

# BLACKBOARD TEMPLATE CONTENT COLLECTION WORKSHOP



Set it up once, update files anytime  
- no deadlines, no stress.

JOIN NOW

Date: 16 Dec 2024

Time: 14:30 - 15:30

Venue: A302

# Blackboard Content Collection Workshop

16 December 2024

2:30-3:30

A302



# Important Reminders

This process only applies to replacing files.

The following items must be updated before the Bb template deadline:

- Turnitin
- Panopto
- Grade Center
- Links
- Quizzes/Individual Work

*Any item that is not a file attachment*



How do you  
replace files on  
Bb template?





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# Why use Content Collection?

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Bb template deadlines are always set before Week 0 to ensure sufficient time for templates to be copied over...BUT...

If you use Content Collection, you can replace files anytime and the changes will be copied over to live sites.





How?

# Steps 1-5 Overview (Slides 10-23)



Steps 1-4: You only need to complete these steps once to set up your Content Collection and link the Blackboard template files to it.

Step 1: Make a list of files

Step 2: Organise your Content Collection

Step 3: Upload files to Content Collection

Step 4: Build files on template



Once you have completed Steps 1-4, in future semesters, you will only need to follow Step 5 to replace files on your Blackboard template. Any changes you make will automatically be copied to all live sites, even if it's after the semester has started.

# Step 1

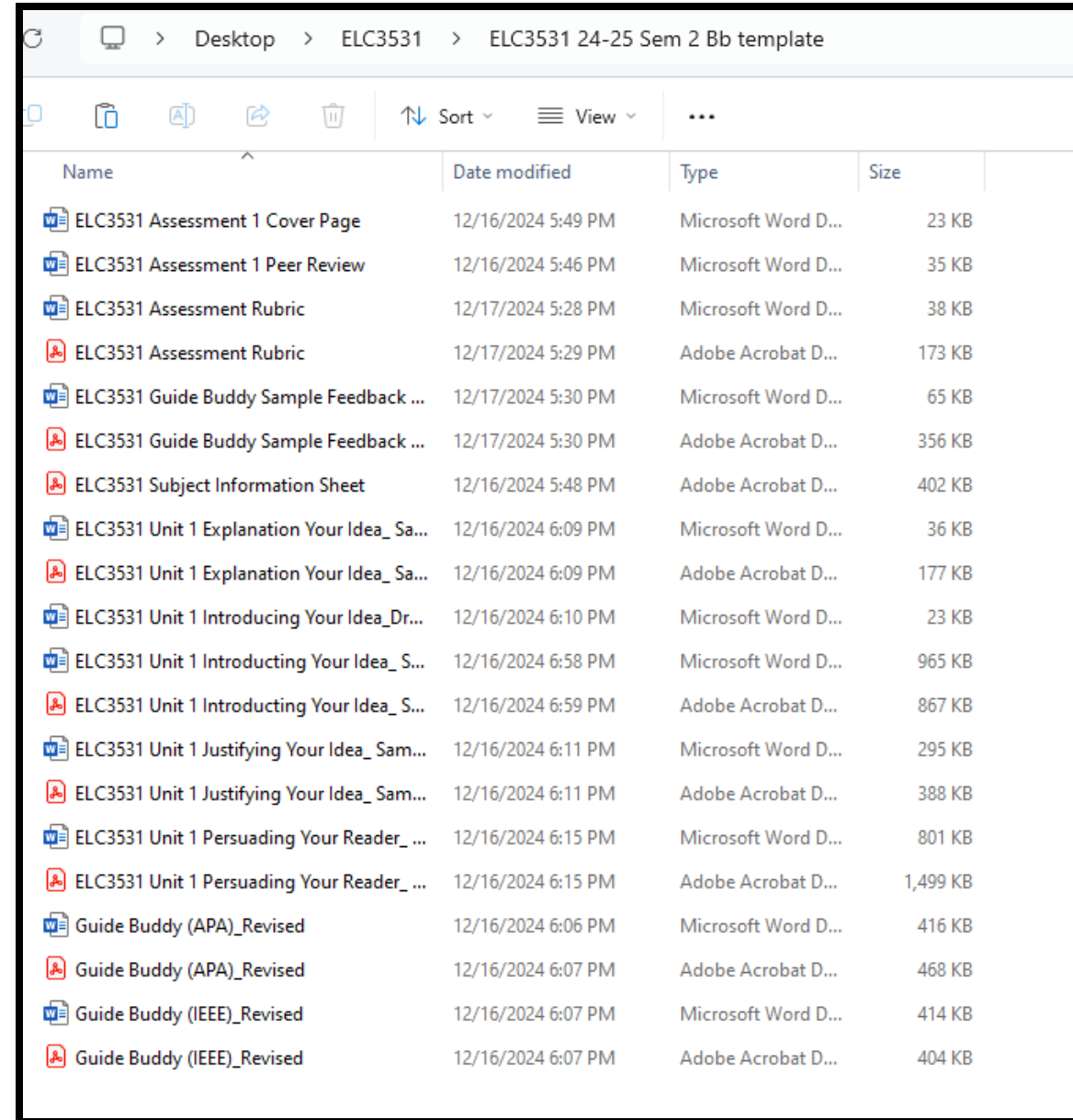
**Make a List of Files that need to be updated every semester**

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# List files that need to be updated every semester

1. Make a list of files that need to be updated every semester
2. Name the files without references to versions or year
  - e.g. ELCxxxx Subject Information Sheet
  - **Files can only be replaced if they are the same file type (word/pdf) and have the same file name.**



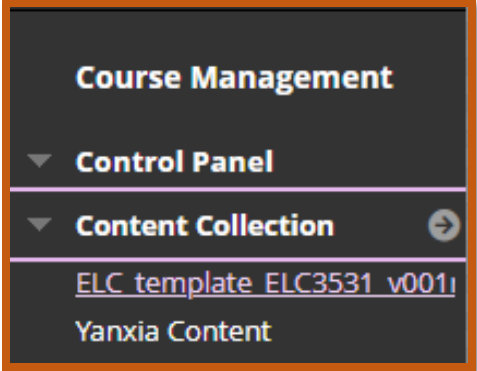
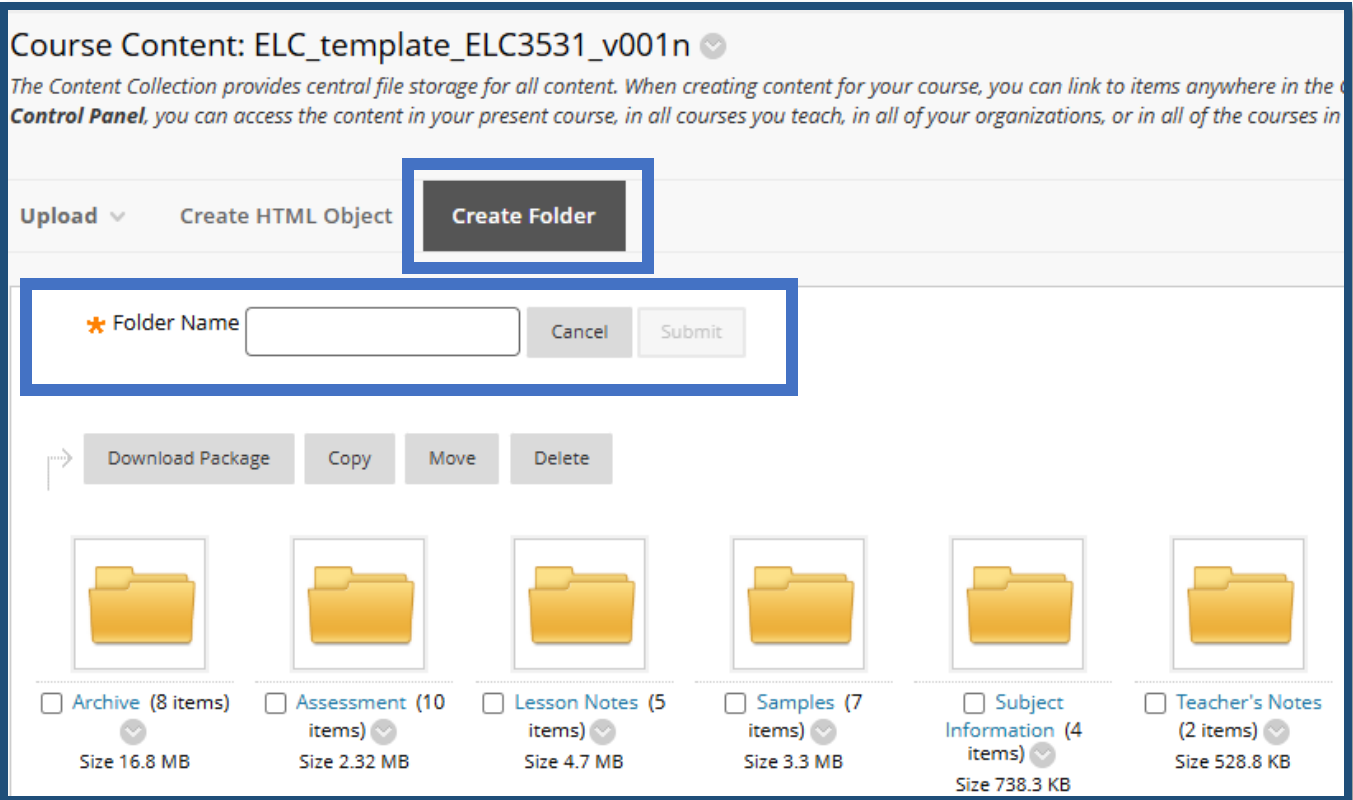
Name	Date modified	Type	Size
ELC3531 Assessment 1 Cover Page	12/16/2024 5:49 PM	Microsoft Word D...	23 KB
ELC3531 Assessment 1 Peer Review	12/16/2024 5:46 PM	Microsoft Word D...	35 KB
ELC3531 Assessment Rubric	12/17/2024 5:28 PM	Microsoft Word D...	38 KB
ELC3531 Assessment Rubric	12/17/2024 5:29 PM	Adobe Acrobat D...	173 KB
ELC3531 Guide Buddy Sample Feedback ...	12/17/2024 5:30 PM	Microsoft Word D...	65 KB
ELC3531 Guide Buddy Sample Feedback ...	12/17/2024 5:30 PM	Adobe Acrobat D...	356 KB
ELC3531 Subject Information Sheet	12/16/2024 5:48 PM	Adobe Acrobat D...	402 KB
ELC3531 Unit 1 Explanation Your Idea_ Sa...	12/16/2024 6:09 PM	Microsoft Word D...	36 KB
ELC3531 Unit 1 Explanation Your Idea_ Sa...	12/16/2024 6:09 PM	Adobe Acrobat D...	177 KB
ELC3531 Unit 1 Introducing Your Idea_Dr...	12/16/2024 6:10 PM	Microsoft Word D...	23 KB
ELC3531 Unit 1 Introducing Your Idea_ S...	12/16/2024 6:58 PM	Microsoft Word D...	965 KB
ELC3531 Unit 1 Introducing Your Idea_ S...	12/16/2024 6:59 PM	Adobe Acrobat D...	867 KB
ELC3531 Unit 1 Justifying Your Idea_ Sam...	12/16/2024 6:11 PM	Microsoft Word D...	295 KB
ELC3531 Unit 1 Justifying Your Idea_ Sam...	12/16/2024 6:11 PM	Adobe Acrobat D...	388 KB
ELC3531 Unit 1 Persuading Your Reader_ ...	12/16/2024 6:15 PM	Microsoft Word D...	801 KB
ELC3531 Unit 1 Persuading Your Reader_ ...	12/16/2024 6:15 PM	Adobe Acrobat D...	1,499 KB
Guide Buddy (APA)_Revised	12/16/2024 6:06 PM	Microsoft Word D...	416 KB
Guide Buddy (APA)_Revised	12/16/2024 6:07 PM	Adobe Acrobat D...	468 KB
Guide Buddy (IEEE)_Revised	12/16/2024 6:07 PM	Microsoft Word D...	414 KB
Guide Buddy (IEEE)_Revised	12/16/2024 6:07 PM	Adobe Acrobat D...	404 KB

## Step 2

# Organise Your Content Collection

# Organising Content Collection

- 1. Go to your Bb template
- 2. Find Content Collection in the menu
- 3. Create folders
  - e.g., Subject Info/Unit Notes



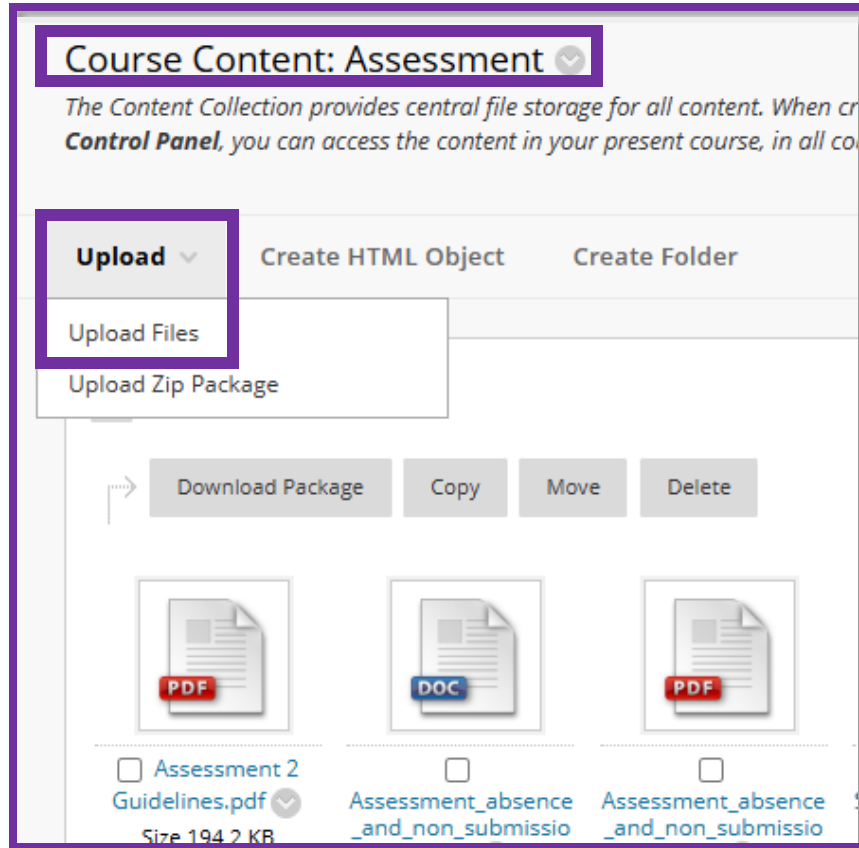
## Step 3

Upload files to Content Collection

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# Uploading Files

1. Go to the Content Collection Folders
2. Upload files from your computer – Submit
3. Repeat steps until all files are uploaded to content collection






**Course Content: Assessment** ⌵

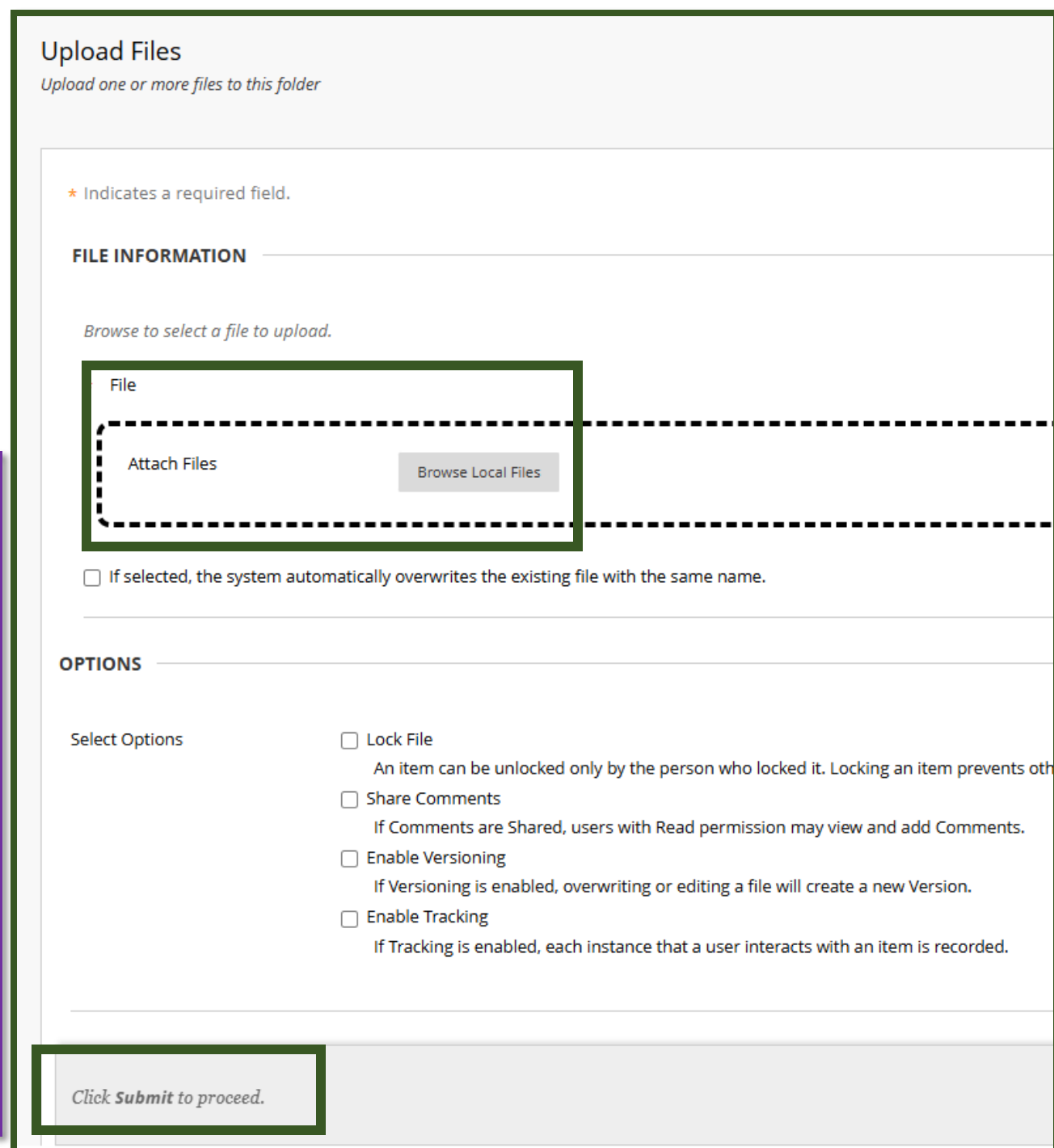
*The Content Collection provides central file storage for all content. When cr  
**Control Panel**, you can access the content in your present course, in all co*

**Upload** ⌵    Create HTML Object    Create Folder

Upload Files  
Upload Zip Package

Download Package    Copy    Move    Delete

		
<input type="checkbox"/> Assessment 2 Guidelines.pdf <span>⌵</span> Size 194.2 KB	<input type="checkbox"/> Assessment_absence_and_non_submissio	<input type="checkbox"/> Assessment_absence_and_non_submissio



## Upload Files

Upload one or more files to this folder

\* Indicates a required field.

### FILE INFORMATION

Browse to select a file to upload.

File

Attach Files Browse Local Files

If selected, the system automatically overwrites the existing file with the same name.

### OPTIONS

Select Options

- Lock File  
An item can be unlocked only by the person who locked it. Locking an item prevents oth
- 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.

Click **Submit** to proceed.

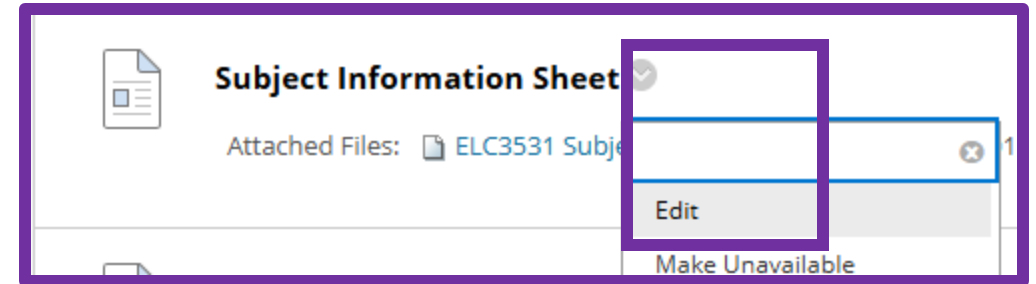


# Step 4

## Build files on template

# Building Files on Bb template

1. Go to the location where you want to the file to be
2. Click on the "options" button
3. Select "Edit"



Name

Color of Name █ Black

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, paragraph, font face, font size, bulleted list, numbered list, text color, background color, link, unlink, undo, redo, indent, outdent, decrease indent, increase indent, superscript, subscript, link, unlink, and a menu icon.

1. If there is already an attached file, select "mark for removal"  
2. Under "Attachments" - select "Browse Content Collection"

P 0 WORDS POWERED BY TINY

### ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.


Attach Files


File Name	Link Title	File Action
ELC3531 Subject Information Sheet.pdf	ELC3531 Subject Informat	Create a link to this file <input type="button" value="Mark for removal"/>

Click **Submit** to proceed.

### 3. Click on the folder where the file is located









Browse Content Collection

 **Browse** ▾ [Upload](#) ▾ [Advanced Search](#) [View List](#) [View Thumbnails](#)

Location:  ELC\_template\_ELC3531\_v001n

Search Content...

Available Quota: **Unlimited**

<input type="checkbox"/>	TYPE	NAME 	VERSIONS	LAST MODIFIED	SIZE
<input type="checkbox"/>		Archive		Dec 16, 2024 5:04:19 PM	16.8 MB
<input type="checkbox"/>		Assessment		Dec 17, 2024 6:02:43 PM	2.55 MB
<input type="checkbox"/>		Lesson Notes		Aug 30, 2024 1:13:15 PM	4.7 MB
<input type="checkbox"/>		Samples		Dec 17, 2024 6:03:54 PM	3.3 MB
<input type="checkbox"/>		<b>Subject Information</b>		Dec 17, 2024 6:04:40 PM	738.6 KB
<input type="checkbox"/>		Teacher's Notes		Aug 15, 2022 2:46:22 PM	528.8 KB
<input type="checkbox"/>		testing		Dec 16, 2024 5:11:52 PM	0

Displaying 1 to 7 of 7 items

Select Items: **0**

Cancel

Submit

4. Select the file by checking the box (do not click on the file) and Submit

Browse Content Collection

Browse

Upload

Advanced Search

View List

View Thumbnails



Location: ELC\_template\_ELC3531\_v001n / Subject Information

Search Content... Search

Available Quota: Unlimited

<input type="checkbox"/>	TYPE	NAME	VERSIONS	LAST MODIFIED	SIZE
<input type="checkbox"/>		ELC3531 Project Proposal Outline.docx	Off	Jan 3, 2024 3:26:30 PM	183.5 KB
<input checked="" type="checkbox"/>		ELC3531 Subject Information Sheet.pdf	Off	Dec 17, 2024 6:04:40 PM	401.2 KB
<input type="checkbox"/>		Student_Handbook_Bad_Weather_Arrangements.pdf	Off	Jul 24, 2020 4:12:16 PM	83.6 KB
<input type="checkbox"/>		Student_Handbook_Plagiarism.pdf	Off	Jul 24, 2020 4:12:16 PM	70.4 KB

Displaying 1 to 4 of 4 items

Show All

Edit Paging...

Select Items: 1

Cancel

Submit



**Repeat Step 4 (slides 16-19)  
until all files on Bb template  
are attached by browsing  
Content Collection**

# Step 5

## Updating files

# Updating/Replacing Files

When updating your files, name sure:

1. File name remains the same
2. File type remains the same (*PDFs cannot replace Word docs*)

After you have updated all your files:

- go to the corresponding Content Collection folders
- upload files
- attach files – browse local files
- check the box, "If selected, the system automatically overwrites the existing file with the same name."
- click "Submit" to save your changes
- repeat steps 1-4 for each updated file until all have been attached

