

# How to Use the Content Collection in a Course

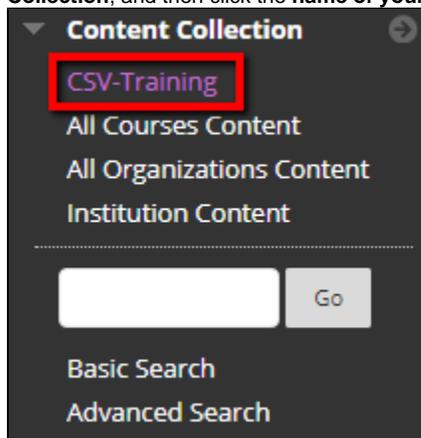
The Content Collection is the area in which you can store documents, attachments, media, etc. on Blackboard for current and future use. Once you add material to the Content Collection, you can add that material to a content area by using the [Build Content](#) menu.

- [Accessing Your Course Files](#)
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## Step-by-step guide

### Accessing Your Course Files

- In your course, under the **Control Panel** in the bottom left of the page, click **Content Collection**, and then click the **name of your course**.



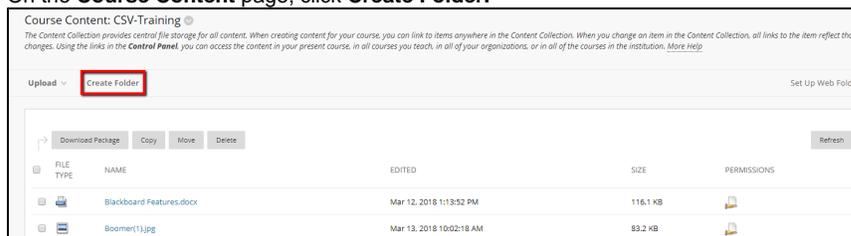
### Uploading Files and Packages

From the Course Content page, you can upload single files and packages. Instructions on uploading file and packages are available on [How to Upload Files to the Content Collection](#).

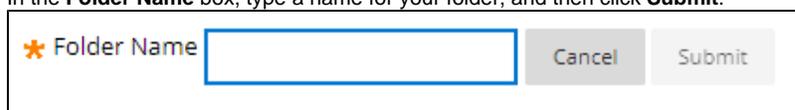
### Creating Folders

To better organize your course, you can create folders for files and packages.

1. On the **Course Content** page, click **Create Folder**.



2. In the **Folder Name** box, type a name for your folder, and then click **Submit**.



#### Related articles:

[Page:How to Publish a Test to Blackboard with Exam Author](#)

[Page:How to Install and Configure Respondus Exam Author](#)

[Page:Troubleshooting Respondus Exam Author](#)

[Page:How to Access and Use the Retention Center](#)

[Page:How to Use Blackboard Messages](#)

- You will see the folder added to the Course Files area. You will now need to [organize files](#) into the folder.

FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
	Blackboard Features.docx	Mar 12, 2018 1:13:52 PM	116.1 KB	
	Boomer(1).jpg	Mar 13, 2018 10:02:18 AM	83.2 KB	
	Boomer.jpg	Mar 13, 2018 9:58:03 AM	83.2 KB	
	Create Contact List.docx	Mar 12, 2018 1:13:52 PM	35.0 KB	
	Delegated Grading.docx	Mar 12, 2018 1:13:53 PM	44.6 KB	
	dog.jpg	Mar 13, 2018 8:50:12 AM	5.11 KB	
	Forms Doc.docx	Mar 12, 2018 1:13:53 PM	67.7 KB	
	Module Instructions(1).docx	Mar 13, 2018 10:03:04 AM	11.2 KB	
	Module Instructions.docx	Mar 13, 2018 9:59:13 AM	0	
	Syllabus(1).docx	Mar 13, 2018 10:17:09 AM	0	
	Syllabus.docx	Mar 12, 2018 1:13:53 PM	0	

## To move files into different folders

- Select the files from your Course Files area that you want to move to a different folder or a new folder, and then click **Move**. You will see the **Move Content** page.

FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
	Blackboard Features.docx	Mar 12, 2018 1:13:52 PM	116.1 KB	
	Boomer(1).jpg	Mar 13, 2018 10:02:18 AM	83.2 KB	
	Boomer.jpg	Mar 13, 2018 9:58:03 AM	83.2 KB	
<input checked="" type="checkbox"/>	Create Contact List.docx	Mar 12, 2018 1:13:52 PM	35.0 KB	
<input checked="" type="checkbox"/>	Delegated Grading.docx	Mar 12, 2018 1:13:53 PM	44.6 KB	
<input checked="" type="checkbox"/>	dog.jpg	Mar 13, 2018 8:50:12 AM	5.11 KB	
	Forms Doc.docx	Mar 12, 2018 1:13:53 PM	67.7 KB	
	Module Instructions(1).docx	Mar 13, 2018 10:03:04 AM	11.2 KB	

- Under **Destination**, click **Browse** to locate the folder to which you want to move the files.

Move Content

\* Indicates a required field.

**CONTENT INFORMATION**

Move the following content:

Name*	Size*	Edited*
Create Contact List.docx	35.0 KB	Mar 12, 2018 1:13:52 PM by Aubrey Larimore-Vargas
Delegated Grading.docx	44.6 KB	Mar 12, 2018 1:13:53 PM by Aubrey Larimore-Vargas
dog.jpg	5.11 KB	Mar 13, 2018 8:50:12 AM by Aubrey Larimore-Vargas

**DESTINATION**

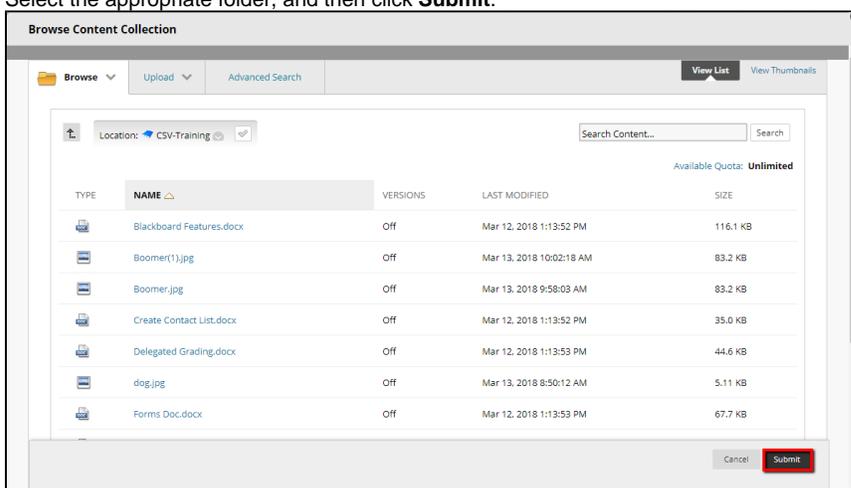
Browse to select a destination folder for this content.

\* Destination  **Browse**

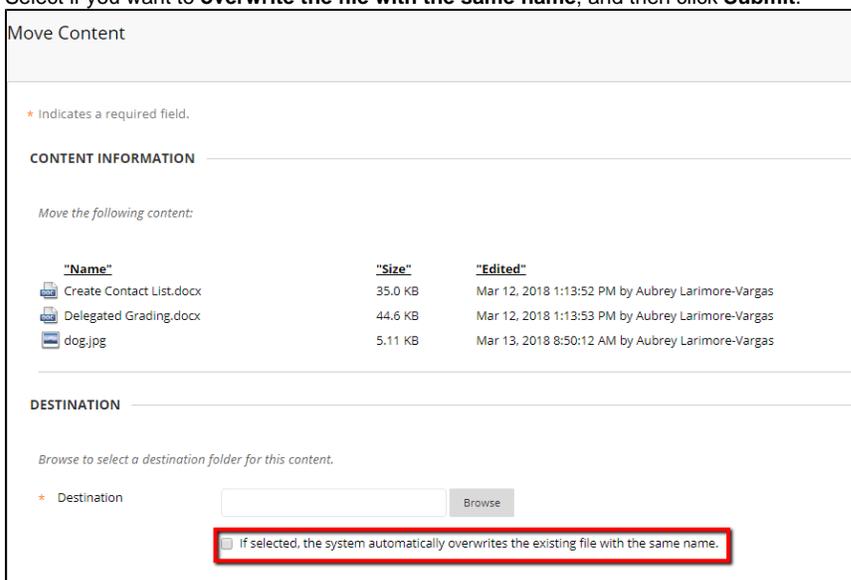
If selected, the system automatically overwrites the existing file with the same name.

Click Submit to proceed.

3. Select the appropriate folder, and then click **Submit**.



4. If needed, you can go back and **Create a Folder**.
5. Select if you want to **overwrite the file with the same name**, and then click **Submit**.

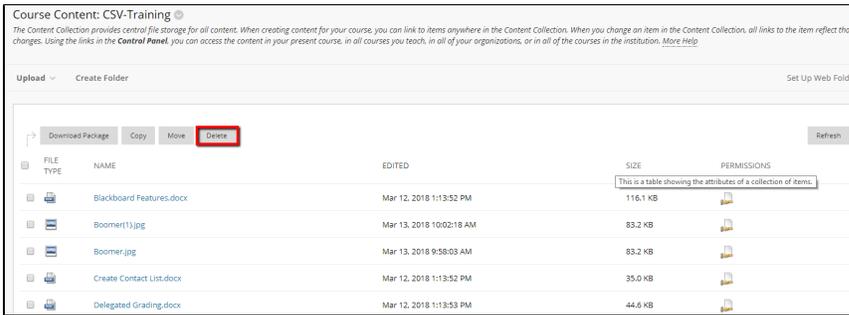


If you want to replace an existing file in a folder, like a course syllabus that you have updated, this would be a good item to overwrite. Otherwise, your students may be confused on which syllabus (or other content) they should be viewing.

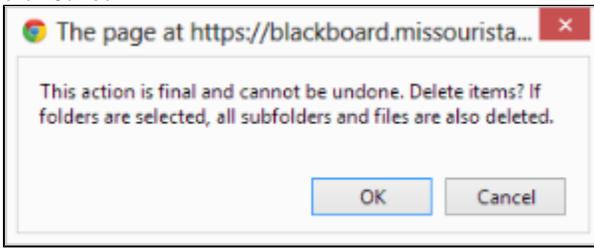
The files will be nested with the folder you selected.

## Deleting Files and Folders

1. Select the files from your **Course Files** area that you want to remove, and then click **Delete**

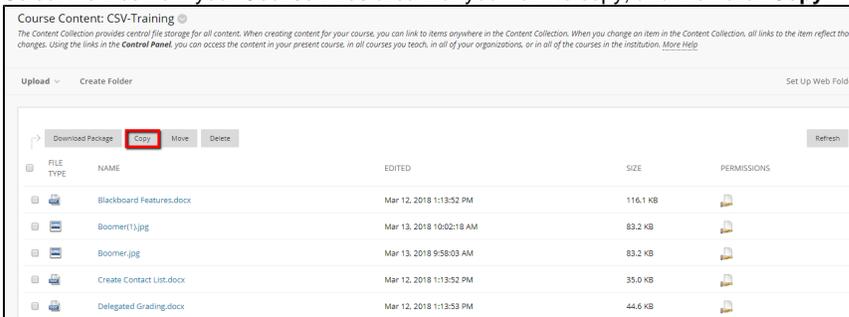


- You will see a dialog, click **OK** if you want to delete the item. If you did not want to delete, click **Cancel**.

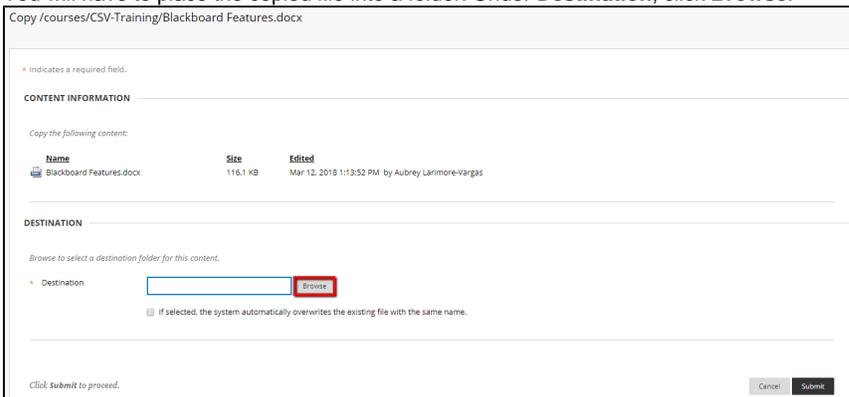


## Copying Files and Folders

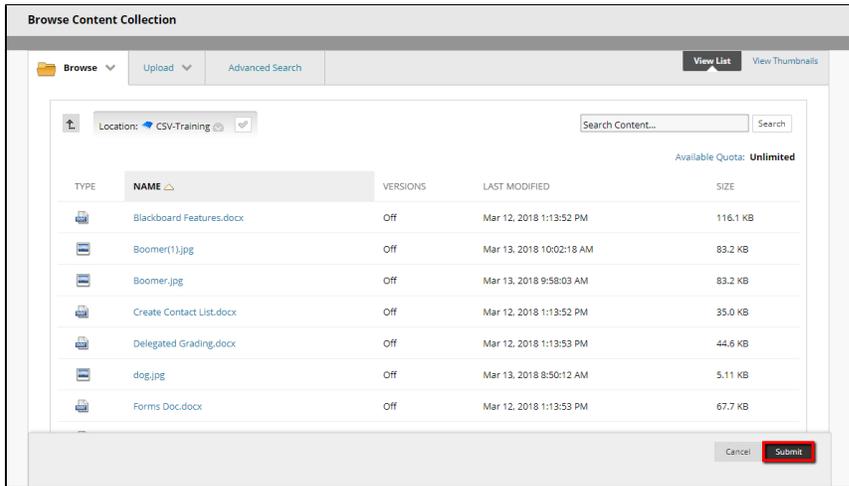
- Select the files from your **Course Files** area that you want to copy, and then click **Copy**.



- You will have to place the copied file into a folder. Under **Destination**, click **Browse**.



- From the folders, select the folder you wish to place the copied file into, and then click **Submit**.



4. Verify that you have the correct folder, and then click **Submit**.

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For questions or comments, contact the Computer Services Help Desk  
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417-836-5891