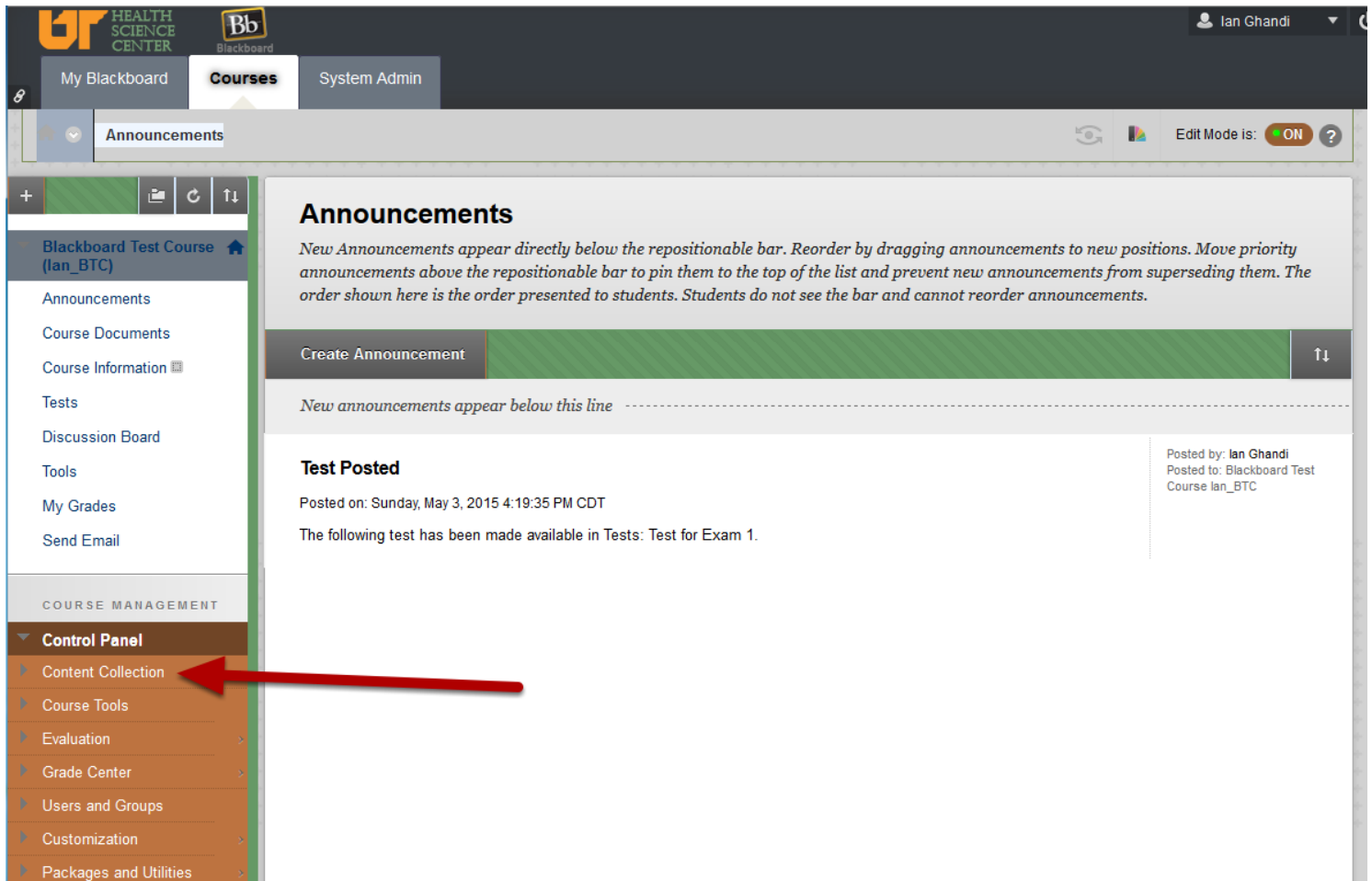


## Saving Course Content in Blackboard

This tutorial will show you how to save course content like documents, lectures, and slides to your computer.



The screenshot displays the Blackboard interface for a course. At the top, there are navigation tabs for 'My Blackboard', 'Courses', and 'System Admin'. The user is logged in as 'Ian Ghandi'. The main content area is titled 'Announcements' and includes a 'Create Announcement' button. Below this, there is a section for 'Test Posted' with details about a test posted on Sunday, May 3, 2015. On the left sidebar, under 'COURSE MANAGEMENT', the 'Control Panel' is expanded, and 'Content Collection' is highlighted with a red arrow.

1.) In Blackboard go to your courses and click Content Collection.

The screenshot shows the Blackboard interface for a course. At the top, there are navigation tabs for 'My Blackboard', 'Courses', and 'System Admin'. The user is logged in as 'Ian Ghandi'. The main content area is titled 'Announcements' and contains a message: 'New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.' Below this is a 'Create Announcement' button and a dashed line indicating where new announcements should be placed. A 'Test Posted' announcement is visible, dated Sunday, May 3, 2015 4:19:35 PM CDT, stating that a test is available in 'Tests: Test for Exam 1'. The sidebar on the left includes a 'Control Panel' with 'Content Collection' expanded, showing options like 'Ian\_BTC', 'All Courses Content', 'All Organizations Content', and 'Institution Content'. A red arrow points to the 'Ian\_BTC' option.

2.) After clicking Content Collection the menu will drop down revealing the more menu items. Click on the first option which is the Course ID for your course.

The screenshot shows the Blackboard interface for a course named 'lan\_BTC'. The top navigation bar includes 'My Blackboard', 'Courses', and 'System Admin'. The main content area is titled 'Course Content: lan\_BTC' and contains a list of files. A red arrow labeled '2' points to the 'Control Panel' in the left sidebar. Another red arrow labeled '1' points to the 'Show All' button at the bottom right of the file list.

**Course Content: lan\_BTC**

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)

Upload Create Folder Set Up Web Folder

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>	doc	interface_rating_form[1].doc	May 3, 2015 3:46:25 PM	60 KB	
<input type="checkbox"/>	png	Screen Shot 2015-05-03 at 3.15.31 PM.png	May 3, 2015 3:48:51 PM	429.9 KB	
<input type="checkbox"/>	png	Screen Shot 2015-05-03 at 4.02.36 PM.png	May 3, 2015 4:05:09 PM	695.8 KB	

Download Package Copy Move Delete Refresh

Displaying 1 to 3 of 3 items Show All Edit Paging...

3.) The next screen will list all of the documents for your course. If the documents are listed on multiple pages click Show All at the bottom right of your screen. This will place all of the documents on one page so you can select them all. After you have done this click on the first check box in the panel to select all of the documents on screen.

The screenshot shows the Blackboard interface for a course named 'lan\_BTC'. The top navigation bar includes 'My Blackboard', 'Courses', and 'System Admin'. The user is logged in as 'Ian Ghandi'. The main content area is titled 'Course Content: lan\_BTC' and contains a descriptive paragraph about the Content Collection. Below this, there are buttons for 'Upload', 'Create Folder', and 'Set Up Web Folder'. A table of content items is displayed, with three items selected (checked). A red arrow points to the 'Download Package' button above the table. The table has columns for 'File Type', 'Name', 'Edited', 'Size', and 'Permissions'. The items are: 'interface\_rating\_form[1].doc' (60 KB), 'Screen Shot 2015-05-03 at 3.15.31 PM.png' (429.9 KB), and 'Screen Shot 2015-05-03 at 4.02.36 PM.png' (695.8 KB). Below the table, there are buttons for 'Download Package', 'Copy', 'Move', 'Delete', and 'Refresh'. The footer of the table area shows 'Displaying 1 to 3 of 3 items' and buttons for 'Show All' and 'Edit Paging...'. On the left side, there is a sidebar with 'Control Panel' and 'Content Collection' options.

Blackboard Test Course (lan\_BTC)

Announcements

Course Documents

Course Information

Tests

Discussion Board

Tools

My Grades

Send Email

COURSE MANAGEMENT

Control Panel

Content Collection

lan\_BTC

All Courses Content

All Organizations Content

Institution Content

Basic Search

Advanced Search

Course Content: lan\_BTC

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)

Upload Create Folder Set Up Web Folder

Download Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Permissions
Doc	interface_rating_form[1].doc	May 3, 2015 3:46:25 PM	60 KB	
Png	Screen Shot 2015-05-03 at 3.15.31 PM.png	May 3, 2015 3:48:51 PM	429.9 KB	
Png	Screen Shot 2015-05-03 at 4.02.36 PM.png	May 3, 2015 4:05:09 PM	695.8 KB	

Download Package Copy Move Delete Refresh

Displaying 1 to 3 of 3 items Show All Edit Paging...

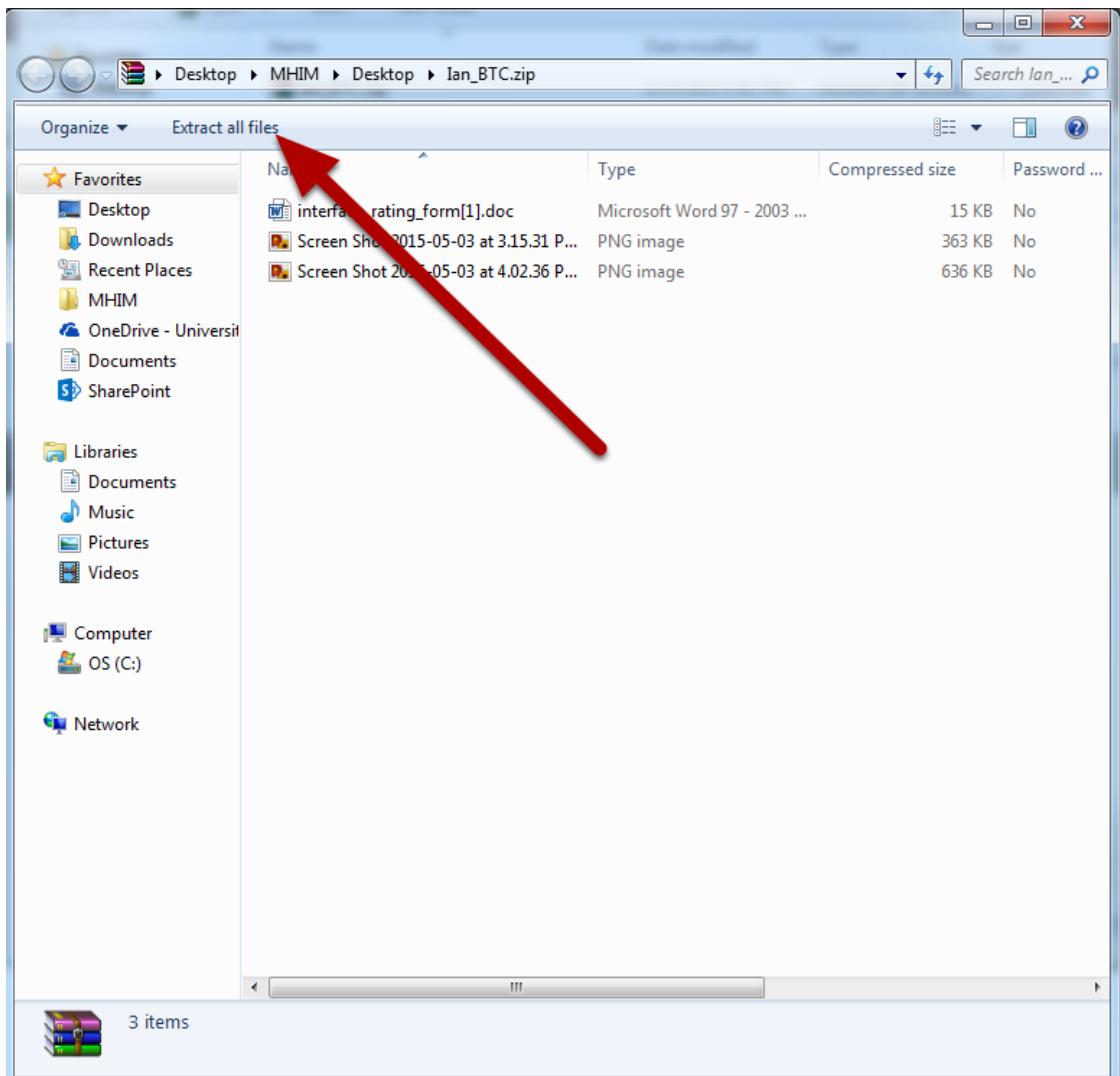
4.) When all of the documents are selected click on Download Package and download screen will appear asking you where you would like to save your documents.

The screenshot shows the Blackboard interface for a course named 'lan\_BTC'. The 'Control Panel' is visible on the left, and the 'Course Content' area is on the right. A dialog box titled 'Opening lan\_BTC.zip' is overlaid on the content area. The dialog box contains the following text: 'You have chosen to open: lan\_BTC.zip which is: WinRAR ZIP archive from: https://blackboard.uthsc.edu'. Below this, it asks 'What should Firefox do with this file?' with two radio button options: 'Open with WinRAR archiver (default)' and 'Save File'. The 'Save File' option is selected. There is also a checkbox for 'Do this automatically for files like this from now on.' and 'OK' and 'Cancel' buttons at the bottom. A red arrow points from the 'Save File' radio button to the 'OK' button.

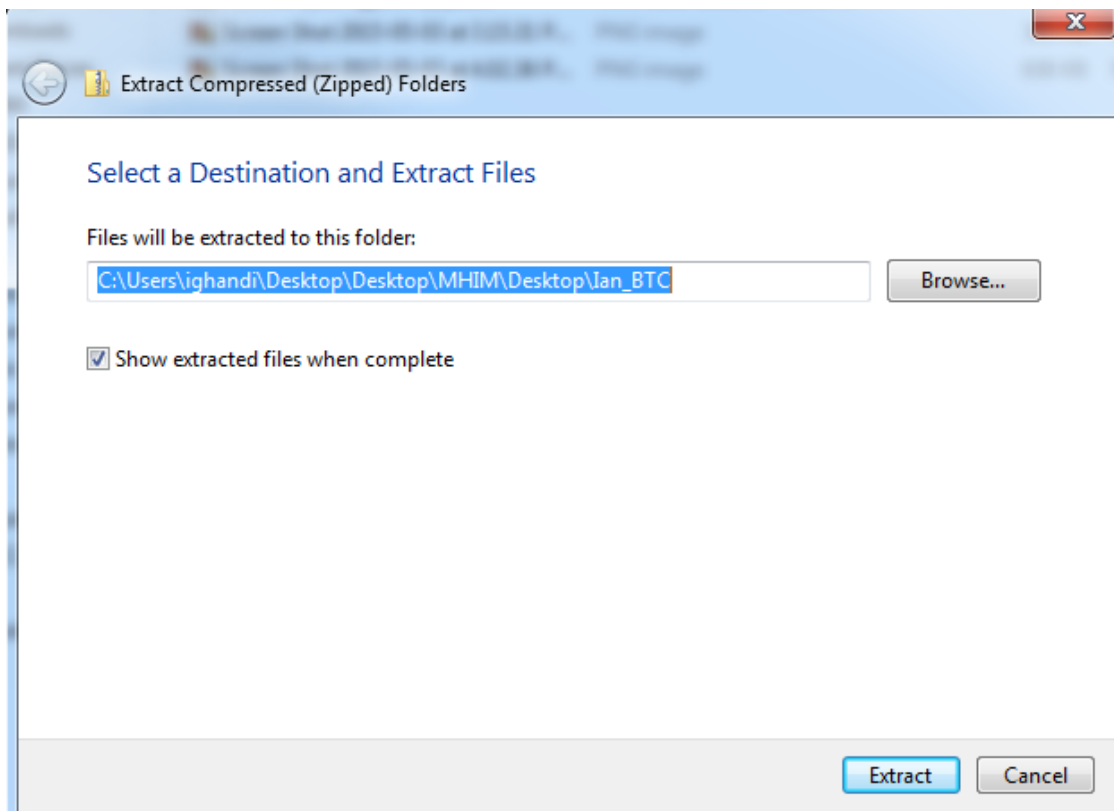
File Type	Name	Size	Permissions
PDF	int...	60 KB	
PDF	Sc...	429.9 KB	
PDF	Sc...	695.8 KB	

5.) Make sure Save File is selected click OK.

Please note that your documents have been saved as a ZIP file. ZIP files condense many files into one in order to save space.



6.) Navigate to where you saved your files. In this case I saved it to a Desktop folder. You can then double click on the file. Anew window will appear. Once it does click on Extract all files.



7.) Choose where you want the documents to be extracted then click on extract. By default it will extract the files where your ZIP file is.

