

Blackboard Content System FAQ's



What is the Blackboard Content System?

The Content System is a new application that allows instructors to store and manage course materials (or organizational content) at one location without the need for duplication. The Content System is a part of Blackboard and shows up as a tab in your Blackboard system. You are also able to maintain and track versions of documents, create e-Portfolios and easily collaborate on documents.

I don't see the Content System tab when I log in.

You must attend Content System training in order to be assigned the Content System role. To register for training, go to <http://its.unk.edu/training> and register for a hands-on workshop or take our online training by doing the following:

1. Log on to: <http://blackboard.unk.edu>
2. Click the Community Tab and do a search for "Content Training".
3. Click the Enroll button
4. Select the Faculty-Course Content if you are interested in using the drag and drop of multiple files/folders features in the Content System.

What do I do with the files that are in my previous Blackboard courses?

You'll be able to use the command **Copy Files to CS (Content System)**, found in the control panel of each course. Here you can select the Course Areas that you would like to copy, and the area in the My Content that you want to copy these files to.

How do I edit a file in the Content Area?

To edit a document you placed in the Content System, you must open the Web Folder first from the Content System. Then open the file. *See "What is WebDav?".

When I drag and drop files from my computer into my Web Folder, the files don't appear in the My Content.

Don't forget to click on the Refresh button in the Content Area.