



## ***Using the Share Tab***

Blackboard (Bb) is Regent University's online course delivery and management system. Bb lets you post and exchange electronic course documents and communicate via email, virtual chats and discussion boards.

The Blackboard Content System ("Share" tab) allows all Regent students and faculty to manage learning content, digital assets, and e-Portfolios in an easy-to-use environment. The Content System is fully integrated with your Bb course sites and the Bb Learning System. The instructions below will introduce you to the basic features of Bb's Content System.

In this guide you'll learn to:

*Explore the Blackboard Content System*

*Add a Folder to Your "My Content" Area*

*Use Web Folders*

*Remove a File or Folder from Your Content Collection Area*

## **System Recommendations**

Blackboard and the Content System work on Windows and Mac platforms. To log in and use the online tools, you need the most recent version of any of the Internet browsers listed below.

### **For Windows Computers**

- Internet Explorer 6 or later
- Mozilla Firefox 1.5 or later

### **For Mac Computers\***

- Safari version 2.0 or later
- Mozilla Firefox 1.5 or later

## Explore the Blackboard Content System

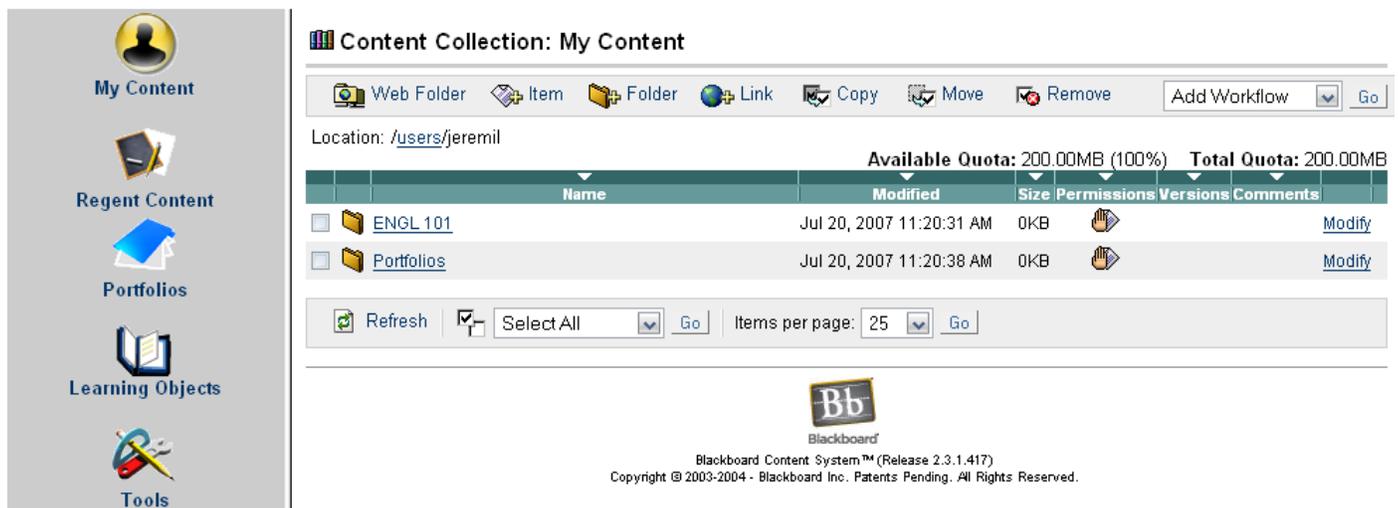
1. Once you've logged into Bb, click the **Share** tab at the top of the Bb window



### My Content Window

By default, the Share tab opens to your personal user folder, which is your private storage area for course work. You can (and should) create sub-folders inside this main folder.

- Your user folder is identified by your MyRegent ID
- While working in the Content System, you can always return to this top-level personal folder by clicking on it from the **My Content** area or the **Location** links underneath the toolbar.



	Name	Modified	Size	Permissions	Versions	Comments
<input type="checkbox"/>	<a href="#">ENGL 101</a>	Jul 20, 2007 11:20:31 AM	0KB			<a href="#">Modify</a>
<input type="checkbox"/>	<a href="#">Portfolios</a>	Jul 20, 2007 11:20:38 AM	0KB			<a href="#">Modify</a>

### File Management is Essential

Before adding any files to the Content System, you should plan how you will organize and manage your content on the system. This is essential because once you “link” from your Bb e-Portfolio to a specific document location in the Content System, you should not move that document to another location in the Content System. Doing so will result in a “broken link” to that document, and your document will not display in your Bb e-Portfolio unless you create a new link to its new location.

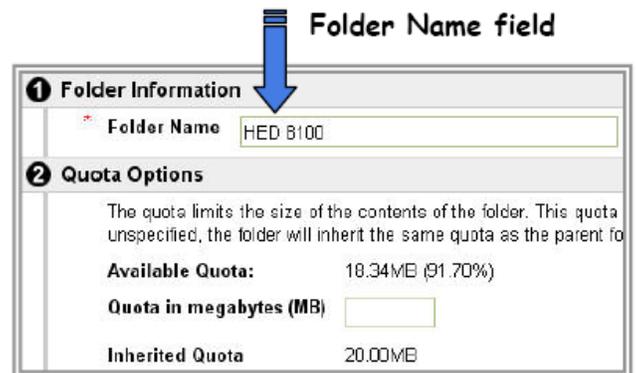
## Add a Folder to Your Content Area

1. Log into Bb and click the **Share tab**
2. Click the **Folder icon** on the Content Collection toolbar



3. Enter a folder name in the **Folder Name** field
4. Configure **Quota Options** if desired
5. Configure **Lock** and **Comment** options if desired
6. Click **Submit**

**Folder Name field**



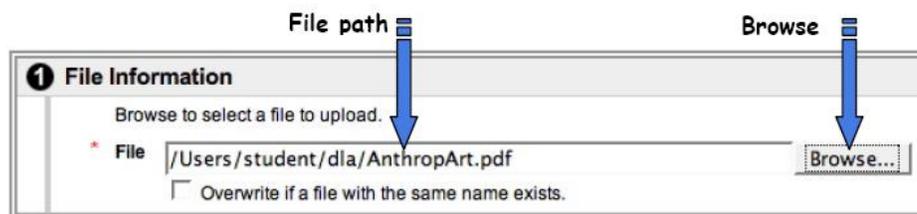
<b>1 Folder Information</b>	
Folder Name	HED 8100
<b>2 Quota Options</b>	
The quota limits the size of the contents of the folder. This quota unspecified, the folder will inherit the same quota as the parent fo	
Available Quota:	19.34MB (91.70%)
Quota in megabytes (MB)	<input type="text"/>
Inherited Quota	20.00MB

### Add Subfolders

You can add folders inside folders – subfolders. Click on a folder to open it, then add a folder as usual.

## Add an Item to a Folder in Your Content Area

1. Go to the folder you wish to add your item to
2. Click the **Item** icon in the Content Collection toolbar 
3. At the **File Information** window, click **Browse** and search through your local hard drive to locate and select the file
  - Your file has been selected when its **file path** appears in the **File** field



4. Configure the options as needed
5. Click **Submit** . You should see the file inside the folder.

## Use Bb's Web Folders



### Web Folder: Another Way to Add Items to the Content System

The Web Folder – also known as WebDAV – is a way to use the Internet to edit and manage files on a remote computer such as the Bb Content System. Web Folders are a way for you to work with content stored on the Content System as if it were any other networked drive or folder on your computer.

It's not difficult to set up Web folders to work with the Content System because most operating systems are WebDAV compatible. To make the connection, you'll need the Web address of your Web Folder and a valid Bb username and password. Once the Web Folder opens, you can click on a file from your computer and drag it onto your Content Collection user folder.

**If you work on a Windows computer using Internet Explorer (Windows XP or 2000 Only):**

1. In the Share tab, locate the folder into which you want to add or open a file
2. Click the **Web Folder** icon along the top toolbar
3. When the Web Folder window opens, locate on your local hard drive the file you want to add to the Web Folder

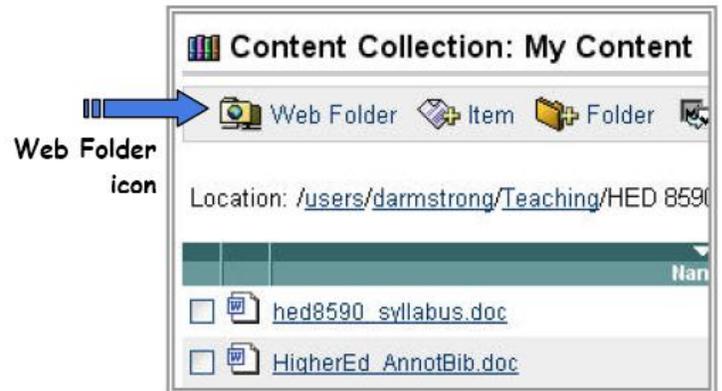
A new window will open displaying all the files inside that folder ... this is the Web Folder!

4. Now you can drag files between your local computer and the Bb Content System.

**NOTE:** When dragging files or folders, a copy of that file is placed in the Blackboard Web Folder; the original file remains on your local computer

5. When you are finished, close the Web Folder window

**NOTE:** The very first time you click the Web Folder button in Blackboard, a shortcut to the web folder is automatically created in the My Network Places area of Windows. You can return to your web folder in the future by going to My Network Places, without even opening Blackboard in a web browser!

**Do you use a Mac or Windows Vista? Maybe you use a Windows computer with a browser other than Internet Explorer. If so, read on ...**

If you use a Mac, Windows Vista, or a Windows computer using a browser other than Internet Explorer, you can still use the Web Folder, but you will follow a different procedure to set up that folder.

**First determine Your Bb Content User Folder Address**

You will use your unique Bb Content System user folder address to establish Web Folder access on a Mac or Windows computer. Every Bb Web Folder address has the same beginning:

**<https://regent.blackboard.com/bbcswbdav/users/>**

Then, simply append your MyRegent ID to the end of the address, and you've established your unique path to your Bb Content folder. For example, user 'bobsmi' has an address of:

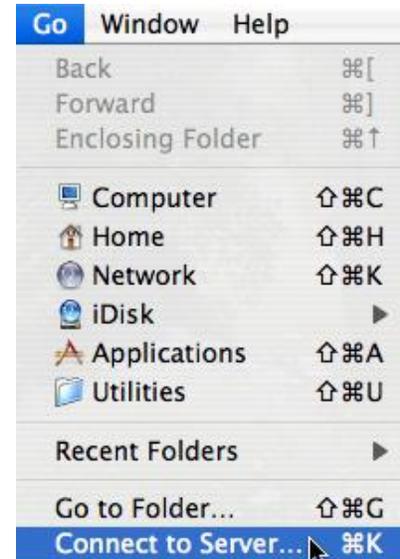
**<https://regent.blackboard.com/bbcswbdav/users/bobsmi>**

## Set Up Web Folder Access in Mac OS X

After determining your Bb Content System user folder address:

1. From the Finder menu, select **Go > Connect to Server...**
2. At the **Connect to Server** window, enter your Content System user folder address into the **Server Address** field
3. Click **Connect**
4. If an **Authentication** window appears, enter your Bb login **Username & Password** and click **OK**

**Important Note About Security:** We STRONGLY recommend that you DO NOT SELECT any option that would retain your password or Bb Content System user folder address in a computer's memory unless you are the ONLY PERSON who has access to that computer.

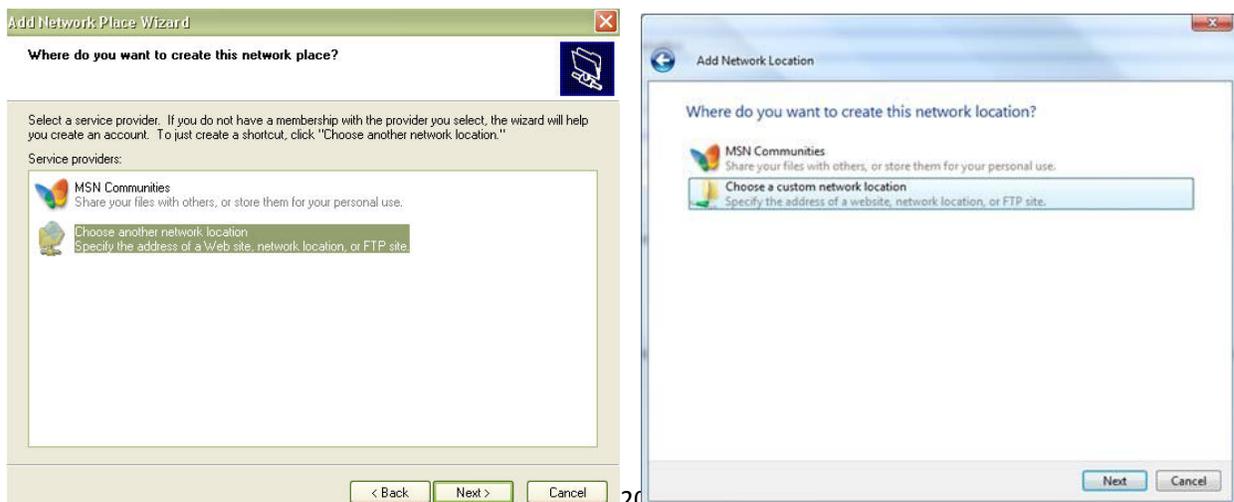


5. Once you're connected to the Web folder, a shortcut to your Blackboard content folder will appear on your desktop.

## Manually Set Up Web Folder Access on a Windows Computer

After determining your Bb Content System user folder address:

1. For Windows Vista, go to "Computer" in the Windows Menu, right-click anywhere in the "Computer" window and choose "Add a Network Location"
2. For Windows XP or 2000, go to "My Network Places" in your Start menu or on your desktop, and click "Add a Network Place" in the task bar on the left.
3. The Add Network Place Wizard will lead you through each step of the setup process :



4. At the **Wizard Welcome** window, click **Next** and click **Choose another network location** if it is not already selected.
5. Click **Next**
6. Enter your **Content System user folder address** in the **Internet or network address** field
7. Click **Next**
8. Enter your **Bb User name and Password** in the Connection window and click **OK**

**Important Note About Security:** We STRONGLY recommend that you DO NOT SELECT any option that would retain your password or Bb Content Collection user folder address in a computer's memory unless you are the ONLY PERSON who has access to that computer

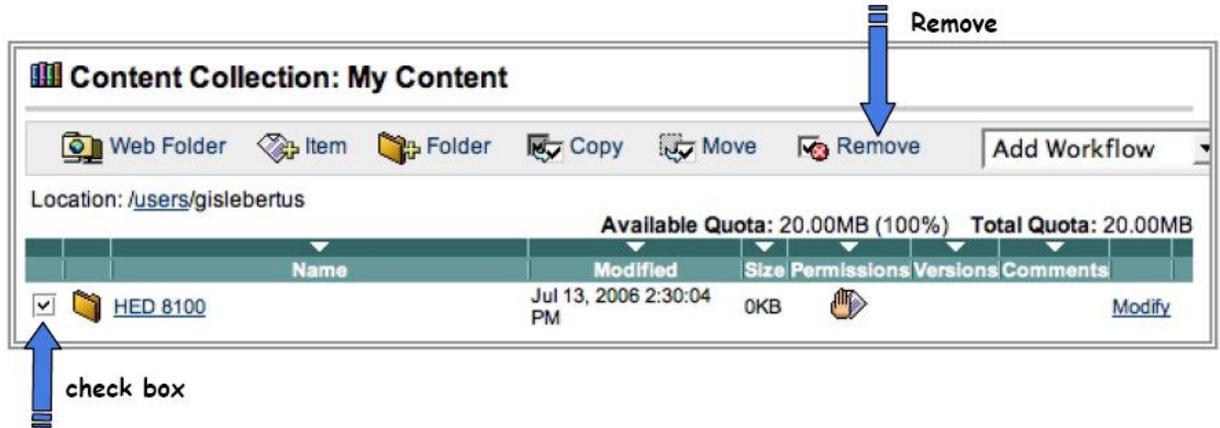
9. At the next Wizard window, create a name for the shortcut that will help you easily identify this network place
10. Click **Next**
11. At the Wizard Completion window, click Finish

You should see the new **Network Shortcut** – with the name you assigned it – in the My Network Places window (or the Network window in Windows Vista).

## Remove a File or Folder from Your Content Collection Area

**NOTE:** When you remove a folder from the Content Collection, **all files inside that folder are also removed** from the Content Collection. Any course links to the folder or to any document inside the folder **will be broken**.

1. Select the file or folder on the Content Collection by clicking on its **check-box**



2. Click the Remove icon in the Content Collection: My Content toolbar

You may see a warning window reminding you that this action is final and asking you to cancel the action or continue