Blackboard 9: Using the Content Collection via Web Folders

The **My Content** area is used to store folders and files (referred to as items) for each user. Opening the **My Content** area will allow access to personal files the user has added to the Blackboard Content System.

When using **WebDAV**, or a Web Folder to manage your Content System items, you can easily manage your course files from your desktop, dragging in content from multiple drives and folders and organizing it as needed. Also, files can often be edited directly in the Web Folder, without downloading them, editing them, and uploading them again.

**Using WebDAV Technology with Different Browsers**

**Internet Explorer**

WebDAV opens automatically when using Internet Explorer as your browser and also using Windows XP or Windows Vista. If using another browser or operating system, you will need to map to a network drive in order to use WebDAV technology. (See section on using Mozilla Firefox)

**Accessing the Content Collection Using Internet Explorer:**
1) Navigate to Blackboard 9 using Internet Explorer as your browser
2) Click on **Open a Web Folder**
Your content system items are now available in a web window where you can directly open/edit your files/folders. You can also drag and drop any files/folders from your computer into this web window.

Mozilla Firefox
In order to use WebDAV technology in Blackboard 9 using Mozilla Firefox as your browser, you must first create a network location. The following are steps for mapping to a network drive.

Accessing the Content System Using Mozilla Firefox:
1) Open Blackboard 9 using Mozilla Firefox as your browser
2) Click the Content Collection tab
3) Click on Setup Web Folder
4) Highlight the Current Web address and click on Edit/Copy or use Ctrl C
5) Click on
6) Click on **My Computer**
7) Go to **My Network Places**

8) Select **Add a Network Place**
9) Click **Next**

10) Select **Choose another network location**
11) Click **Next**
12) Click under **Internet or network address**, and hit **Ctrl V** to paste the address you copied from the Content Collection.

*For example:*  https://bb9prod.montclair.edu/bbcswebdav/users/YourNetID. If your NetID is smithj5, then the address will look like this:  
https://bb9prod.montclair.edu/bbcswebdav/users smithj5

13) Click **Next**

14) Click **Next**

15) Click **Finish**

When prompted for a username, use your NetID and password and continue. You are now able to access your Blackboard Content System files/folders via your network place. This folder is located in your **My Network Places**.

**Accessing Files/Folders in your Content System via My Network Places:**

1) Click on ![start]
2) Click on **My Computer**
3) Go to **My Network Places**
4) Double-click on your network drive
5) Enter your NetID (if prompted)

- You may now drag and drop any files/folders from your computer into the web window
- You are now able to open/edit files in your Content System

Creating a Link to a Content System File/Folder for Your Students:
1) While in the course turn on Edit Mode
2) Click on a Course Content Area in the Course Menu
3) Click the Build Content button
4) Click Create and click Item
5) Type a Name for the item in the Name field
6) To link to a file in your Content Collection, click the second browse button
   Browse Content Collection

7) Select the My Content icon if necessary
8) Select the files or folders
9) Click Submit