

# Learning Management System user guide: Content Collection

The Content Collection is the storage space for LMS learning materials.

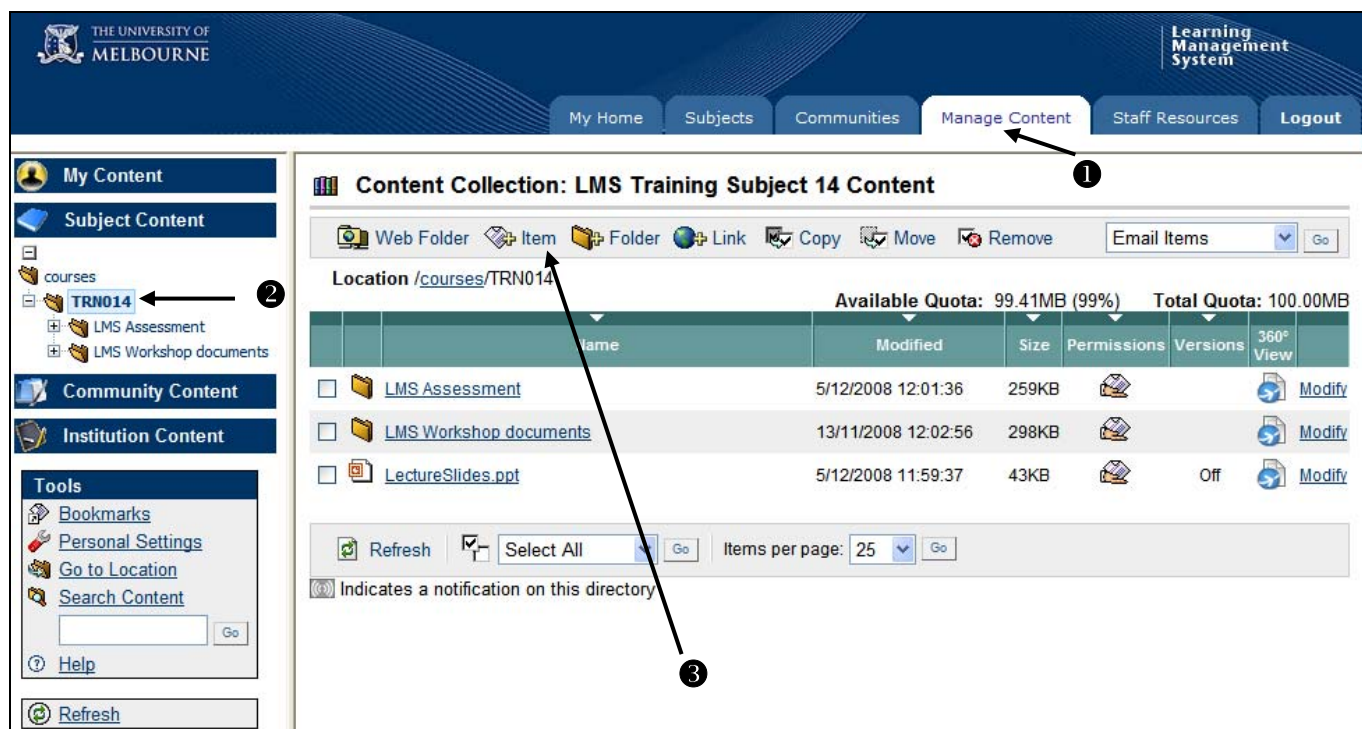
Files may be added directly to the Content Collection and then linked in to subject pages via *Link to Content Collection item* as needed. Individual or multiple files may be uploaded.

Programs such as Dreamweaver may also use the Content Collection as the repository for web site files that are to be displayed on the LMS. (For details see Using Dreamweaver [http://www.lms.unimelb.edu.au/user\\_guides/dreamweaver\\_guide.pdf](http://www.lms.unimelb.edu.au/user_guides/dreamweaver_guide.pdf) )

Each subject on the LMS has a persistent base folder and an instance folder for each semester the subject is taught. Current advice is to put all materials into the instance folder as over time the base folder will be phased out.

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## ADDING A SINGLE FILE TO THE CONTENT COLLECTION



The screenshot shows the LMS interface for 'Content Collection: LMS Training Subject 14 Content'. The 'Manage Content' tab is selected. The left sidebar shows 'My Content', 'Subject Content', and 'Tools'. The 'Subject Content' section is expanded to show 'courses' and 'TRN014'. The main area displays a file list table with columns for Name, Modified, Size, Permissions, Versions, and 360° View. The table contains three items: 'LMS Assessment', 'LMS Workshop documents', and 'LectureSlides.ppt'. A toolbar at the top of the main area includes buttons for Web Folder, Item, Folder, Link, Copy, Move, Remove, and Email Items. A 'Refresh' button and a 'Select All' checkbox are also visible. A notification icon is present at the bottom left of the main area.

1. Click the **Manage Content** tab.
2. Click the **Subject Content** link and navigate to your subject folder.
3. Click the **+ Item** button on the top menu.
4. Click the **Browse** button, locate the file on your computer and click **Open**.
5. Click **Submit**.

## ADDING MULTIPLE FILES USING 'MY NETWORK PLACES' (WINDOWS XP ONLY)

With previous versions of Blackboard you were able to click the Web Folder button to open up a drag and drop window to your content collection. You now need to set up the folder to be used as a drag and drop folder for adding files to the content collection. This is done by locating the URL of the LMS content folder and then setting this up as an option to appear in the computer's **My Network Places**.

### GETTING THE URL

The URL for a folder in the Content Collection is needed to replicate that folder in **My Network Places**. The URL in the address field at the top of the page should not be used. To find the Location URL of any directory in the Blackboard Content System, follow these steps:

1. In the *Manage Content* tab navigate until you can see your subject folder.
2. Click once on the subject folder to display current contents in the area to the right.
3. Click the **Web Folder** button to display the *Using WebDAV* page.
4. Copy the **Current Web address** that is displayed in the grey box towards the top of the page. You will use this address to add a network place.

### ADDING A NETWORK PLACE

1. Open **My Network Places** (often located on the Desktop).
2. Double-click **Add a network place** to open the wizard.
3. Click **Next** then **Choose another network location**.
4. At the **What is the address of this network place?** page paste in the URL previously copied. Note: delete any spaces (blank characters) that appear after the URL.
5. Click **Next**. You will be prompted to enter a name for the Network Place.
6. Enter a name, click **Next** and then **Finish**. The Web folder will open.

The new network place will now be listed in My Network Places. Any time you wish to add multiple items to the subject this place may be used as you would a normal folder.

Note: Removing files should still be done through the Content Collection.

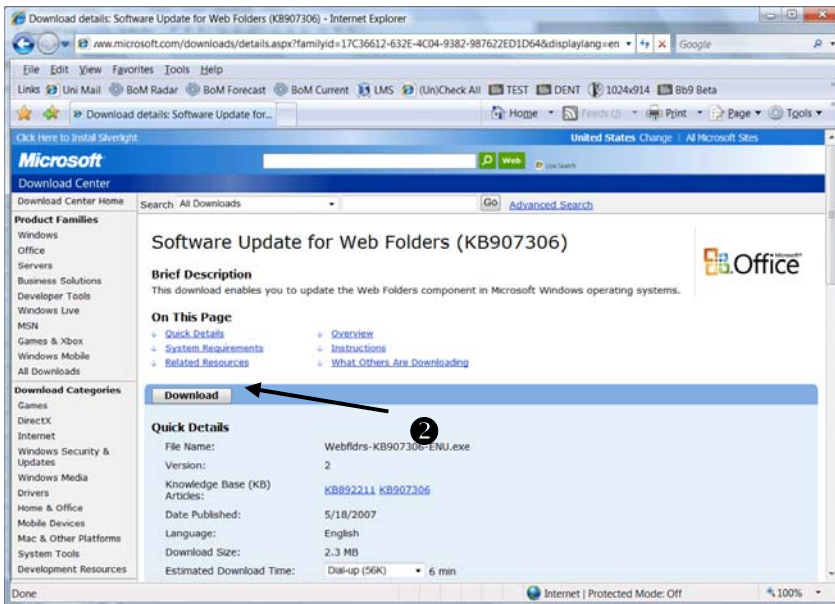
## ADDING MULTIPLE FILES (WINDOWS VISTA ONLY)

If you use Microsoft Vista you will need to set up the web folder to be used as a drag and drop folder for adding files to the content collection. This is done by first updating Microsoft Windows Vista to update the Web Folders component, then mapping a network drive.

Note that the University of Melbourne does not currently include Microsoft Windows Vista as a supported operating system.

## UPDATE MICROSOFT WINDOWS VISTA TO INCLUDE WEB FOLDERS

1. If you have not already updated Microsoft Vista, go to <http://www.microsoft.com> and search for **KB907306 'Software Update for Web Folders'**.



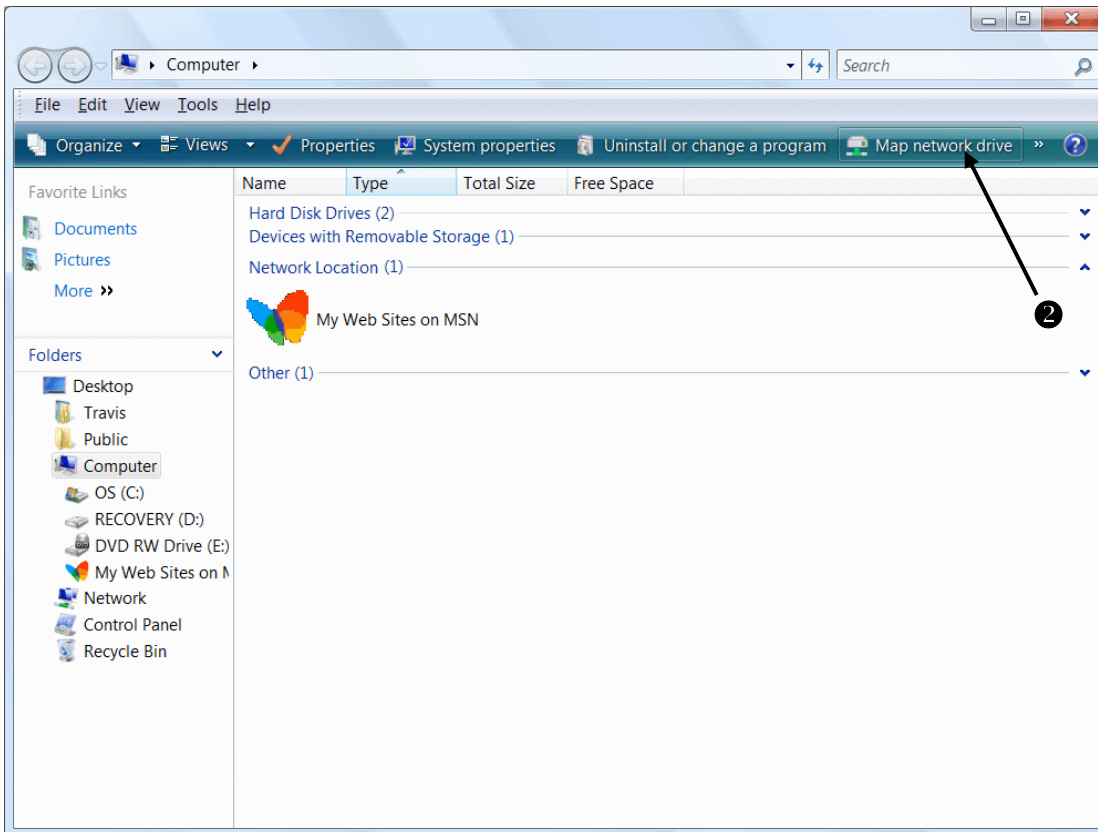
2. Click **Download** and install the update.

## MAP A NETWORK DRIVE

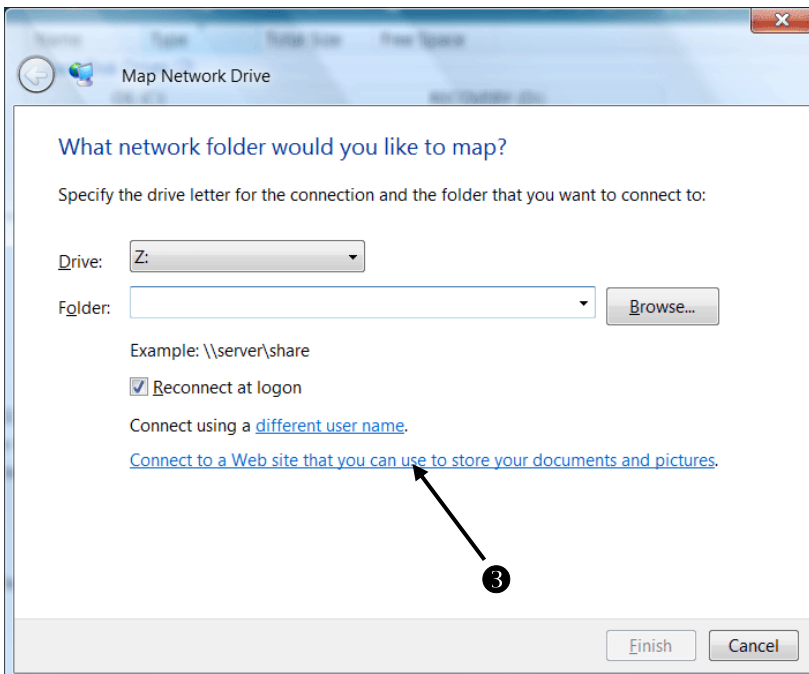
1. Click the **Start button**, and select **Computer** from the Start menu.



2. Select Map network drive.



3. In the *Map Network Drive* dialog box, click **Connect to a Web site that you can use to store your documents and pictures.**



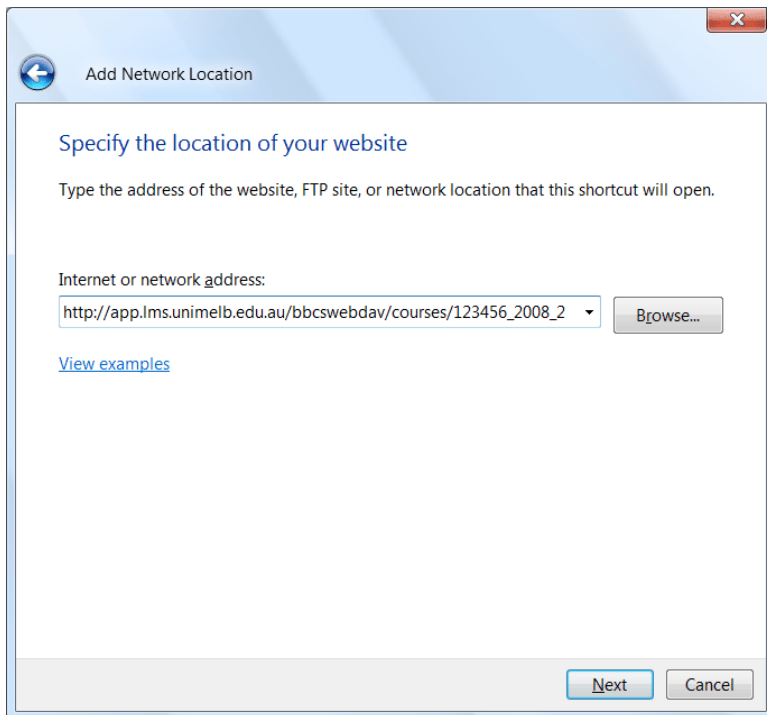
4. Click **Next.**

5. Select **Choose a custom network location** and click Next.

6. Enter the **URL** of the network address. The network address will be:

[http://app.lms.unimelb.edu.au/bbcswebdav/courses/your\\_subject\\_code](http://app.lms.unimelb.edu.au/bbcswebdav/courses/your_subject_code)

Replace *your\_subject\_code* with the appropriate value (eg: 123456\_2008\_2).



7. Enter your LMS username and password.

8. Enter a **name** for your subject web folder so you can identify it easily (eg: My Subject), then click **Next**.

9. Click **Finish**.

10. Your web folder has now been successfully mapped as a network drive.

11. Locate the files on your computer.

12. Drag and drop your selected files from your computer into the network drive.

## ADDING MULTIPLE FILES USING 'CONNECT TO SERVER' (MACINTOSH)

You will need to set up the folder to be used as a drag and drop folder for adding files to the Content Collection. This is done by locating the URL of the LMS content folder and then setting this up as a **Connect to Server** option in the **Finder**.

### GETTING THE URL

The URL for a folder in the Content Collection is needed to replicate that folder in the **Finder**. The URL in the address field at the top of the page should not be used. To find the Location URL of any directory in the Blackboard Content System, follow these steps:

1. In the *Manage Content* tab navigate until you can see your subject folder.
2. Click once on the subject folder to display current contents in the area to the right.
3. Click the **Web Folder** button to display the *Using WebDAV* page.
4. Copy the **Current Web address** that is displayed in the grey box towards the top of the page. You will use this address to create a server connection in the **Finder**.

### CREATING A SERVER CONNECTION IN FINDER

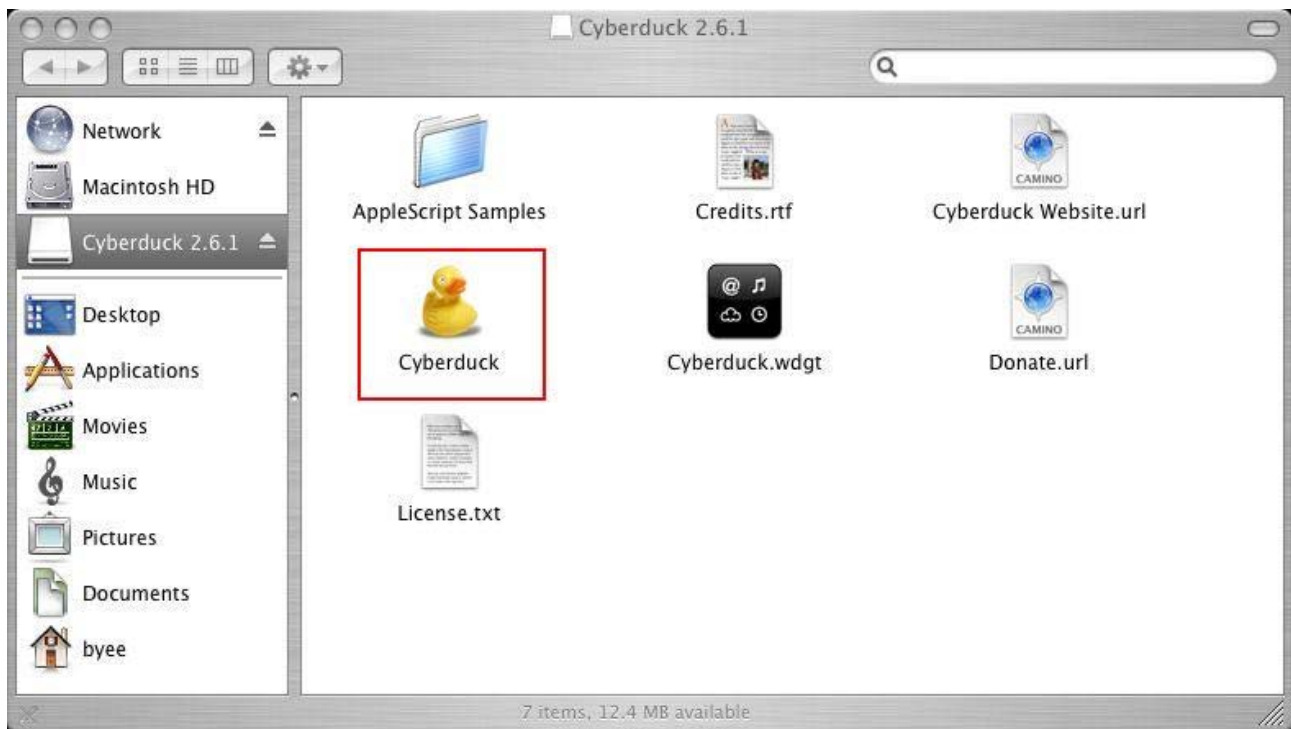
1. In *Finder*, select **Connect to Server** from the *Go* menu.
2. Paste the Location URL into the **Server Address** field.
3. Click **Connect**.
4. Enter your LMS username and password.
5. Locate the files on your computer.
6. Drag and drop your selected files from your computer into the Finder window.

## ADDING MULTIPLE FILES USING 'CYBERDUCK' (MACINTOSH)

If you use a Macintosh you may be interested in using Cyberduck – an open source SFTP browser – to upload multiple files to the Content Collection. Note that the University of Melbourne does not currently include Cyberduck as a supported tool but many positive reviews of the tool have been provided by LMS users.

### INSTALLING CYBERDUCK

1. Download the Cyberduck installer file from <http://cyberduck.ch> to your desktop.
2. Once downloaded, double-click the installer file to uncompress the application and a second Cyberduck folder icon will appear.
3. Double-click on the Cyberduck folder icon to open the folder containing the Cyberduck application.



4. Drag and drop the Cyberduck icon to your *Desktop* or the *Applications* folder on the *Macintosh HD*.

### USING CYBERDUCK

1. Double-click on the Cyberduck icon to open the application.
2. Click **Open Connection**.
3. Select **WEBDAV (Web-based Distributed Authoring and Versioning)**.
4. Enter the **Server** details. The server will be:  
[http://app.lms.unimelb.edu.au/bbcswebdav/courses/your\\_subject\\_code](http://app.lms.unimelb.edu.au/bbcswebdav/courses/your_subject_code)  
 Replace *your\_subject\_code* with the appropriate value (eg: 123456\_2008\_2).
5. Enter your LMS username and password.
6. Click **Connect**.
7. Drag and drop your selected files from your computer into the Cyberduck window.


## SAVING CYBERDUCK SETTINGS

It is possible to set up a bookmark so you don't need to enter the connection information each time you wish to upload a file.

1. Click the **Bookmarks** button at the top of the Cyberduck window.
2. On the sidebar that appears, click the **[+]** button in the lower left corner.
3. Enter an appropriate **nickname** for your subject so you can identify it easily (eg: My Subject).
4. Close the window and you should now see your bookmark in the sidebar.

## MODIFYING FILE PERMISSIONS IN THE CONTENT COLLECTION

If you have made external links directly to items in the Content Collection (such as HTML files) instead of making links from content areas, you will need to change the permissions on the relevant Content Collection files. Changing permissions on a folder affects all files within that folder. Any files added to this folder later will inherit the folder permissions.

1. In the *Manage Content* tab navigate to your subject folder.
2. Click the **Permissions** icon  that corresponds with the file or folder that you wish to change permissions for.
3. Select **Subject User List** from the drop-down menu at the top of the screen and click **Go**.
4. Select the check box of your subject. Browse for additional subjects as required.
5. Choose role(s) to be effected – **Student** or **All Subject Users** are most commonly selected.
6. Select the permission level – **Read** is the most common for student access.
7. Click **Submit**.

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