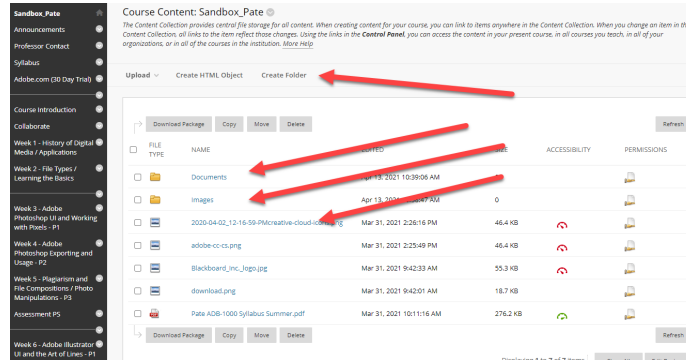


To access the content collector, you will enter your course and proceed down to **Course Management / Content Collection / Choose the Course Title.**

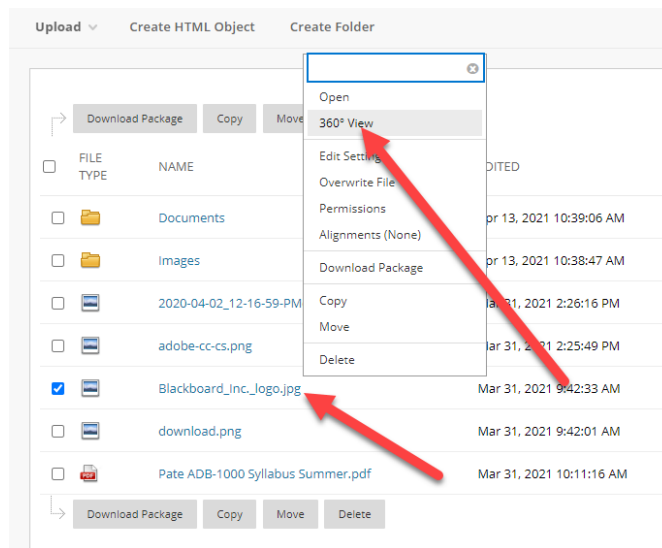




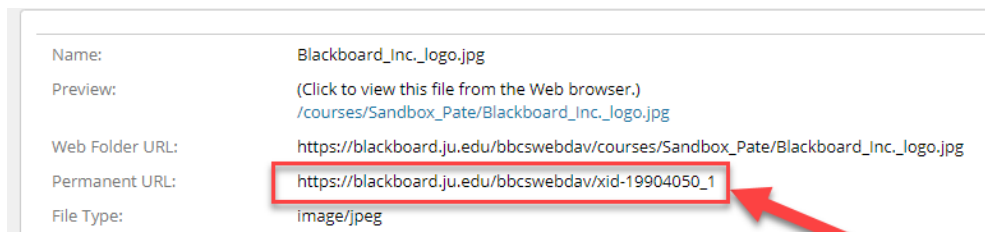
In this sample Sandbox course, you will see that a few folders have been made and content has been placed both **within and outside** of the root directory inside the **Content Collector**.



You will see that folders have been created to organize files while other files sit in the **root directory** to have quick access to these files. In the next few images, you will see how to copy the permanent URL that can be used to link files.



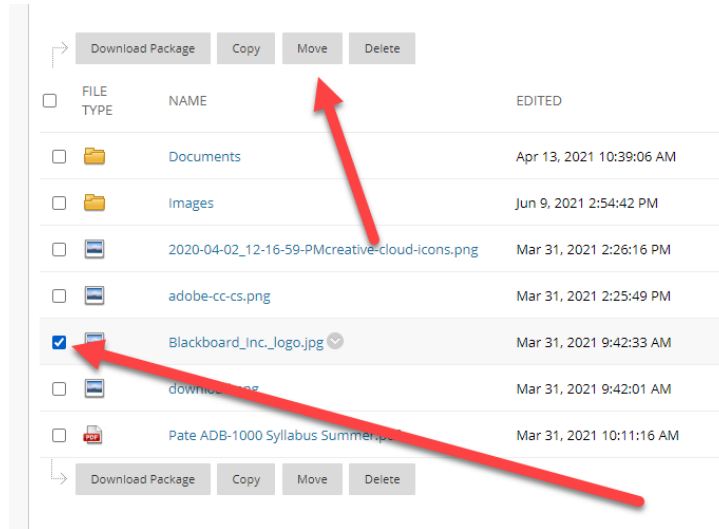
When you access the drop-down menu from the arrow to the right of the file name you will see a menu item called 360 View. This is where you click to gain access to the location and permanent URL.



To link the file correctly, you will need to copy this web address to be used when linking files for student usage. This is a very important step because when classes are exported / imported the links need to be **permanent** so file locations do not change and therefore, the links will not break upon import.



In the next few steps, organizing is not as simple as just dragging a file into a folder. Although the concept is similar, in Blackboard it requires a few more steps.

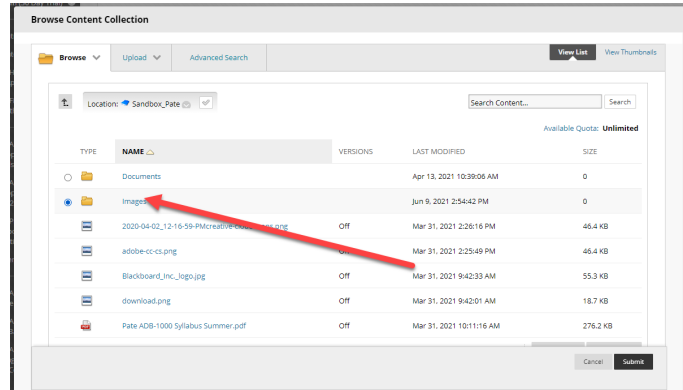


Select the file(s) you want to move into the created folder, then select the **Move** button from the upper selection menu.

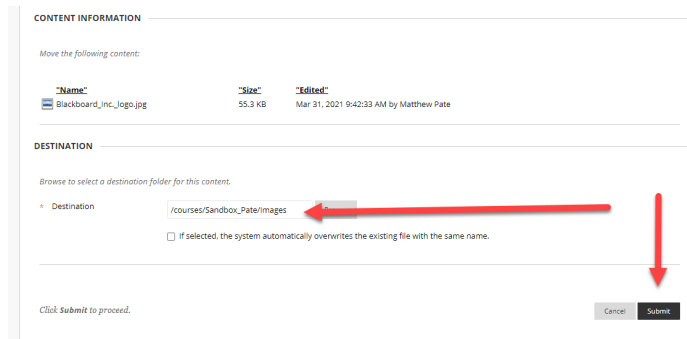




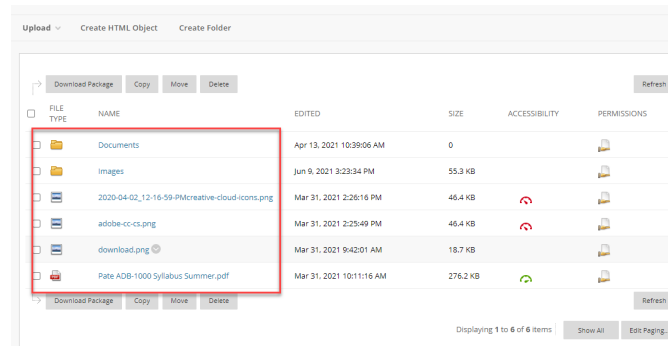
Once you have clicked **Move**, you will be prompted to click **Browse**. This will prompt you to select the new location to move the file.



Now, that you have selected the folder to move the file, you will then click **Submit**. Make sure the radio button is selected next to all files and folders being moved.



The path should now be showing up within the **Destination** area. **Choose Submit** to complete the move. Now, that the file has been shifted into another location, you always have the ability move a series of files or folders and even move back the any file at any given point. **The permanent URL does not change.**



From the image above, you will see the file is no longer in the **root directory** of the course. That is all it takes to move files and folders with Blackboard.