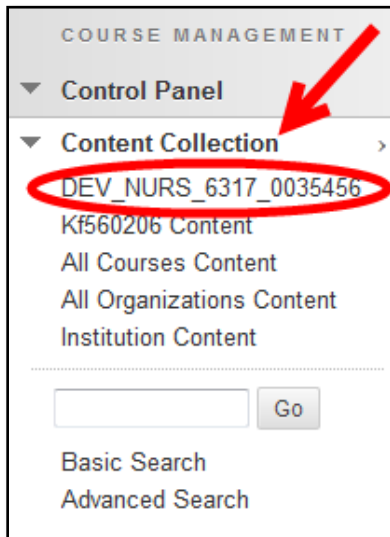


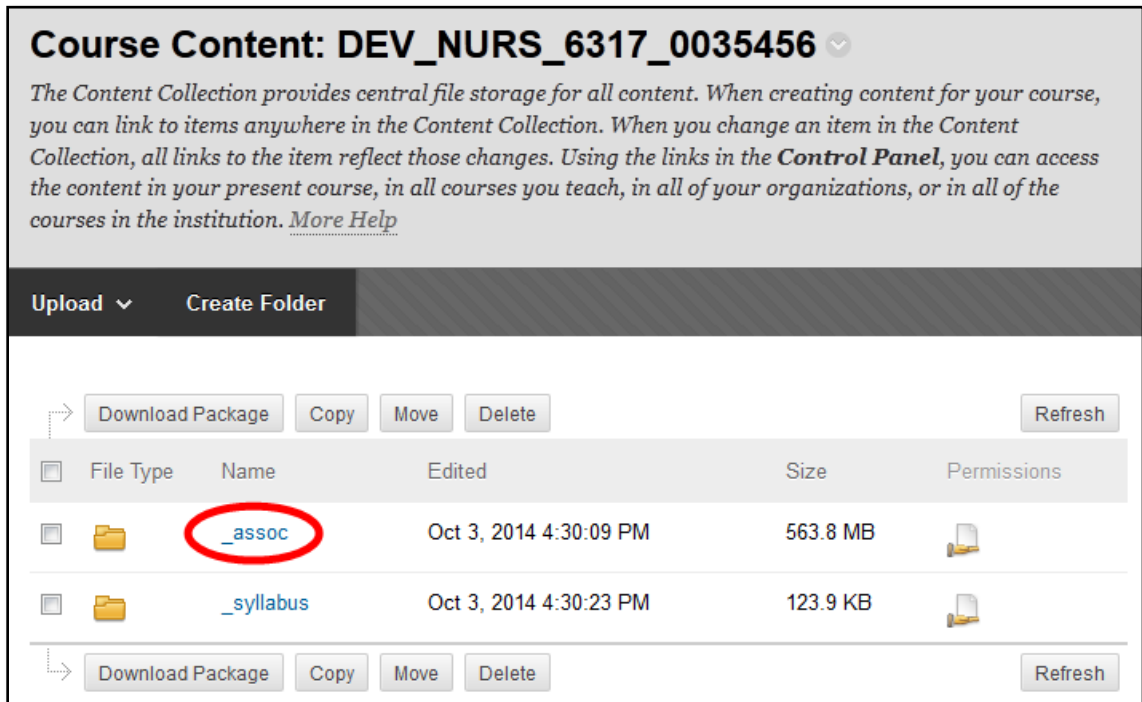
MOVING VIDEO FILES FROM A COURSE TO YOUR PERSONAL CONTENT COLLECTION

DOWNLOADING THE VIDEOS AND ASSOCIATED FILES FROM THE COURSE










1. In the Control Panel, select **Content Collection**, and click on the **course title**.



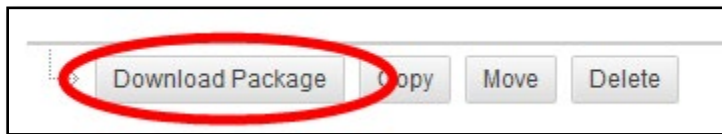
2. Locate the video in the **Course Content Collection**.
For files transferred over from WTClass (Angel), they will be located within the “_assoc” folder.



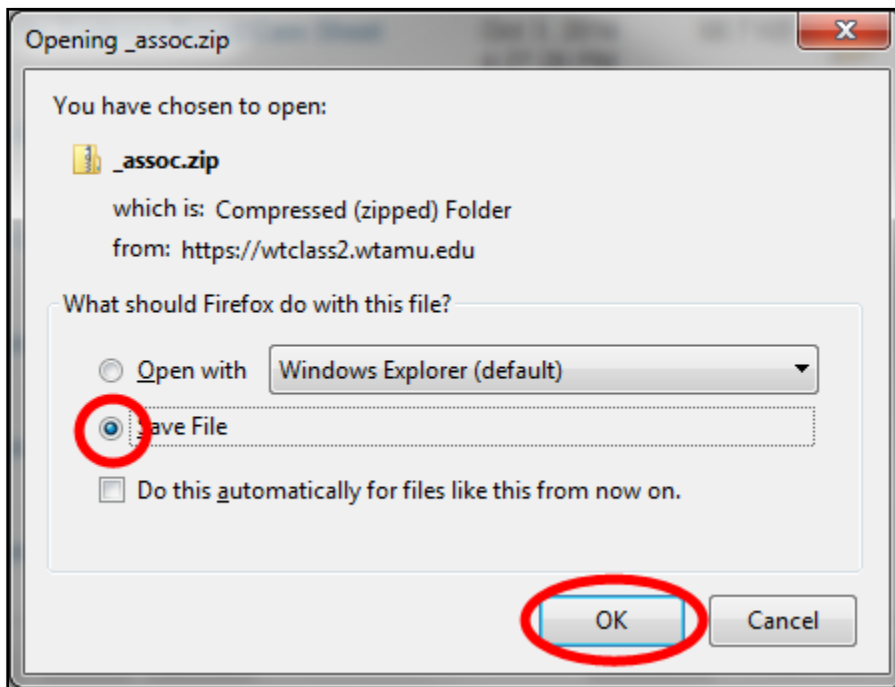
3. Select the checkboxes to the left of the video(s) you want to move.
Remember: The larger the total file size is, the longer the process of importing into the Content Collection may be. Consider moving 2-5 folders at a time.

<input checked="" type="checkbox"/>		Curing and Healing World Views Apart, Part 1	Oct 3, 2014 4:27:11 PM	12.3 MB	
<input checked="" type="checkbox"/>		Curing and Healing World Views Apart, Part 2	Oct 3, 2014 4:28:29 PM	16.2 MB	
<input type="checkbox"/>		Data Collection, Reliability and Validity	Oct 3, 2014 4:28:17 PM	21.7 MB	
<input type="checkbox"/>		Grading Rubric for Evidence-Based Care Sheet	Oct 3, 2014 4:27:28 PM	68.7 KB	
<input type="checkbox"/>		Instructions for Evidence-Based Care Sheet	Oct 3, 2014 4:29:32 PM	91.5 KB	

4. Click the **Download Package** button located at the top and bottom of the page.

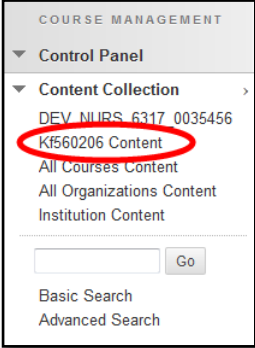
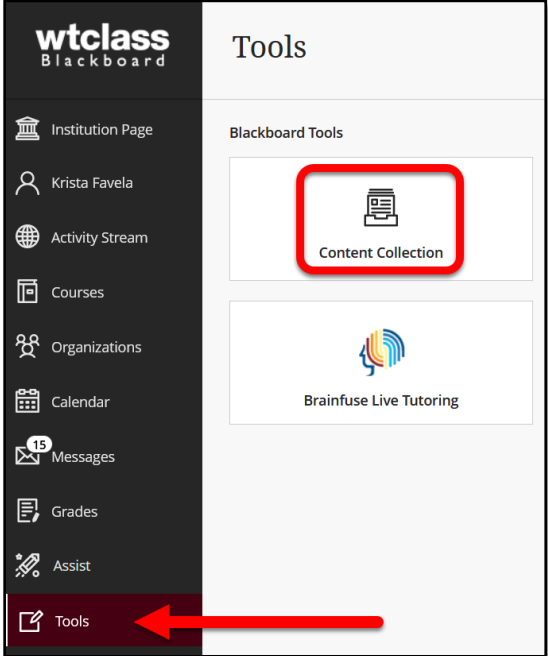


5. Select the option to **Save File**, and click **OK**.

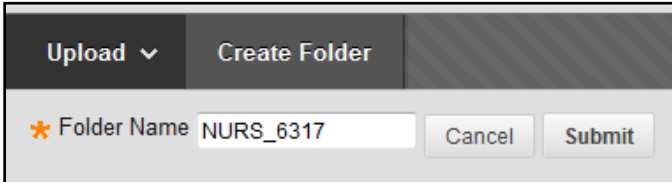


SETTING UP YOUR PERSONAL CONTENT COLLECTION

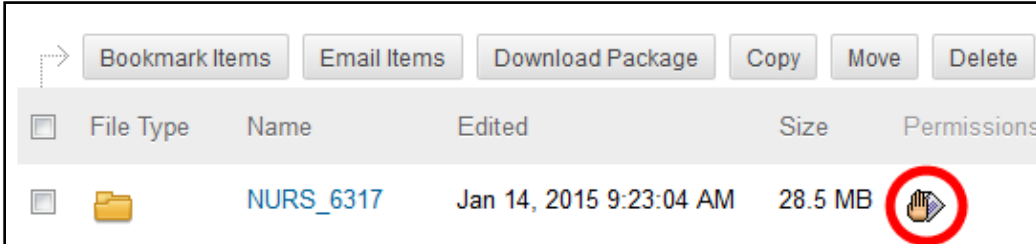
1. Go to your **Personal Content Collection**. This is located through:

Control Panel	Tools
Control Panel > Content Collection > “[ID number] Content” 	Tools in the left Navigation menu 

2. If you do not already have a folder created for this course in your Personal Content Collection, create a folder by selecting the **Create Folder** button.
3. Enter the **Name** of your folder, and click **Submit**.
It is recommended that you name the folder the same name as your course for easy locating.



4. Click the **Permission** button for the folder

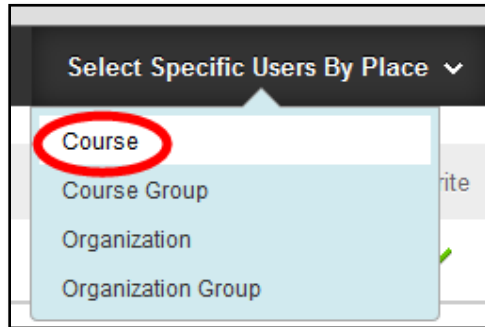


File Type	Name	Edited	Size	Permissions
Folder	NURS_6317	Jan 14, 2015 9:23:04 AM	28.5 MB	

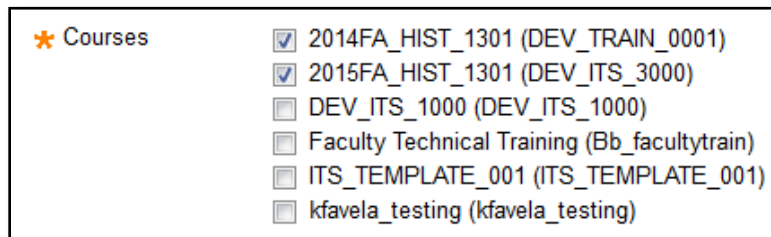
5. By default, only you (the instructor) have rights to view this folder. To allow access to the videos in this folder, you will need to give them permissions to view it.

a. **Select Specific Users By Place:** Allows you to add specific courses that can access this content. Provides the highest security, but this process will have to be done with every new course you teach that needs access to this content.

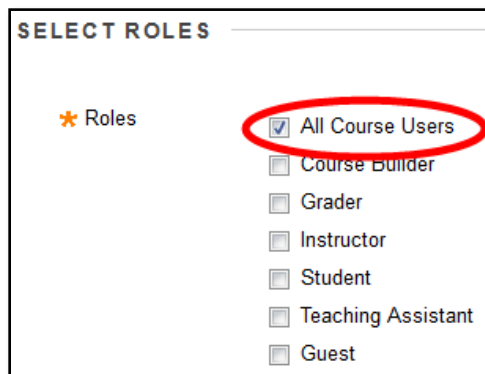
i. Click Select Specific Users By Place, and select Course



ii. Select the checkbox next to the course(s) for students to in these course(s) to access this folders content.



iii. Under **Select Roles**, select the checkbox for **All Course Users**.



- iv. Under **Set Permissions**, ensure only **Read** is selected. This will ensure that students do not have the ability to make any changes, or remove these videos.

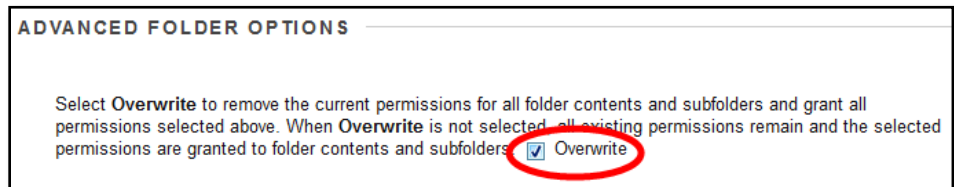


SET PERMISSIONS

Permissions

- Read
- Write
- Remove
- Manage

- v. Under **Advanced Folder Options**, select the checkbox for **Overwrite**.



ADVANCED FOLDER OPTIONS

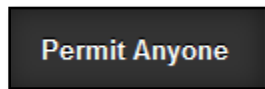
Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite

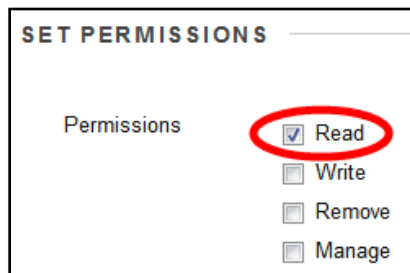
- vi. Click **Submit**.

- b. **Permit Anyone:** Allows anyone within the Blackboard system to be able to view the content. Must have the link to the video, but anyone with access to Blackboard can access this video. Must only be setup one time.

- i. Click **Permit Anyone**.



- ii. Under **Set Permissions**, ensure only **Read** is selected. This will ensure that students do not have the ability to make any changes, or remove these videos.

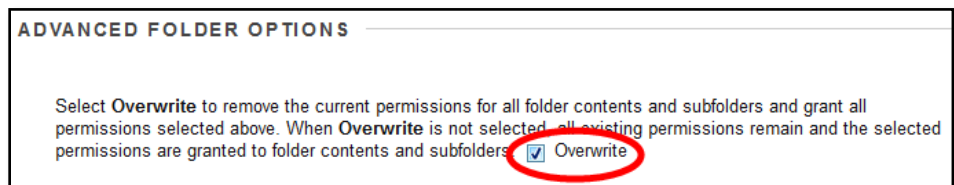


SET PERMISSIONS

Permissions

- Read
- Write
- Remove
- Manage

- iii. Under **Advanced Folder Options**, select the checkbox for **Overwrite**.



ADVANCED FOLDER OPTIONS

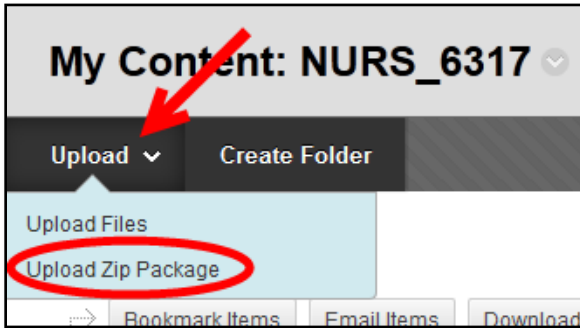
Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite

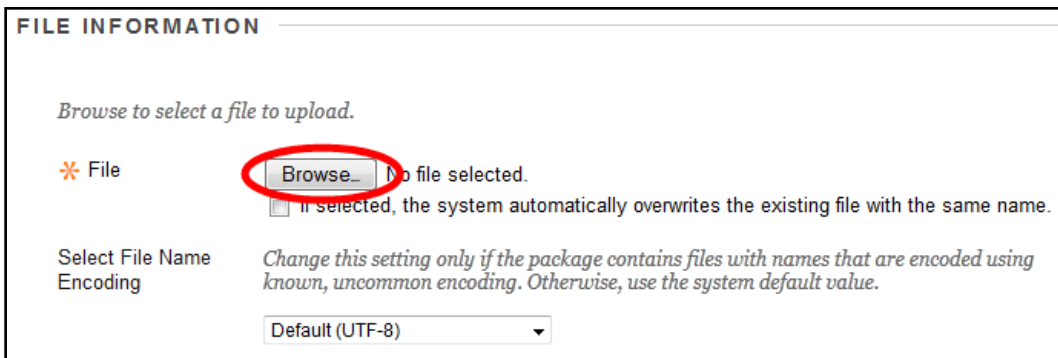
- IV. Click **Submit**.

ADDING THE FILES TO YOUR PERSONAL CONTENT COLLECTION

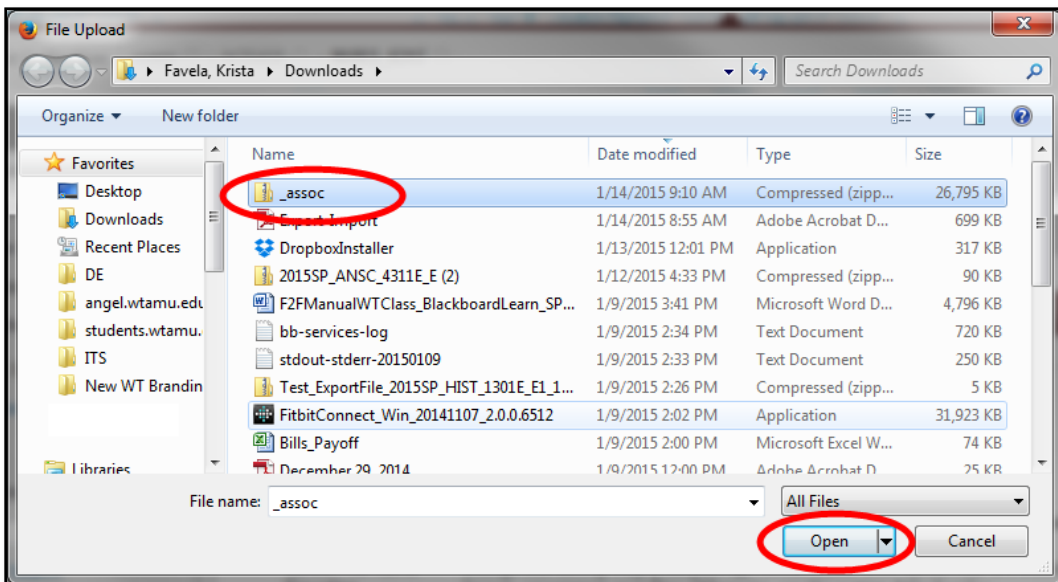
1. Enter the course folder, move your mouse over **Upload**, and select **Upload Zip Package**.



2. Click **Browse**.



3. Locate the file saved to your computer, and click **Open**.

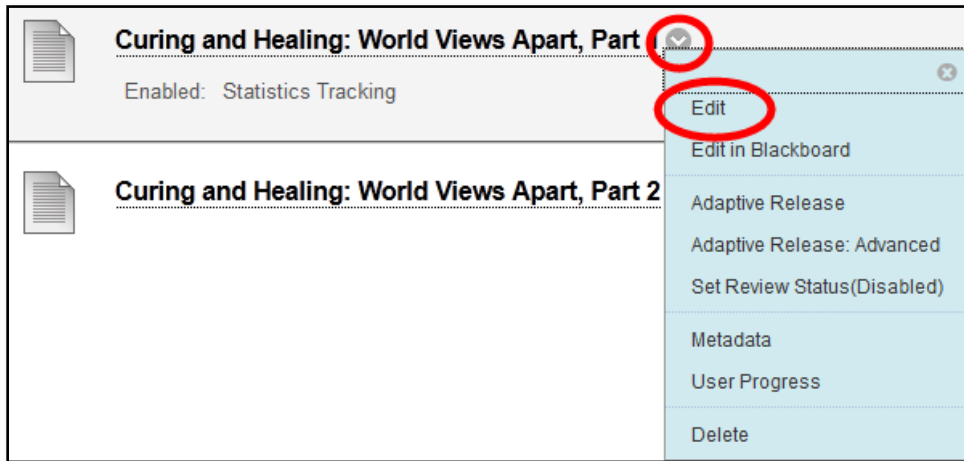


4. Click **Submit**.

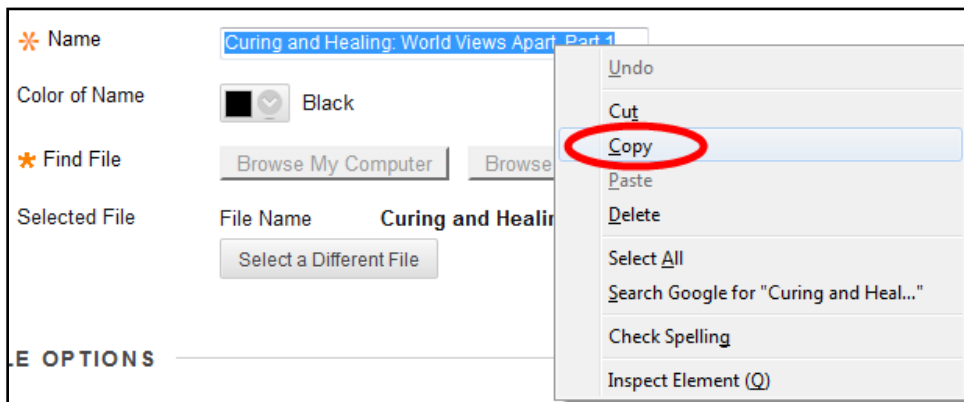
Files may take a while to upload and unpackage. Remember, the larger the original files, the longer this process may take.

CONNECTING THE VIDEOS IN THE COURSE TO YOUR PERSONAL CONTENT COLLECTION

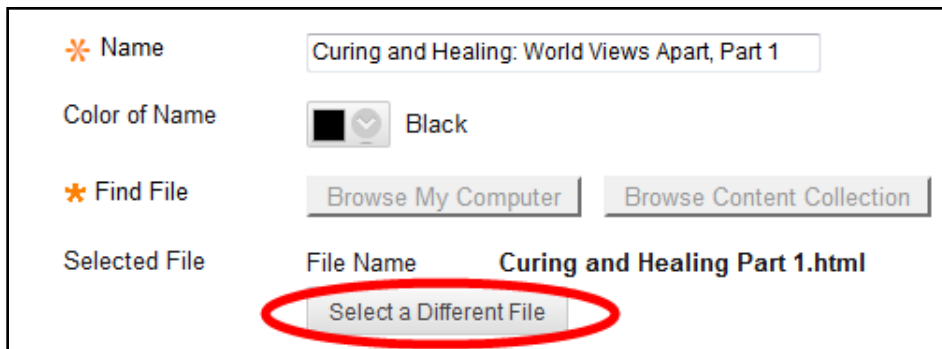
1. Return to your course, and go to the location of your video in your course.
2. Move your mouse over the contextual menu, and select **Edit**.



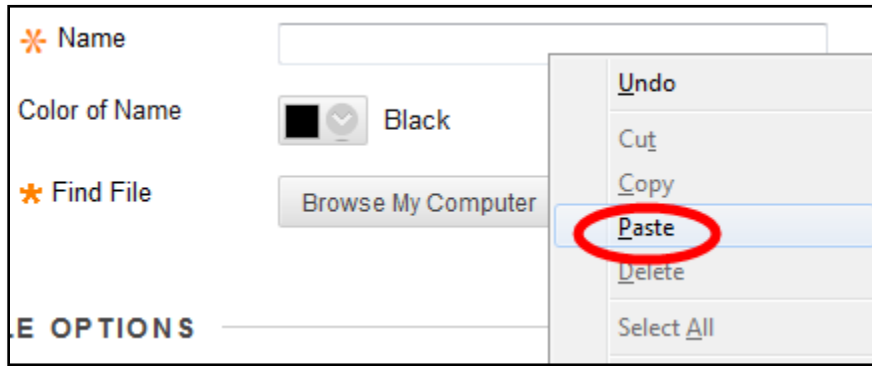
3. Copy the existing **Name** by selecting all of the text, right-clicking, and selecting **Copy**.



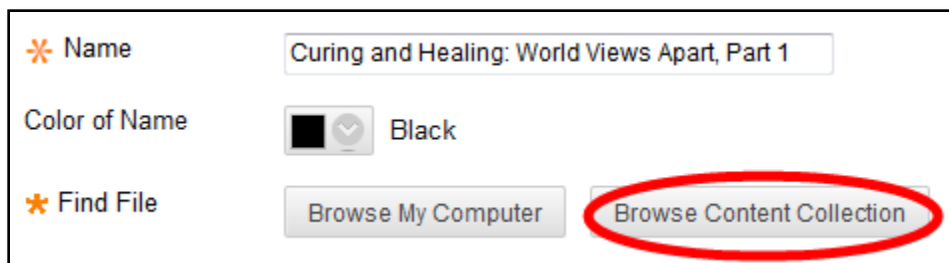
4. Click the **Select a Different File** button.



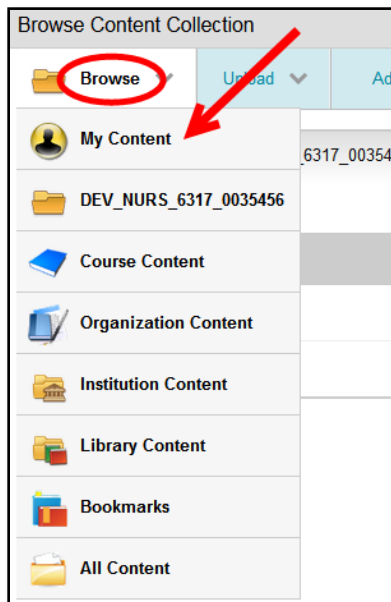
5. Right-click in the **Name** area, and select **Paste** to add the Copied name into the textbox.



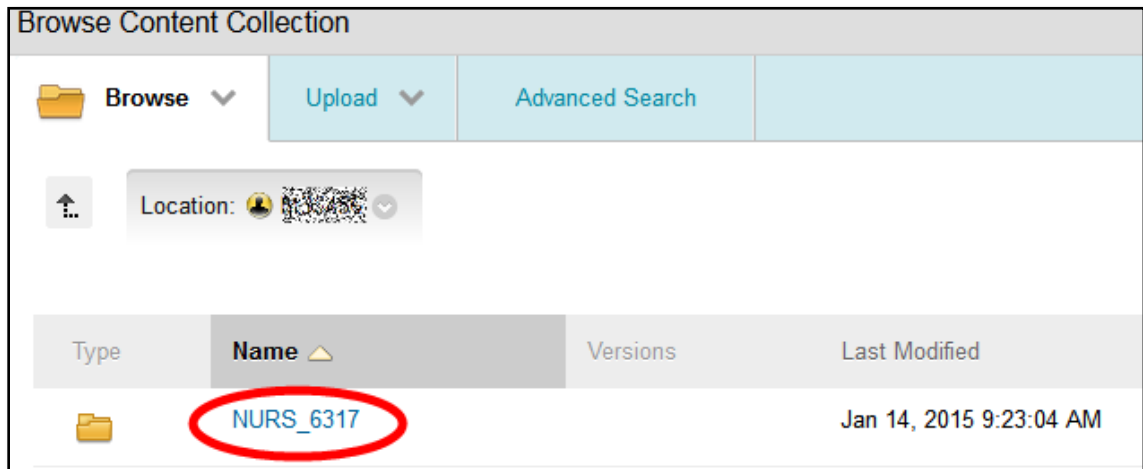
6. Select the **Browse Content Collection** button.



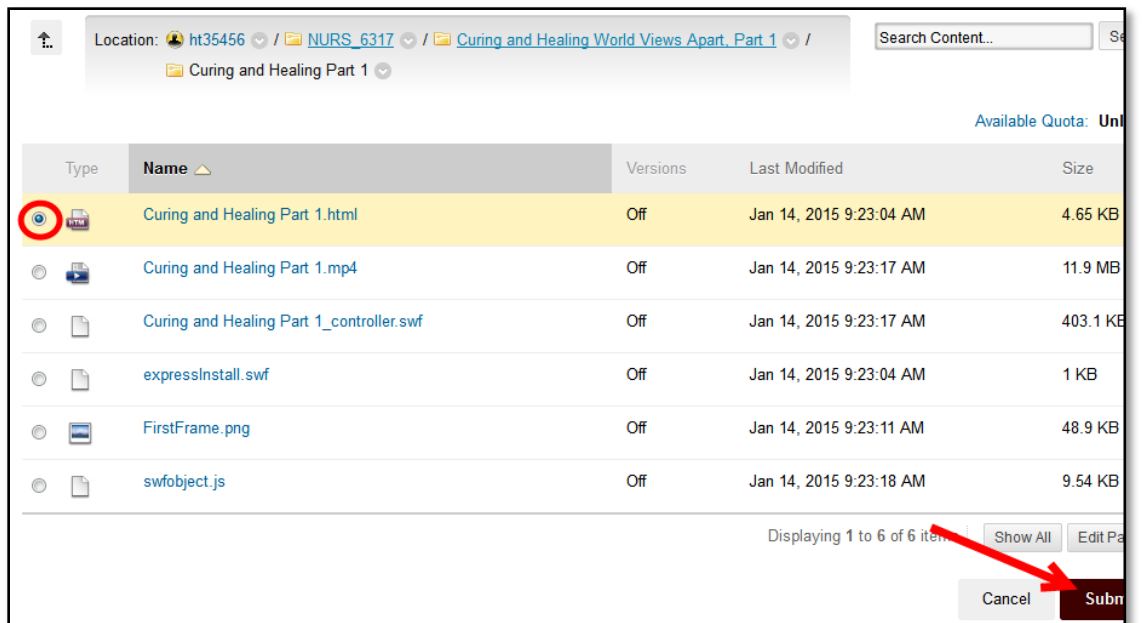
7. The Browse Content Collection page open to the course Content Collection. To change to your Personal Content Collection, move your mouse over **Browse**, and select **My Content**.



8. Enter the folder created earlier by selecting the title.

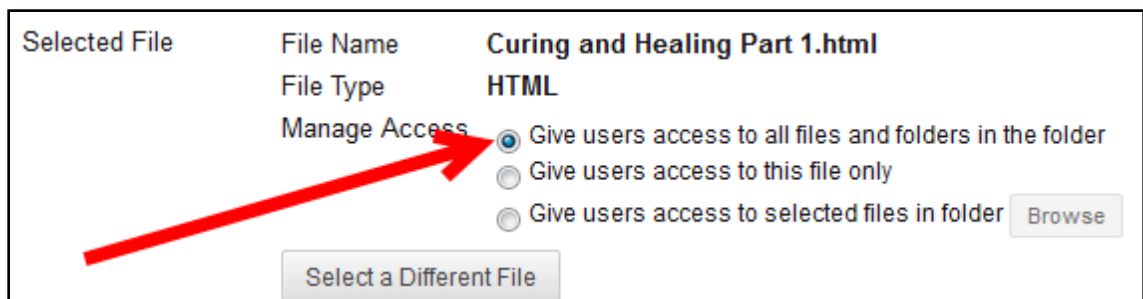


9. Locate the file you want students to access and select the option for it, and click **Submit**.



In this example of a Camtasia video, the “html” file is selected.

10. Select the option for “Give users access to all files and folders in the folder.”



11. Click **Submit**.