REVIEWING AND MAINTAINING FILES IN YOUR COURSE'S CONTENT COLLECTION

Faculty Support
eLearning

TEACHING LEARNING COMMUNITY

Blackboard Learn

Any files that you directly upload to your course, such as a Syllabus, PowerPoint, audio clip, or video file, are actually stored in your course's unique *Content Collection*. Think of your course's Content Collection like a library of files or other assets you have added to your course.

Please be advised that the Bulk Delete process and deleting content where it is posted in a content area of folder in the course does not remove the file from your course's Content Collection. This can be useful if you accidentally misplace or remove a file in your course organization. However, it is important to review the files in your Content Collection to identify and remove any unused or duplicate content so that your course's overall file size does not become unmanageable.

For best performance in these processes, we recommend using [Mozilla Firefox](#) as your browser.

ACCESSING YOUR COURSE'S CONTENT COLLECTION

1. Access your course in Blackboard. In the course's **Control Panel,** click on the **Content Collection** menu. From the list of opens, click on the **link to the course** that you are viewing**.**
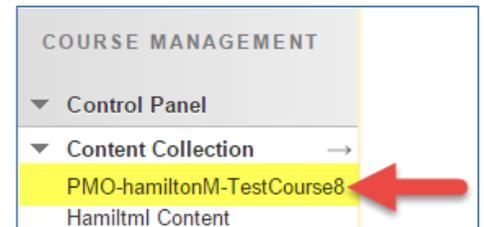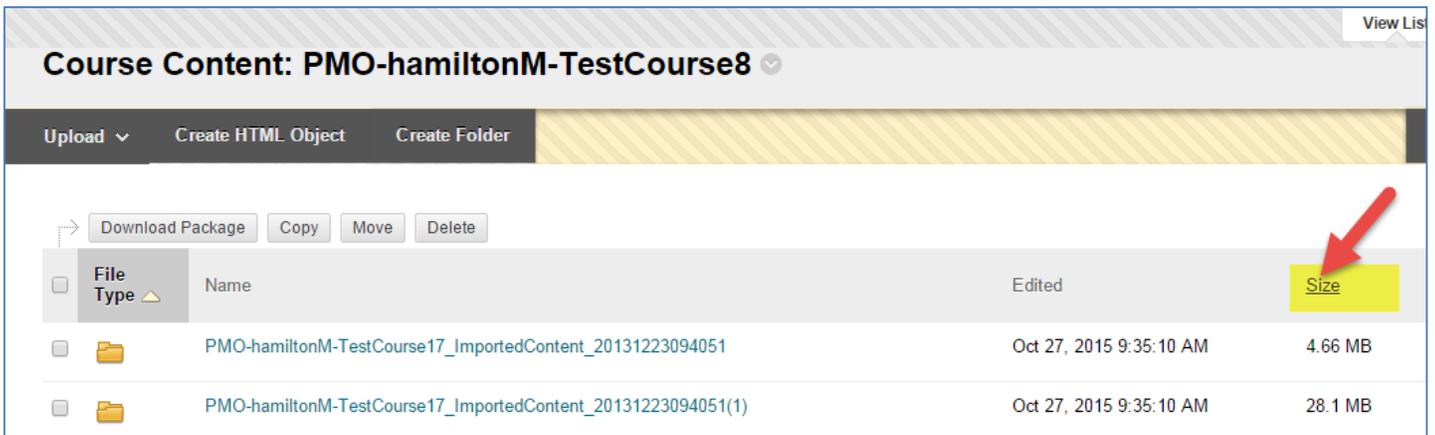

2. You will be taken to the Course Content page for your course. You will see all the files you have ever uploaded to the course here. You will see each file's name, date it was added to the course, file size, and default file-viewing permissions as well as tools for downloading or deleting files.

File Type	Name	Edited	Size	Permissions
	streetsofoldmilwaukee_MPM.wav	Oct 27, 2015 9:35:07 AM	273.7 MB	
	PMO-hamiltonM-TestCourse18_ImportedContent_20131229020925	Oct 27, 2015 9:35:10 AM	46.7 MB	
	PMO-hamiltonM-TestCourse17_ImportedContent_20131223094051(1)	Oct 27, 2015 9:35:10 AM	28.1 MB	
	The Expert (Short Comedy Sketch).mp4	Oct 27, 2015 9:50:26 AM	20.4 MB	
	bioluminesence.mp3	Oct 27, 2015 9:35:07 AM	13.4 MB	

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FINDING FILES IN YOUR COURSE'S CONTENT COLLECTION

You may sort through the files by clicking on the head of the *File Type*, *Name*, *Edited*, or *Size* column. Click the head of the column once and the files will sort in alphanumeric ascending order. Click the head of the column again and the files will sort in alphanumeric descending order.
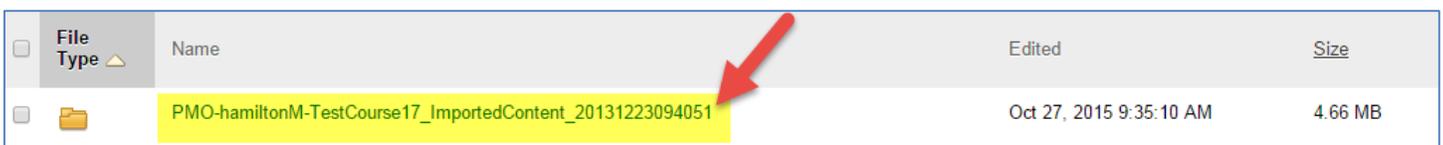

If you performed a course copy or import process to bring content into your course, you may see folders of content in your Content Collection. To view the contents of a folder, simply click on the name of the folder.

When you are viewing the contents of a folder, you will see the name of the folder at the top of the page. The same tools for sorting, viewing, and downloading files will be provided. Please note that if you see a number in parentheses next to a file, it means that the file is a duplicate. There is another file in the Content Collection with the same name.

## DOWNLOADING FILES FROM YOUR COURSE'S CONTENT COLLECTION

If you would like to download a copy of one or more files from your course's Content Collection, simply check the checkmarks next to the desired files and click the **DOWNLOAD PACKAGE** button.
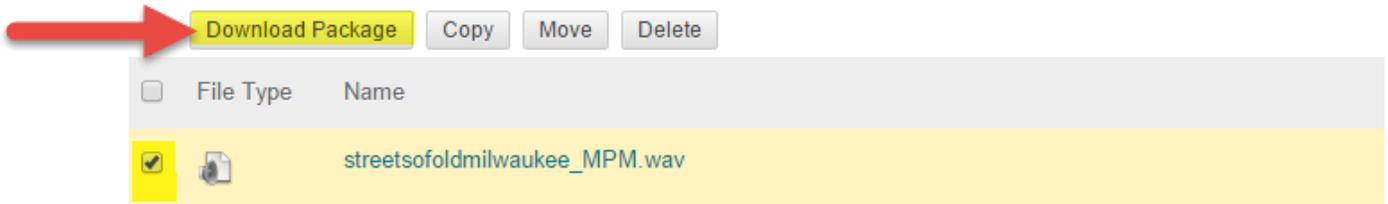

Depending on the browser you use and its download settings, the file will download to your computer's Downloads area or you will be prompted to choose a location for the file to be downloaded.
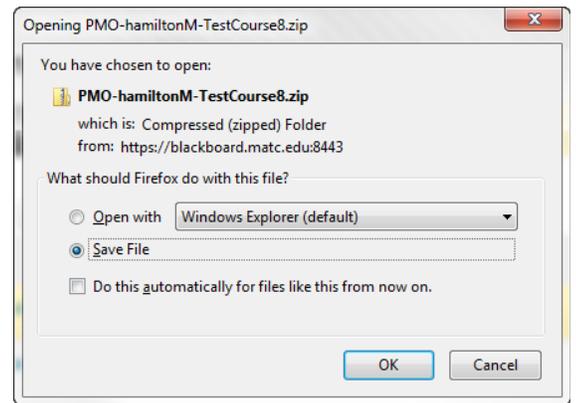
The selected files will download in a compressed .zip folder. Once the download is complete, locate the file and right-click your mouse on the compressed .zip folder and from the context menu that appears, select **EXTRACT ALL**.
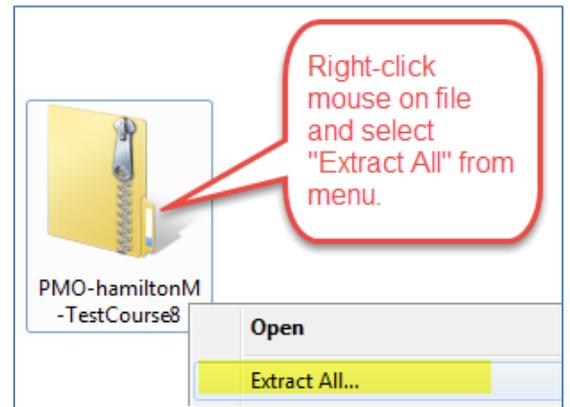

Follow the prompts in the extraction tool to save the files to an uncompressed folder that you can easily open to view your downloaded files.
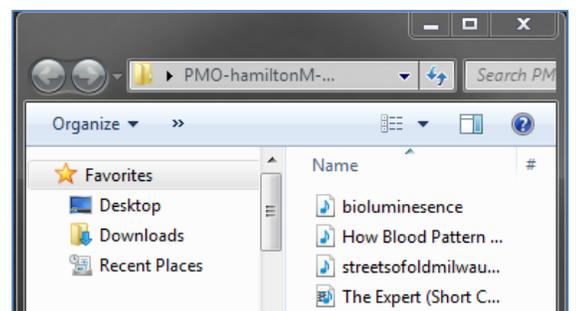
DETERMINING WHETHER FILES IN YOUR CONTENT COLLECTION ARE BEING USED IN YOUR COURSE

When you are in your course's Content Collection, you may check to see if an individual file is being used in the course through these steps.

1. Roll your mouse over the name of the file you want to check. Click the gray arrow button that appears and select **360 VIEW** from the context menu.
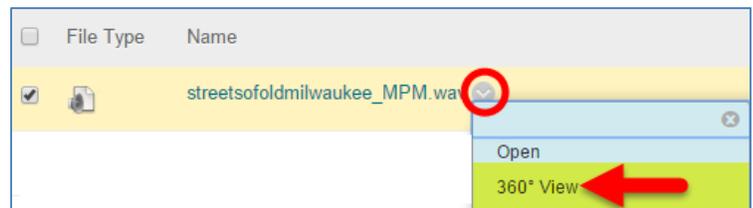
2. A content report will appear in a new window and display information about the file. Scroll down to the **LINKS** section of the report. If the file is linked to content in the course, you will see a table that displays what type of content the file is being used in.


If the LINKS section is blank or displays the phrase "no links available", it means that the file is not linked to activities or assessments in the course and that it is safe to delete from your Content Collection.

DELETING FILES FROM YOUR COURSE'S CONTENT COLLECTION

Please note that deletion is permanent; content that is deleted cannot be retrieved from Blackboard. Only perform these steps if you have first downloaded and saved important files to a location outside of Blackboard.

1. When you are viewing your course's Content Collection, select the files that you want to delete and click the **DELETE** button.
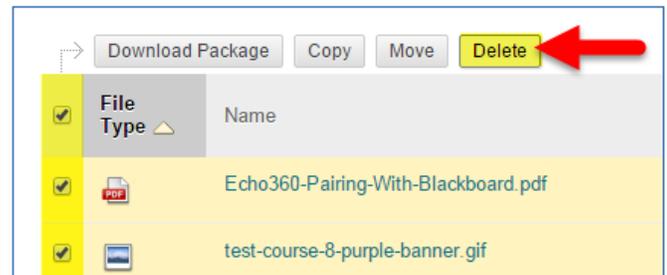
2. A confirmation alert window will appear. If you are certain that you are ready to delete the files, click **OK**.
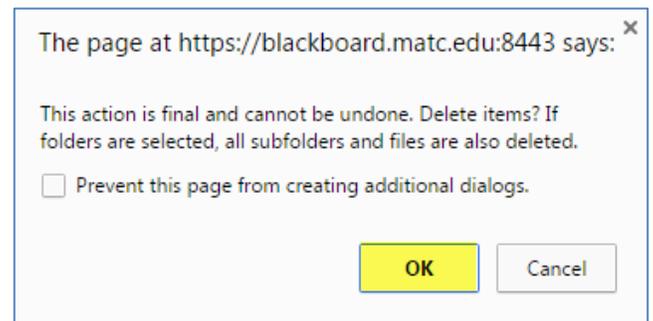
3. If you selected content in the Content Collection that may be linked to places in a course, you will see a list of those items along with links to the 360° View tool to investigate where the links occur.

   If you would like to delete the linked items, leave them selected and click **SUBMIT**.
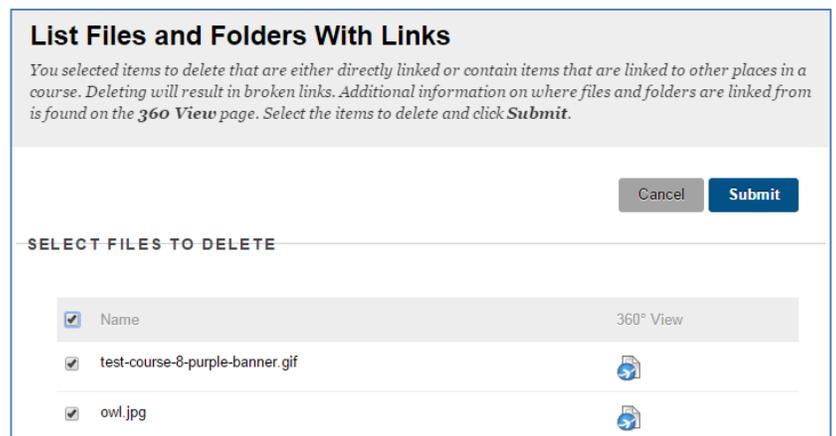
4. A confirmation message will indicate that the selected items were deleted.

WHAT HAPPENS IF YOU DELETE A FILE THAT WAS LINKED TO CONTENT IN YOUR COURSE MENU?

If you have deleted a file that was linked to content in your course, you will see a red alert message where the content is posted in the course. The alert occurs because the linked file no longer exists in the course.

Missing File in an Item

Missing File in an Audio or Video Item

We recommend editing or deleting content that displays the "invalid file" or "resource not found" message.

REMOVING AN INVALID FILE LINK

1. With **EDIT MODE** turned on in your course, navigate to the course content that displays the error message. Roll your mouse over the content and click the gray arrow button that appears. Select **EDIT** or **DELETE** from the context menu.

    a. If you chose Edit, on the **EDIT** screen for the content, scroll down to the **ATTACHMENTS** area and click the **MARK FOR REMOVAL** link to remove the broken link from the content. Click **SUBMIT** to save your changes.