

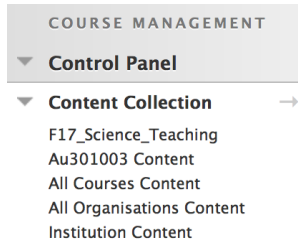


# BLACKBOARD TIP OF THE WEEK

## Where did I put it? – edit your files from the Content Collection

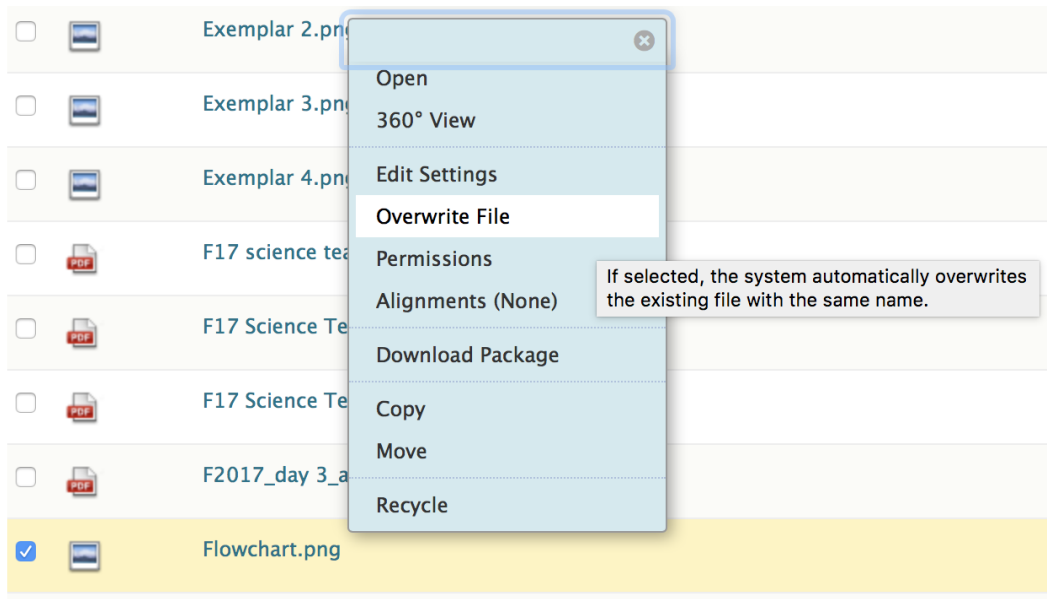
If you need to edit the files you link to and use in your course, it can be quite bothersome having to search through the whole course to find them. Thus, the Blackboard tip this week is about how to edit files, through the Content Collection function, that you have already attached.

All the files you attach end up in the Content Collection of the course. You will find the Content Collection at the bottom of the Course Management menu:



### Here is how you do it:

1. Click on the name of the course in the menu to access the Content Collection.
2. Find the file you wish to edit.
3. Click on the downward arrow and select Overwrite File.



4. Look for the file you wish to replace the old one with and click Submit.

### Overwrite File

Upload a single file to this folder.

\* Indicates a required field.

Cancel Submit

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#### 1. File Information

Browse to select a file to upload. The file selected will replace the current file.

\* File

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#### 2. Submit

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

The file has now been overwritten in all the places of the course you have attached or linked to it.

”Happy Blackboarding” and have a nice weekend.

Kind regards,

ST Learning Lab