

ACADEMIC TECHNOLOGY

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.

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1nstitution Page	← Trainings		Current Courses 🔻	Upcoming Courses \rightarrow
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Activity Stream	C Search your courses	Filter All Courses 🔻		25 💌 items per page
Courses	2023 Spring			
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Activity Stream	Content Collection	Portfolios	Goals	Application Authorization
Courses				
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Once **Tools** is selected, you will click on **Content Collection**. This is a global feature that allows you to see all courses in one snapshot.





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	Content Collection	course	s								
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_	Content Collection		Course Con	tent ©							
<u>ê</u>	Institution Content	_	Show All Folder	15							
<u>A</u> -	Library Content										
•	Bookmarks	_								Availab	ble Quota: Unlimited
	Jump To		Bookma	rk Items Email Items I	Download Package						Refresh
~	Learning Objects		FILE TY	PE NAME		COURSE	EDITED	SIZE	PERMISSIONS	VERSIONS	COMMENTS
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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.

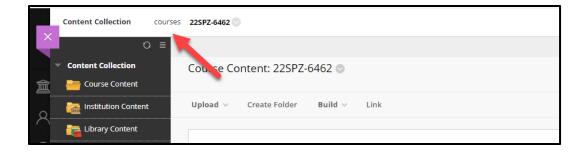


Here, you have options to download, copy, move, and delete content. Smaller files can also be emailed, but the larger folders and files need to be downloaded as a .zip package.

load	l ∨ Create	Folder Build V Link					Start Workf	
					Available Quota: Unlimited Course: CS-150-MWF-10:00			
<i>→</i>	Bookmark Items	Email Items Download Package Copy Move Delete					Refresh	
)	FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS	VERSIONS	COMMENTS	
	2	21FAZ_CS-150_ImportedContent_20210731094506	Jan 11, 2022 3:17:33 PM	374.0 KB	<u>,</u>			
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	<u></u>	SCORM Files	Jan 7, 2022 7:44:54 PM	10.4 MB	,III			
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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 simple as selecting the path component on the breadcrumb menu.