

# Blackboard Content System Overview

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## What is the Content System and for what is it used?

The Blackboard Content System is part of the Blackboard Academic Suite. Lawrence Technological University presently licenses three parts of this suite, the Community System (the Blackboard Portal you see when you visit my.ltu.edu), the Blackboard Learning System (where your courses and organizations reside), and the Blackboard Content System.

The Blackboard Content System can be used to:

- Store all your files in one place
- Share your files with multiple courses and other members of the Lawrence Tech community
- Reuse your files each semester
- Maintain your files with time-saving editing features

## Accessing the Content System

The Content System is accessed through the Content tab at the top of your my.ltu.edu Blackboard page.


## Adding files to the Content System

There are three ways to add files and folders to the Content System:

1. Add Item
2. Web Folder (WebDAV)
3. From a course or organization

## Adding an Item

To add a file (or folder) to the Content System:

1. Once logged into Blackboard, click on the Content tab
2. Click on the +Item (or +Folder) button 
3. Click the Browse button and choose the file (or folder) you wish to upload
4. If necessary, check "Overwrite if a file with the same name exists"
5. Choose whether to lock the file (leaving it at "no" is recommended)
6. Choose your comment options
7. Click Submit

Your file will now appear in your Content System space.

## Related Content:

Tools for Sharing and Finding Content (link to be established)

Organize Course Folders (link to be established)

Working with Content (link to be established)