

How to Find Content

Below are a few methods for finding content located in the Content Collection. Note that, regardless of which method you use, you will only be able to see content that you have permission to view. If you are unable to find something that another person has shared with you, make sure they have set the proper permissions for you to use it.

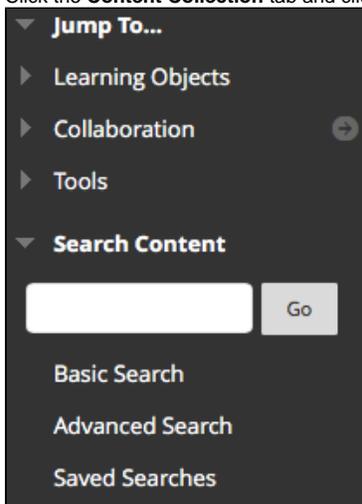
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Step-by-step guide

Searching from inside Content Collection

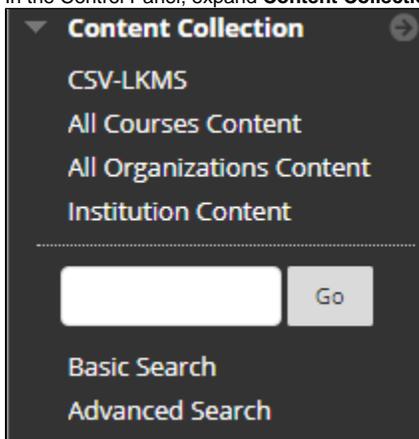
Search allows users to locate all files and folders that have been shared with them. If permissions are granted on a nested folder, you should search for the folder itself and bookmark it.

- Click the **Content Collection** tab and click **Search Content** in the left navigation menu.



Searching from inside a course

1. In the Control Panel, expand **Content Collection**. You will see a search bar.



2. Enter your search terms and press **Go**.

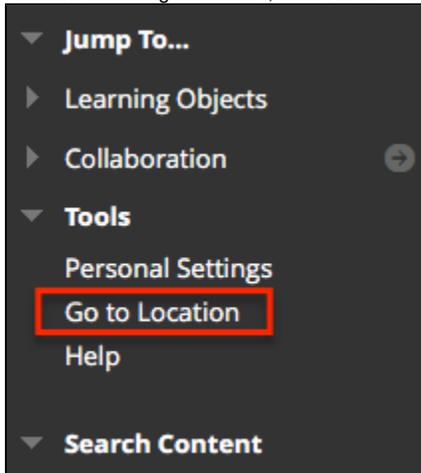
Using the Go To Location function

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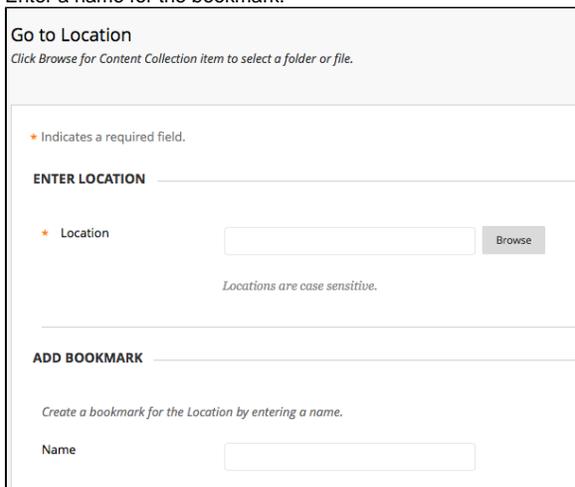
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Go to Location allows you to go directly to a specific folder that has been shared with them in the Content Collection and add a bookmark at the same time.

1. Click the **Content Collection** tab.
2. From the left navigation menu, click **Tools > Go to Location**.



3. Enter the file path or click **Browse** to search for the folder.
4. Enter a name for the bookmark.

A screenshot of the 'Go to Location' web form. The form has a title 'Go to Location' and a subtitle 'Click Browse for Content Collection item to select a folder or file.' Below this is a section titled 'ENTER LOCATION' with a sub-label '* Location' and a text input field. To the right of the input field is a 'Browse' button. Below the input field is the text 'Locations are case sensitive.' Below this is a section titled 'ADD BOOKMARK' with a sub-label 'Name' and a text input field. A note above the 'Name' field says 'Create a bookmark for the Location by entering a name.'

5. Click **Submit**.

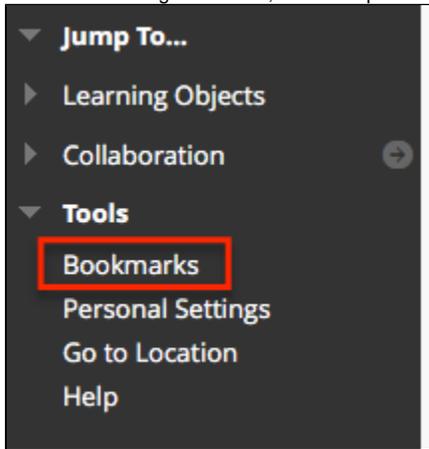
Using bookmarks

Bookmarks give quick access to frequently used content without having to navigate through several folders. Bookmarks can be organized into folders and subfolders as needed. This tool is helpful when permissions are granted on a nested folder, since the Find Folder tool may not be used.

Accessing your bookmarks

1. Click the **Content Collection** tab.

- From the left navigation menu, click to expand **Tools** and click **Bookmarks**.



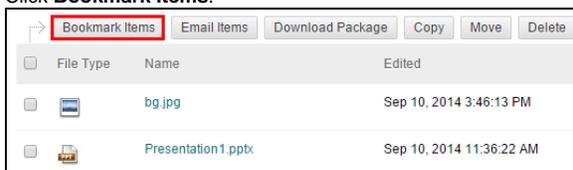
A list of your bookmarks will show.

Adding a bookmark from the Bookmarks screen

- Go to your Bookmarks (see above).
- Click **Create Bookmark**.
- Enter a name for and the location of your bookmark (or click **Browse** to find it). Click **Submit**.

Adding a bookmark from a search

- Search for content using one of the above methods.
- Check the box next to items you wish to bookmark.
- Click **Bookmark Items**.



- Name the bookmark and click **Submit**.

For questions or comments, contact the Computer Services Help Desk
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