Uploading Content

This reference guide will demonstrate how to upload content and link it to the tools in your course. You can either upload content into the *Content Collections* area or upload the content directly to a course tool. The items that this guide will focus on are *Content Item* and *Build*. Both of these items are accessible from the *Content* module.

Content

The *Content* module allows you to build your course with various types of content you will need to facilitate your online course. In this area you will find four (4) drop down tabs, however this guide is only focusing on *Create Item* and *Build*.



- **Create** allows you to create a general document, and/or upload a file. Additionally, you can specify how long the document remains available to your students, as well as you can track the number of times the document has been viewed by your student.
- **Build** will enable you to create folders, links, a syllabus, etc. To create a syllabus you can either build a syllabus using the syllabus utility feature or you can upload a file directly to blackboard.

Upload a file using the Attach Local File feature

Step 1: Upon selecting the *Create Item* button label your content in the *Name* box. (<u>Notice</u>: any item that has an asterisk next this is an indication that the field is a required.)

Create Item	e, text, image, or link that displays to users on a Content Area page. <u>More Help</u>		
★ Indicates a required field.		Cancel	Submit
1. Content Inform	ation Tab Exercise		
Color of Name	Black		

Step 2: The Text area is an optional. This area allows you to include a brief description about what the content entails. The text that is entered will appear below the content item in the Content area.

Text Visual Editor: ON
▲Normal ♥ 3 ♥ Arial ♥ B I U abe ×₂ ײ ■ ■ 目目目目目目目目目目目目目目目目目目目目目目目目目目目目目目目目
${}^{\mathrm{abg}}$ % \square \square \ll \sim \sim \odot \boxtimes \checkmark \checkmark \bigtriangleup \checkmark \checkmark
▲ Path: body
Save as Reusable Object

Step 3: Click on the browse button next to the box that is labeled "Attach Local File".

Attach or Link	Content
Files can be attached h	ere. Click Browse to select the file to attach and specify a name for the link to this file.
Attach Local File	Browse
Link to Content Collection Item	Browse
Name of Link to File	
Special Action	Create a link to this file

Step 4: When the Upload File dialogue box opens locate your course folder.

File Upload							?	×				
Look in:	C Word Process	ing		~ (3 🦻	📂 📖	-		_id=_2_18	url=%2Fwebapp	os%2Fblackboai 🏠	• 🔚•
	Advance Word	_2005							Hotmail 🍕	Free R&B and	Soul Ra 🗡 Prepa	are Your Stu
	🚞 Grade Roster								board Lea	arn	× +	
My Recent Documents	MS Word2000								Logout			
Documents	Notes	004							Logoal			
	Syllabi	504										
Desktop	🚞 Word 2004								ervices	The Web	System Admin	
	WordPerfect E>	ercises							stvices	The Web	System Admin	
	Tab Exercise	e cheet										
	word accendance	e sneet										
My Documents												
My Computer												
	File name:	Tab Exerc	se			*	Open					
My Network	Files of type:	All Files				~	Cancel					
					_							
		2.	Attach o	r Link	(Con	tent						
			Files can be at	tached H	here. C	lick Brov	vse to select t	the 1	file to attac	h and specify a	a name for the link i	o this file.
			Attach Local F	File						Browse		

Step 5: The file that you select will appear in the Attach Local File window.

2.	Attach or Link C	ontent					
	Files can be attached here. Click Browse to select the file to attach and specify a name for the link to this file.						
	Attach Local File	C:\Documents and Settings\mhow Browse					

Step 6: Once you have located and selected your file click the *Submit* button to attach your content to the *Content* module (<u>Optional</u>: Before clicking *Submit* you can set additional permissions and tracking options to your content from the *Options* area).

З.	Options		
	Permit Users to View the Content Item	⊙ Yes ◯ No	
	Track Number of ∨iews	🔿 Yes 💿 No	
	Select Date and Time Restrictions	Display After Display After Display Until Display	
Success: Ta	b Exercise created.		E3
C	ontent ⊠		
Create Ite	em Build≽ Ev	valuate 💝 🛛 Collaborate 💝	Discover Content
< 1	Tab Exercise	S ab Exercise.docx (9.838 KB)	

Upload to Content Collections

Step 1: To add content into your storage area click on the Content Collection tab

Content C	ion Courses	Content Collection Serv	vices Th	e Web Syste	m Admin	
🗊 Co	ntent Collect	tion				
Find F	older					Open Web Folde
					Availabl	e Quota: Unspecifie
	ownload 🥪 🛛 Remove	e from Display				Refresh
	Name	Edited	Size	Permissions	Versions	Comments
	courses 😻	Feb 17, 2010 12:05:18 PM	63KB			
	institution 🛛 📚	Feb 5, 2010 4:22:29 PM	0KB			
	library 😻	Dec 8, 2009 8:13:34 PM	0KB			
. 🏹	oras 😻	Dec 8, 2009 8:13:34 PM	0KB			
🗈 🐚	users 📚	Dec 8, 2009 8:13:32 PM	0KB			
	wnload 🥪 🛛 Remove	e from Display				Refresh

Step 2: When you enter into the content collection area select the *Course* hyperlink and then locate your course folder.

Content Collection: Course Content								
Find Folder					Open Web Folder			
				Available Qu	ota: Unspecified			
Download 🥪 Remove from Display					Refresh			
Name	Edited	<u>Size</u>	Permissions	Versions	<u>Comments</u>			
🔲 🎽 <u>CS 9A 002 BK SPRG2010</u> 😵	Feb 24, 2010 2:36:44 PM	106KB						
🔲 🎽 <u>CS 9H 002 BK SPRG2010</u> 😻	Jan 19, 2010 5:02:02 PM	0KB						
Download 😻 Remove from Display					Refresh			
🔟 Indicates a notification on this directory			Displaying 1 to 2 of	2 items Show	All Edit Paging			

Step 3: Upon entering the course folder you'll notice a row of buttons. Select the *Upload File* button to locate and upload your content.

Content Collection: Word Processing Content								
Upload File	Create Folder	Build ≽	Upload Packa	ge		Start Workf	low Open Web Folder	
					Available Quota: 4	49.90MB (100%)	Total Quota: 50.00MB	
Bookmark Iter	ns Email Items	Download 😸	Copy Move	Delete			Refresh	
Name		Edited		Size	Permissions	Versions	Comments	
🗌 🐚 <u>Test f</u>	older 😵	Feb 24, 201	0 2:36:44 PM	106KB				
Bookmark Iter	ns Email Items	Download 📎	Copy Move	Delete			Refresh	
m Indicates a not	ification on this	directory			Displayin	ig 1 to 1 of 1 items	Show All Edit Paging	

Step 4: When the *Add File* window will appears click on the browse button next to the window that is labeled "*File*".

1. File Informatio	Cancel Subm
1. File Information Browse to select a file to	
* File	Browse Overwrite if a file with the same name exists.
2. Options	
Select Options	 Lock File If the file is locked, only the person who locked it may unlock it. 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.

Step 5: You will enter into the *Upload File* window where you're expected to locate your file and select it.

File Upload							? 🛛
Look in:	🗀 Adv Word		~	3	1 🖻	···· -	
My Recent Documents Desktop My Documents	Address_Intera Advanced Word Exercise3 Exercise_3a Exercise_3b MailMerge_Inte	d Outline					
My Computer							
	File name:	Exercise_3a			~		Open
My Network	Files of type:	All Files			~		Cancel

Step 6: Once you have located and selected your file you will return to a previous window where your file will appear in the *File* window. Click the *Submit* button to add your content to the *Content Collection* area.

<u>Notice</u>: You can apply specific criteria when uploading to content collection by applying additional options from the Select Options area.

🛪 Indicates a required field.		Cancel	Submit
1. File Information			
Browse to select a file to uplo	ad.		
★ File	C:\Documents and Settings\mhoward\My Docume Browse] Overwrite if a file with the same name exists.		
2. Options			
Select Options	 Lock File If the file is locked, only the person who locked it may unlock it. Share Comments If Comments are Shared, users with Read permission may view and add Comm 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. 		
3. Submit			
		Cancel	Submit

Step 7: Upon clicking the submit button your content will appear in the Content Collection area

Success: Item created.				
🗊 Content Collection: Word Processing Content				
Upload File Create Folder Build 😻 Upload Package			Start Work	low Open Web Folder
		Available Quota:	14.55MB (29%)	Total Quota: 50.00MB
Bookmark Items Email Items Download 😻 Copy Move Delete				Refresh
Name Edited	<u>Size</u>	<u>Permissions</u>	Versions	<u>Comments</u>
Test folder S Feb 24, 2010 2:36:44 PM	106KB			
Exercise 3a.doc 😵 Feb 25, 2010 1:32:53 PM	35.35MB		Off	
Bookmark Items Email Items Download 🥪 Copy Move Delete				Refresh
Indicates a notification on this directory		Displayin	g 1 to 2 of 2 items	Show All Edit Paging

<u>Notice</u>: Once you're data is uploaded into Content Collection you can link it to your course tools.

Setting up a WebDAV

Since most operating systems are WebDAV compatible it is pretty easy to set up a WebDAV folder that is linked to the Blackboard Content System. To perform this operation all you need to connect is the Web address of the folder and a valid username and password.

Find the Web Address for another folder

Before you can set up your *WebDAV* folder you should be mindful that the *URL* for a folder in the Blackboard content system is needed to replicate the folder in the operating system. The address for this directory is provided at the top of the page. To find the Web address of any directory in the Blackboard Content System, follow these steps:

1. Navigate to the folder in the Blackboard Content System and navigate to the Edit Folder Settings page.



Step 2: The Address field on this page (not the address displayed by the Web browser) contains the URL needed to map to the folder.

1. Folder Informa	ition
Folder Name	СМ
Location URL	http://bb-fe-dev.liu.edu/bbcswebdav/courses/CM

Step 3: Copy the Location URL for future reference (i.e. http://bb-fe-
dev.liu.edu/bbcswebdav/courses/CM).

Setup a WebDAV folder in Windows

Using the Web address of the folder (i.e. http://bb-fe-dev.liu.edu/bbcswebdav/courses/CM), follow these steps to create a network folder in Windows:

	by My Documents	
	My Recent Documents 🔸	
	🖄 My Pictures	
Step 1: Open My Network Places.	📂 My Music	
	😏 My Computer	
	Second Se	
	😨 My Network Places	
	File Edit View Favorites Tools Help	
	🔇 Back * 🕥 * 🏂 🔎 Search 🎼 Folders 🕼 🎲 🗙 🍫 🛄 * 👧 Folder Sync	
Step 2: Double-click Add Network Place.	Address 🔮 My Network Places	💌 🄁 Go
1	The Internet	
	My Web Sikes on M5N	
	Unspecified	
	Wireless Network Setup Wizard 🛐 Add Network Place 🚺 Entire Network	

Step 3: Begin to follow the *Network Place* wizard to set up your network.



Add Netwo	vork Place Wizard	
Where d	e do you want to create this network place?	ACT.
you create	a service provider. If you do not have a membership with the provider you sel ate an account. To just create a shortcut, click "Choose another network loc providers:	
i 📢 i	MSN Communities Share your files with others, or store them for your personal use. Choose another network location Specify the address of a Web site, network location, or FTP site.	
	< Back Ne	ext > Cancel

Step 4: Enter the URL into the text field or copy and paste it.

Add Network Place Wizard	×
What is the address of this network place?	<u>(</u>
Type the address of the Web site, FTP site, or network location that this shortcut will open.	
Internet or network address:	
breskufide meetedaw/courses/CS_9A_002_BK_SPRID2010 🛩 Browse	
View some examples.	
< Back Next >	Cancel

Step 5: Once you've entered the network address you'll be prompt to enter your account information. The account information will be the same account that you use to log into Blackboard.

Connect to black	board.liu.edu	? ×
	G.	
The server blackboar username and passw	rd.liu.edu at blackboard.liu.edu rec vord.	quires a
User name:	1	~
Password:		
	Remember my password	
	OK Can	cel

Step 6: Upon clicking the next button the wizard will bring you into another window that will allow you to assign a generic name to identify your *web dev network*; however you can leave the name that has automatically been assigned to this window and click the next button.

What do you want to name this place? Create a name for this shortcut that will help you easily identify this network place: https://blackboard.liu.edu/bbcswebdav/courses/CS_9A_002_BK_SPRG2010. Type a name for this network place:	Add Network Place Wizard			×
https://blackboard.liu.edu/bbcswebdav/courses/CS_9A_002_BK_SPRG2010. Type a name for this network place:	What do you want to name this place?			\$C
Type a name for this network place:	Create a name for this shortcut that will help you easily identify th	nis network place	e:	
	https://blackboard.liu.edu/bbcswebdav/courses/CS_9A_002_1	BK_SPRG2010.		
	Type a name for this network place:			
<pre></pre>		(Deels	Next >	Control

Step 7: Once you've entered a name for the *Network Place* and select *Finish*.



Step 8: Before the *Web* folder opens you will be prompted to log into Blackboard for a second time.

	2_BK_SPRG2	12 M 8000		du					
File Edit Vi	iew Favorites								
G Back 🔹	🖸 - Ď	🔎 Search	6 Folders	BB	×	9 💷	Folder Sy	nc	
Address 🙋 ht	tps://blackboard	liu.edu/bbcswe	bdav/courses/C	5_9A_002_BK	_SPRG20	10/			💌 🄁 Go
				6			Company -		
				Connect	to blac	:kboard.liu	.edu	? 🔀	
				E.					
				<u></u>	2			14 11	
							t blackboard.liu.ed	u requires a	
				username		-			
				User nam		2		~	
				Password	i:				
						Remer	nber my password		

Step 9: You will now be listed in *My Network Places*, whereas you can locate content on your local system and drag it into your *network folder*.



Notice: Once you're data is uploaded into Content Collection you can link it to your course tools.

<u>Notice</u>: On some windows versions (Such as Windows Server 2003 x64) these steps will fail. In those cases, open a cmd prompt (Start/Run "cmd.exe") and execute the command. net use * <u>https://blackboard.liu.edu</u>..... (this information can be obtain from the Location URL in the course's edit property.)

Setup a WebDAV folder in Mac OS X

Using the Web address of the folder, follow these steps to mount the folder in Mac OS X:

- 1. From Finder select the Go menu and then Connect to Server.
- 2. Enter the URL in the Address field. If you plan to use this folder often, click Add to Favorites so you can use it again quickly.
- 3. Click OK. You will be prompted for your username and password. Enter your Blackboard username and password.
- 4. The folder will be added and will appear on your desktop and in Finder under Network.