

Working with Content

Web Folder (WebDAV)

To add a file using the Web Folder (see What is WebDAV?):

1. Once logged into Blackboard, click on the Content tab
2. Click the Web Folder button. A window will open that looks much like a Windows Explorer window. It will contain all the files and folders in your Content System space.
3. Drag and drop (or copy and paste) any files you want to move to the Content System

Any changes you make to this web folder will be reflected in your Content System space. You will need to click the Refresh button at the bottom of the page to see the changes.

Copying files from your course

To move files from one of your courses into the Content System:

1. Go to the course with which you want to work
2. In the Control Panel, click on the Copy Files to Collection link (in the Course Tools section)
3. Select the areas you want to copy (you cannot select individual files, only course sections)
4. Click Browse by the Destination field and select Location/users/username (where username is your username)
5. Click Submit

Once you go to your Content System space, you will see a folder containing your course content. You can then move it and organize it how you wish.

Linking to the Content System from your course

You can link to files in the Content System from your course. This is especially useful if you are using the same document in more than one course. Any changes you make to the document after it is linked will automatically be made in all of the courses.

To link to a file from your course:

1. In your course, click on the section where you want to link the file
2. In the upper right corner of the screen, click Edit View
3. Using the +Select drop down menu on the right, choose Content System Content and click Go
4. Enter a name for the item and any additional text you want to accompany it
5. Click the Browse button next to Browse Content System
6. Navigate your Content System space to choose the file (or folder) you wish to link
7. Click Submit
8. In the box that pops up, click OK
9. If desired, enter a name for the link (if you leave this blank, the link's name will be the file name of the item)
10. Choose any other options you want to apply to this content
11. Click Submit

Clicking OK will bring you back to the section you were working in. Notice that the icon next to a Content System item is different from a regular item.

Sharing files with others

You can use the Content System to share files with other LTU Blackboard users.

To share a file with someone else:

1. In the Content System, find the file you wish to share and click the hand icon in the Permissions column
2. Click Add Users
3. Enter (or browse for) the user name(s) of the person(s) with whom you wish to share
4. Select their level of permission
5. Click Submit
6. Click OK to return to your Content System space (notice the hand icon next to the item has changed)

In order to access the file you have shared, the other user(s) will have to either search for it or you can email them a "pass" to the file.

To email an item:

1. In the Content System, check the box next to the file you are sharing
2. Using the drop down menu in the upper right of the page, choose Email Items and click Go
3. Enter the necessary information and click Submit
4. Click OK to return to your Content System space

Related Content:

[Content System Overview](#) (link to be established)

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

[Organize Course Folders](#) (link to be established)

[What is WebDAV?](#) (link to be established)