# BLACKBOARD TIP OF THE WEEK

Use Content Collection in a more quick and easy way

Soon the courses of autumn will be ready and due to the new semester structure, many of you will have to make all-new course pages. Before you begin, the Blackboard tip this week will show you how to store all the new course materials in Content Collection in a way that makes it easier to find and access again.

Content Collection is Blackboard's file store service. In Content Collection, you can store all kinds of files, attach the files to different courses, grant students access to folders, store personal documents, and other things.

Unfortunately, it can be difficult managing these files when accessing Content Collection through Blackboard in your browser, and if you have many files, which needs to be uploaded or downloaded, it can take a bit of time. There is a much easier way in which you can work with the content of your Content Collection: a so-called WebDAV folder (*Web Distributed Authoring and Versioning*). A WebDAV is an access/shortcut to Content Collection, which is stored locally on your computer in the same way as the different drives, e.g. like the O: drive that some colleagues share. It works as a shortcut.
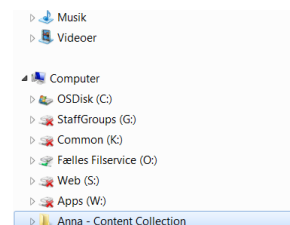
**How to (for Windows):**

1. Log in to Blackboard and click on *Content Collection* in the menu at the top.

2. In the menu on the left side you will find the Content Collection you wish to access locally from your computer. *My Content* is your personal folder, and in *Course Content* you will find all the content for the courses in which you are the instructor.

3. When you are in the folder, you wish to set up, select *Set Up Web Folder* in the grey menu to the right.
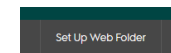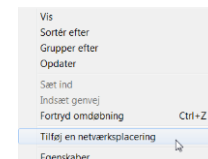

4. Copy the address in the yellow box.   Current Web address: https://bb.au.dk/bbcswebdav/users/

5. Open *File Explorer*

   and click on *This PC*.

6. Right-click and select *Add a network location*.

7. Click *Next* → Click *Choose a custom network location* → Paste the address into the box *Internet or network address* → *Next*.

8. Log in with your AUxxxxx + the password you use for logging in via WAYF → *Next*.

9. Give the folder a name → *Next* → *Finish*.

10. Now you can access your Content Collection directly from your computer. You can copy files (drag and drop), create folders, etc.
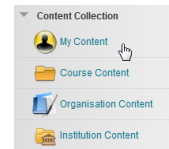
You can create as many shortcuts as you want to for different courses, organisations, etc.

How to (for Mac)

1. Log in to Blackboard and click on *Content Collection* in the menu at the top.


2. In the menu on the left side you will find the Content Collection you wish to access locally from your computer. *My Content* is your personal folder, and in *Course Content* you will find all the content for the courses in which you are the instructor.
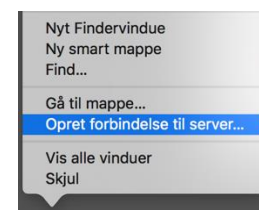

3. When you are in the folder, you wish to set up, select *Set Up Web Folder* in the grey menu to the right.
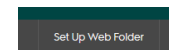
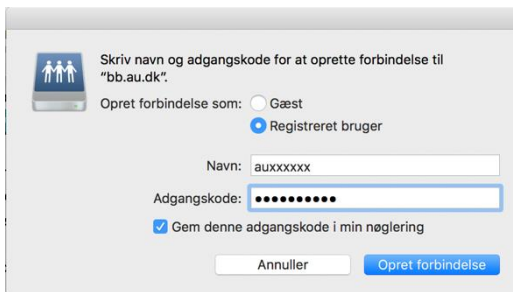4. Copy the address in the yellow box. Current Web address: https://bb.au.dk/bbcswebdav/users/
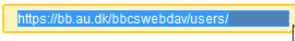
5. Right-click on Finder and select *Connect to Server….*

6. Paste the address from Blackboard into the box (click + to add the server address to your favourite servers) and click *Connect*.

7. Log in with your AUxxxxx + the password you use for logging in via WAYF
    (unless it fills out automatically from your keychain), if you wish to you can select
    Remember this password in my keychain. Finally, click on *Connect*.

8. Now you can access your Content Collection via your Finder (bb.au.dk).

    You can create as many shortcuts as you want to for different courses,
    organisations, etc.