



Content Management

Session Handout

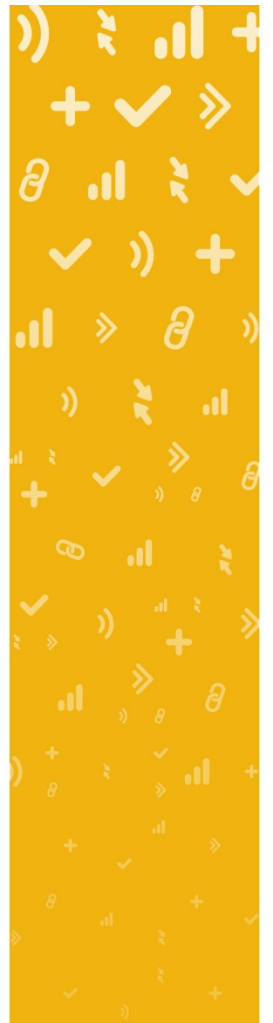


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Organizing Content

Why should you consider planning out how you want to store your content before uploading your files?

What makes a successful naming convention?

What would you expect to find in this file: 01Week_AdditionalResources_Handout.pdf



Organizing and Managing Content Main Page

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Organize_and_Manage_Content

Overview: File Attachments, Accepted Characters, and Recognized Attachment File Types

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/040_In_Your_Course/030_File_Attachments

Overview: Content Collection

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection

Activity: What's your naming convention for files?

Have you established a naming convention for your files? How to you organize your content? Navigate to one of your Learn courses (present or one from a previous teaching period) and answer the following questions:

1. Is there a consistent naming convention that you are using?
2. Is your content organized into content folders?
3. List all the types of content you have (i.e. videos, audio files, pdfs, etc).
4. What is the naming convention you are using? If not using one, what do you want to create? Make a naming convention for each one of the content items listed in #3.

Content Collection Folders

When using Content Collection Folders, there are three types. What are they and what are the purpose of each?

What is the benefit of using both Private and Public folders together?



Overview: Organizing Content into Folders

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Organize_and_Manage_Content/010_Organize_Content_in_Folders

Copy Files into the Content Collection

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/030_Copy_Files_to_the_Content_Collection

Video: Creating a Folder in the Content Collection

http://ondemand.blackboard.com/r91/movies/bb91_content_collection_create_folder.htm

Video: Uploading Files to the Content Collection

http://ondemand.blackboard.com/r91/movies/bb91_content_collection_upload_files.htm

Folder Permissions

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Organize_and_Manage_Content/020_Folder_Permissions

Activity: What's your naming convention for folders?

In continuing with the naming convention best practices, let's explore your naming convention for files. Navigate to one of your Learn courses (present or one from a previous teaching period) and answer the following questions:

1. How is your content organized? Circle the option that applies to your structure.
 - a. All content lives in their appropriate folders. They are clearly labeled, so I know exactly the type of material I will find in any folder and I can find what I need quickly.
 - b. All content lives in folders, but some are not clearly labeled. I have a general idea where to look to find the material I need, but I might have to look in a few folders before I find it.
 - c. Most content lives in folders, but there is a lot of files on the top-level and not organized. It could be easier to find material if I organized them better.
 - d. There are no folders. Everything is on the top-level.

2. Are you using a consistent naming convention for your folders? If not, what modifications will you make:

3. Organize your content into the appropriate folders.

Linking Content Collection Files into a Course

What is the difference between Course Files and Content Collection?

Mark TRUE or FALSE for the following statements about linking content collection files into a course.

TRUE or FALSE: Links to Content Collection items in a course are copied during a course copy operation.

TRUE or FALSE: Access denied will appear if someone does not have the appropriate permission level to view a file.

TRUE or FALSE: When a course is exported or archived, links to any Content Collection files are NOT included.



Copying Course and Content Collections

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/040_Copying_Courses_and_Content_Collection_Items

Export/Import & Archive/Restore Content Collection Items

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/050_Export_Import_Archive_Restore_Items

Additional Content Options

In your own words, define the following terms as they relate to Blackboard Learn Content Collection.

Reusable Objects

Share and Find Content

Web Folders and Shared Locations



Reusable Objects

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Organize_and_Manage_Content/040_Reusable_Objects

Share and Find Content

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Organize_and_Manage_Content/050_Share_and_Find_Content

Web Folders and Shared Locations

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Organize_and_Manage_Content/060_Web_Folders_and_Shared_Locations

Library Content, eReserves, and xpLor

What is the difference between Library Content and eReserves?

Certain activities that you want to perform with your content might be better suited to host in Content Collection or xpLor. Read the statements below and choose which option is best.

Content Collection or xpLor: Share a learning object with others who are outside your institution.

Content Collection or xpLor:: Share and/or collaborate on a file with others who are outside of your institution, using a pass.

Content Collection or xpLor: Put a Creative Commons license on a learning object or create an Open Educational Resource (OER).

Content Collection or xpLor: Manage a file using eReserves.

Content Collection or xpLor: Reuse a file or learning object across multiple courses that you teach.



Overview: Library & eReserves

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/140_Content_Collection/060_Organize_and_Manage_Content/030_Library

Overview: xpLor

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/090_Course_Content/051_xpLor

xpLor Main Help Site

<https://help.blackboard.com/en-us/Cloud/xpLor/Instructor>

Overview: Content Collection vs xpLor: When to use which method

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/090_Course_Content/051_xpLor#A_Complete_Learning_Content_Solution