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*.


- o **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.

- o **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. (Notice: any item that has an asterisk next this is an indication that the field is a required.)
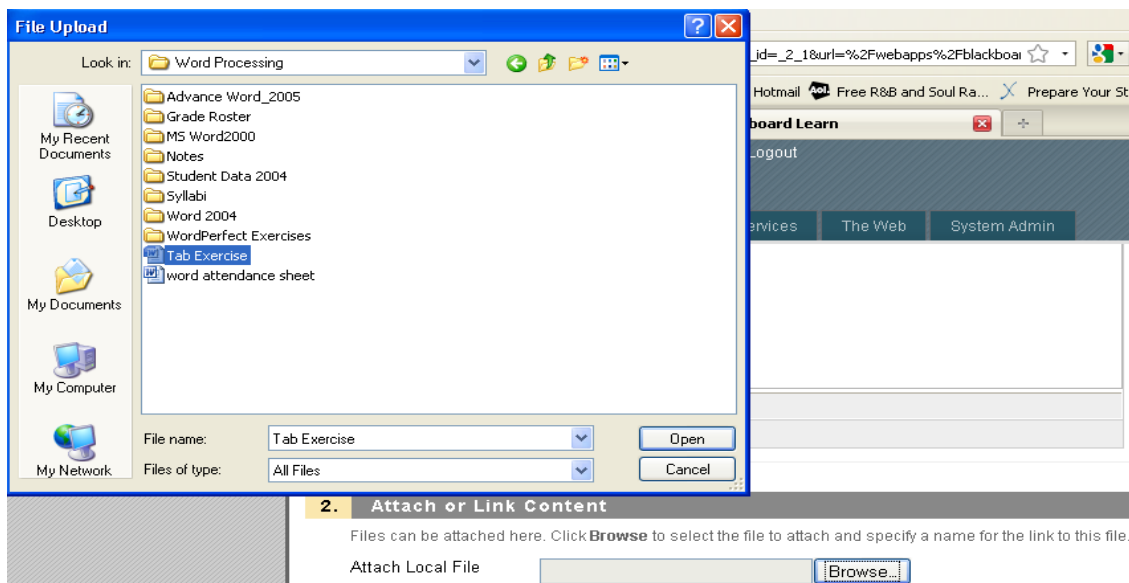
Step 2: The Text area is an optional. This area allows you to include a brief description about what the content entails. The text that is entered will appear below the content item in the Content area.
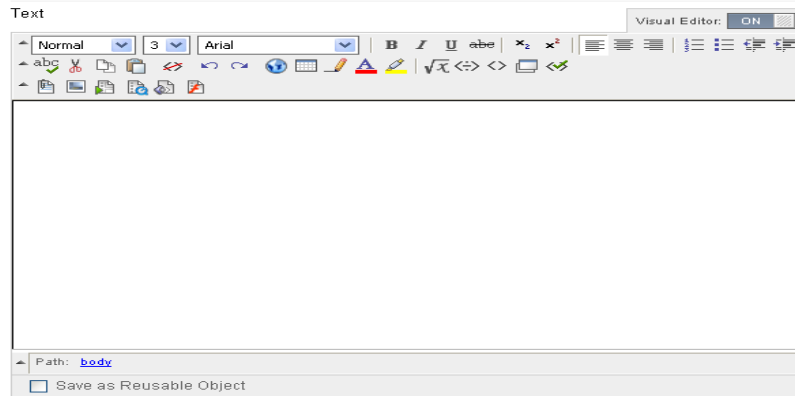
Step 3: Click on the browse button next to the box that is labeled *"Attach Local File"*.
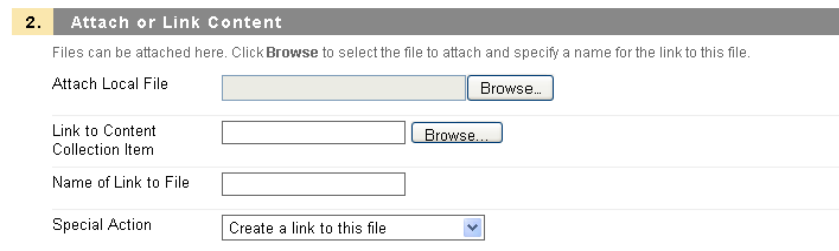
Step 4: When the *Upload File* dialogue box opens locate your course folder.

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

2. Attach or Link Content

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 (Optional: Before clicking *Submit* you can set additional permissions and tracking options to your content from the *Options* area).
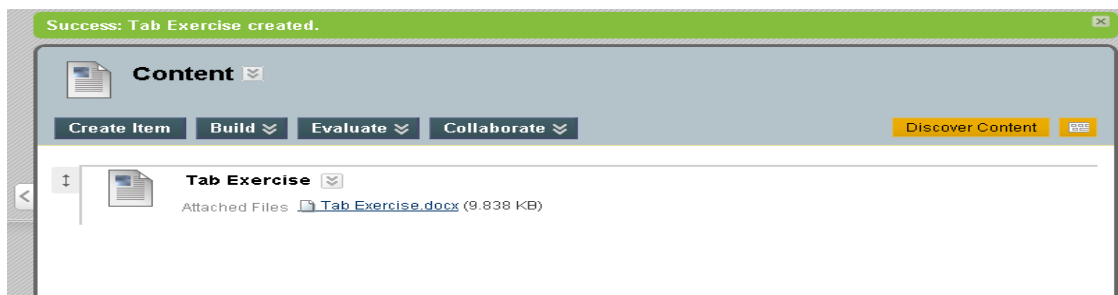
3. Options

Permit Users to View the Content Item   ⦿ Yes ○ No

Track Number of Views   ○ Yes ⦿ No

Select Date and Time Restrictions   ☐ Display After [   ] [📅] [   ] [⊘]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [   ] [📅] [   ] [⊘]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Success: Tab Exercise created.

Content ⌄

Create Item | Build ⌄ | Evaluate ⌄ | Collaborate ⌄   Discover Content

Tab Exercise ⌄
Attached Files 📄 Tab Exercise.docx (9.838 KB)

Upload to Content Collections

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

My Institution | Courses | **Content Collection** | Services | The Web | System Admin
Content Collection

📙 **Content Collection**

Find Folder   Open Web Folder

Available Quota: **Unspecified**

Download ⌄ | Remove 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			
☐	📁	orgs ⌄	Dec 8, 2009 8:13:34 PM	0KB			
☐	📁	users ⌄	Dec 8, 2009 8:13:32 PM	0KB			

Download ⌄ | Remove from Display   Refresh

Displaying **1** to **5** of **5** items   Show All | Edit Paging...

⦿ Indicates a notification on this directory

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

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.

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

Step 5: You will enter into the *Upload File* window where you're expected to locate your file and select it.
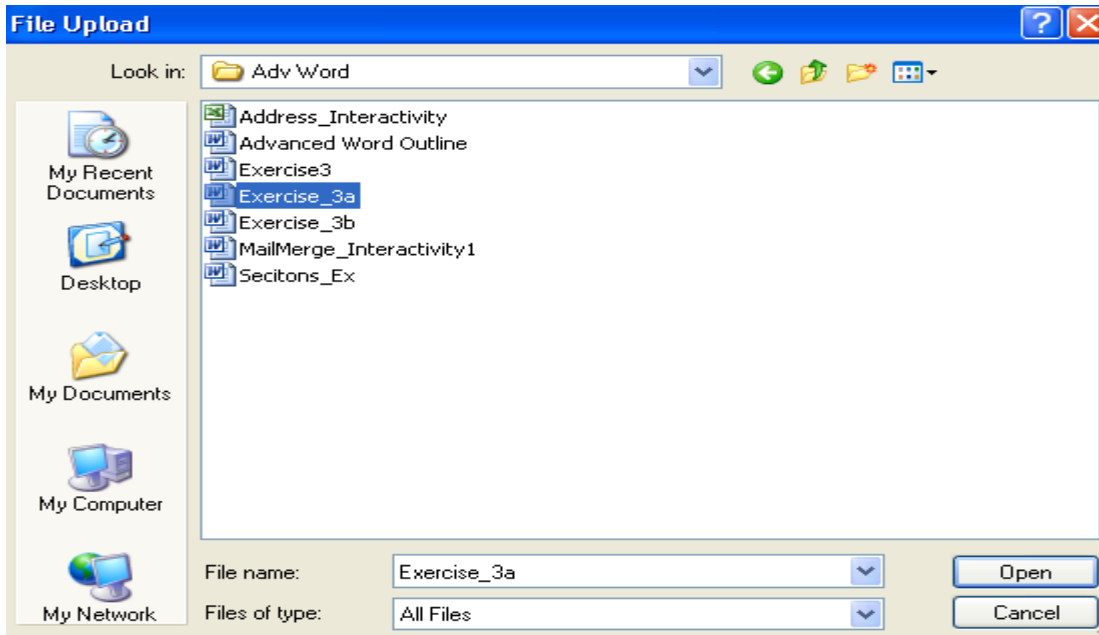
Step 6: Once you have located and selected your file you will return to a previous window where your file will appear in the *File* window. Click the *Submit* button to add your content to the *Content Collection* area.

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

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

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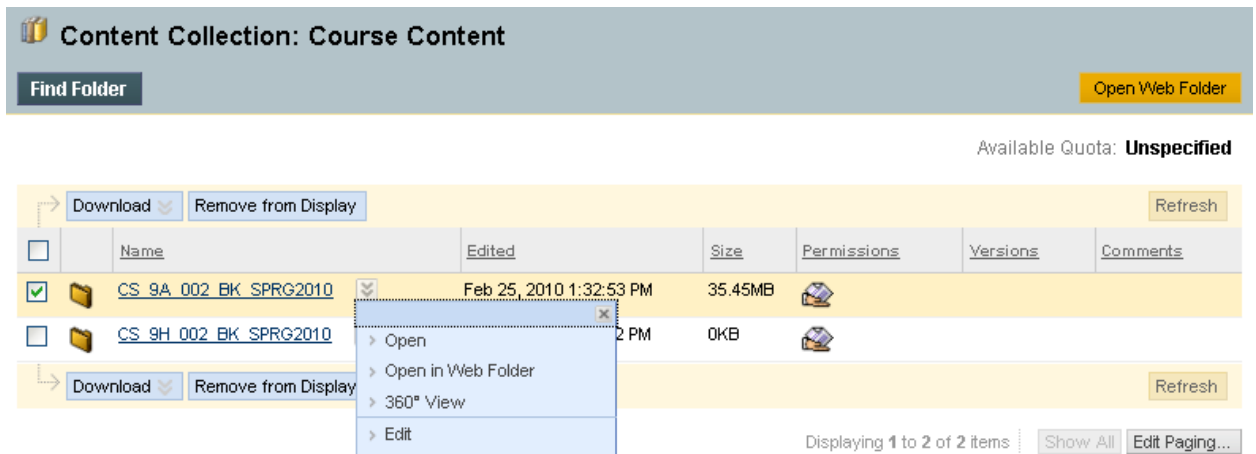
Step 2: The Address field on this page (not the address displayed by the Web browser) contains the URL needed to map to the folder.

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:
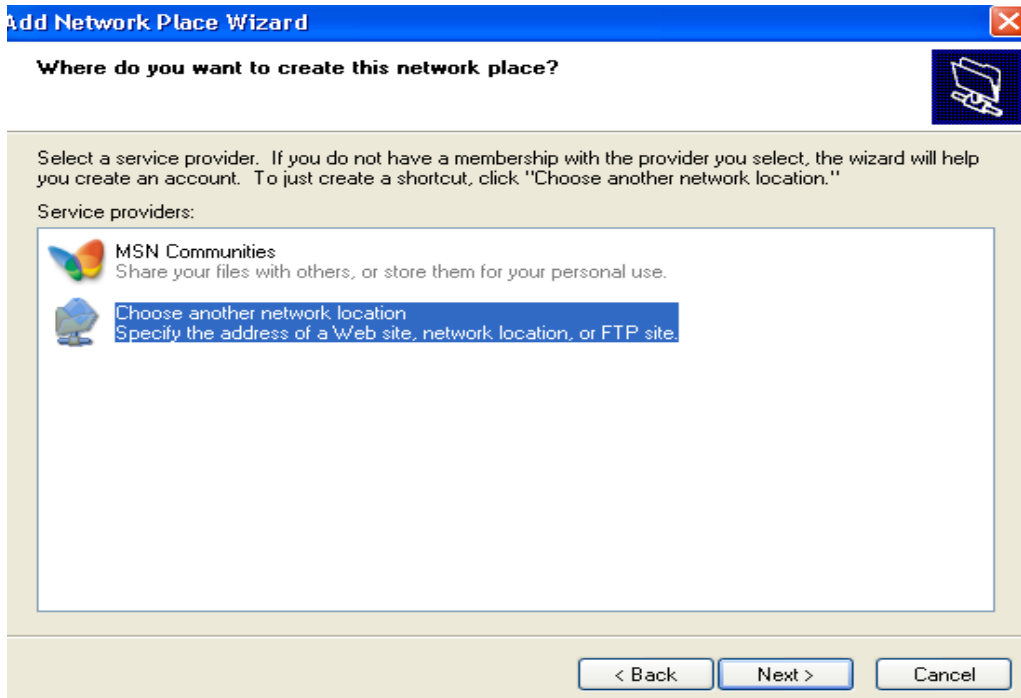
Step 1: Open My Network Places.

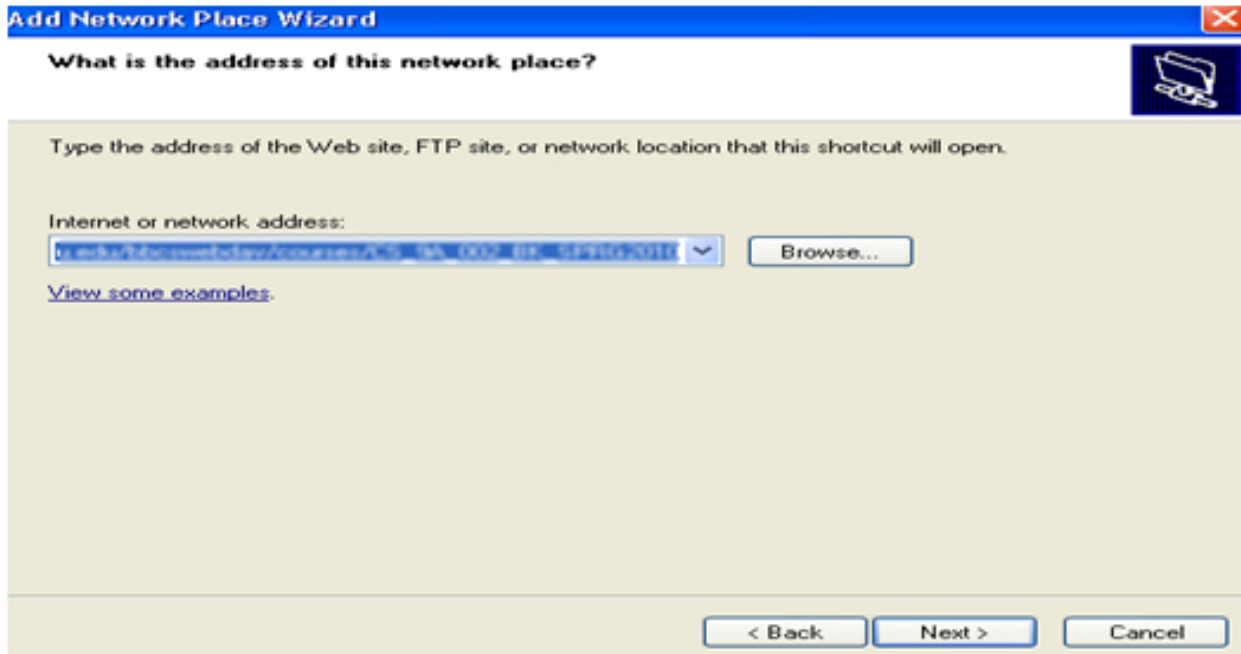Step 2: Double-click Add Network Place.
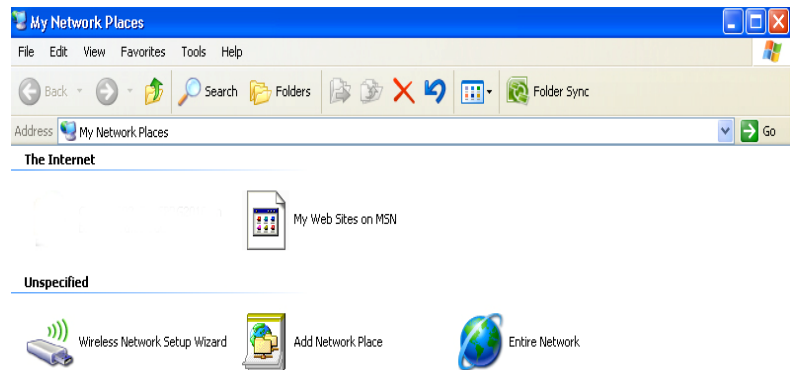
Step 3: Begin to follow the *Network Place* wizard to set up your network.
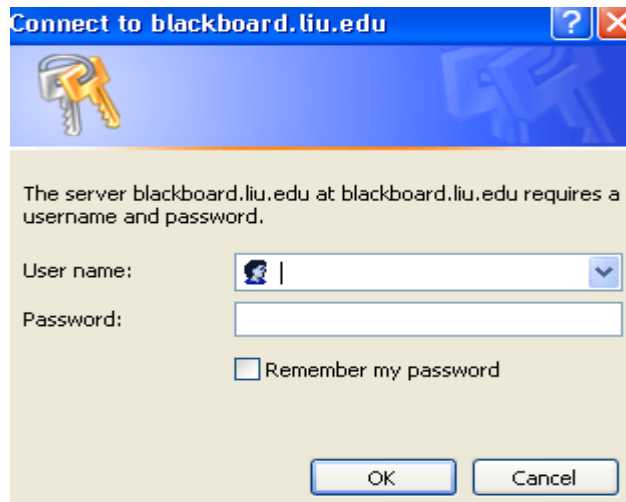
Step 4: Enter the URL into the text field or copy and paste it.

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.

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.
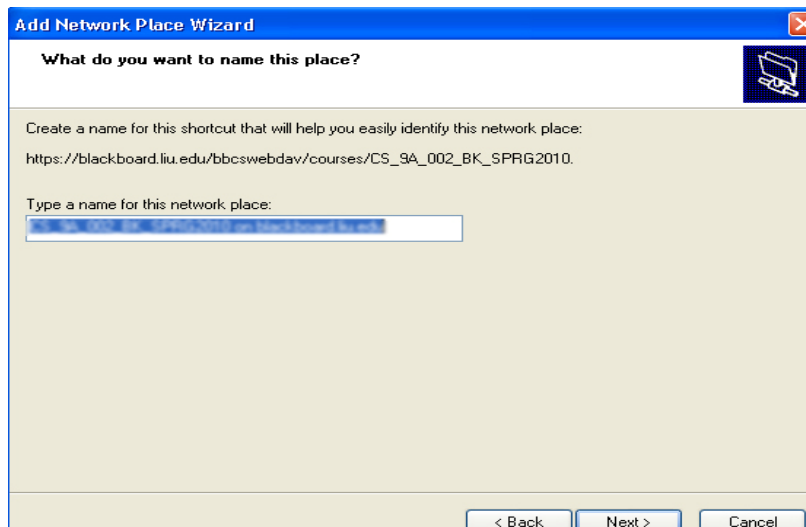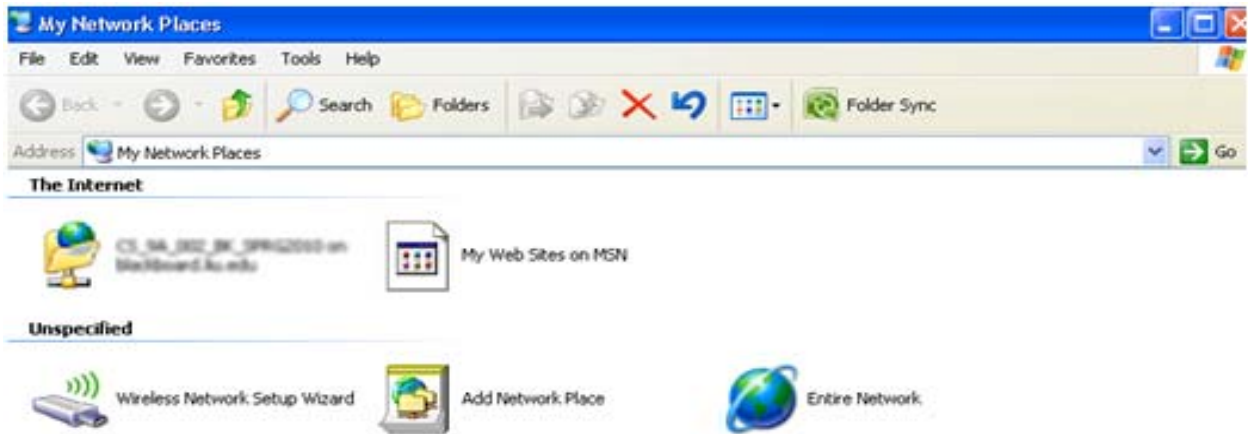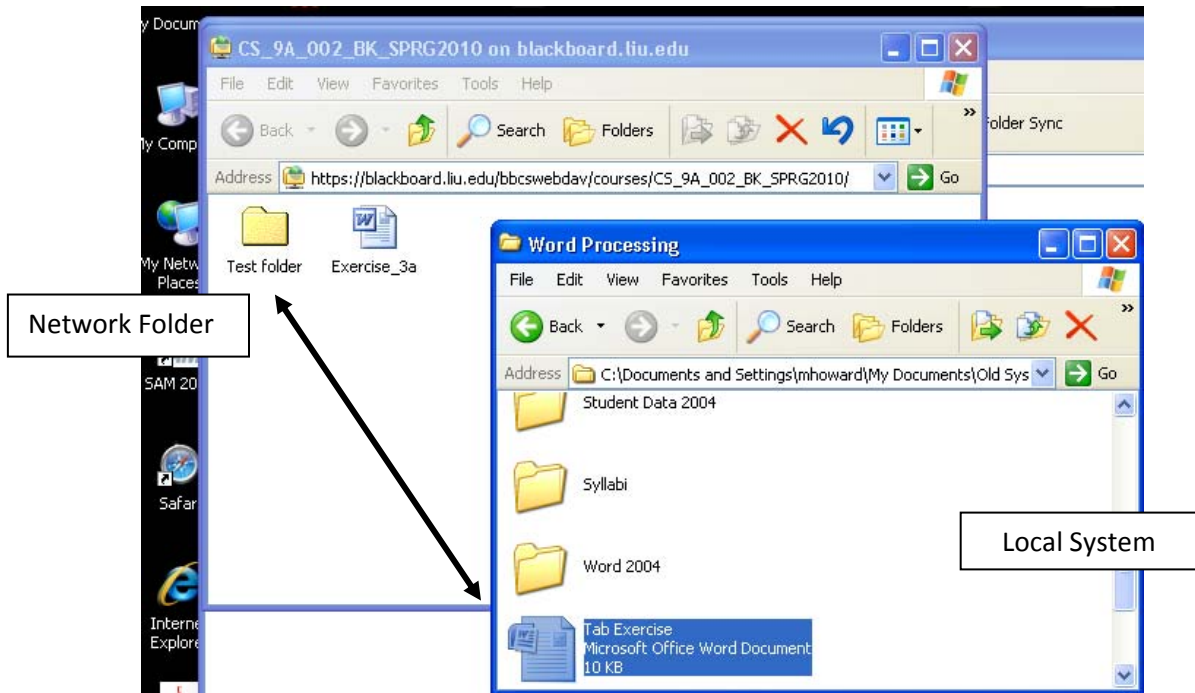
Step 7: Once you've entered a name for the *Network Place* and select *Finish*.
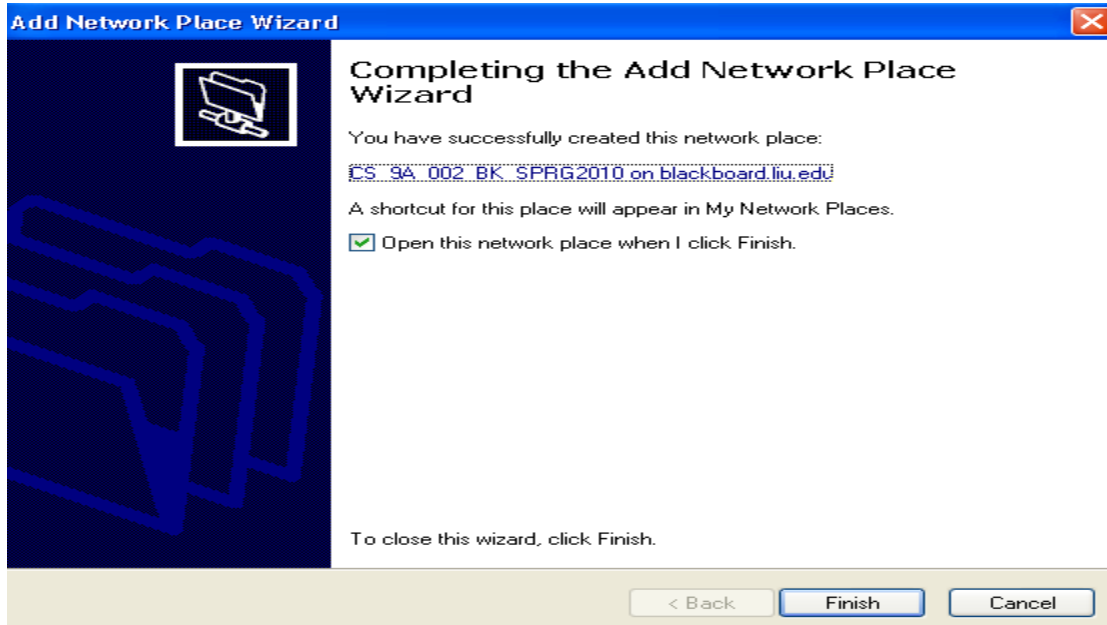
Step 8: Before the *Web* folder opens you will be prompted to log into Blackboard for a second time.

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.

Notice: 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 * https://blackboard.liu.edu......
(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.