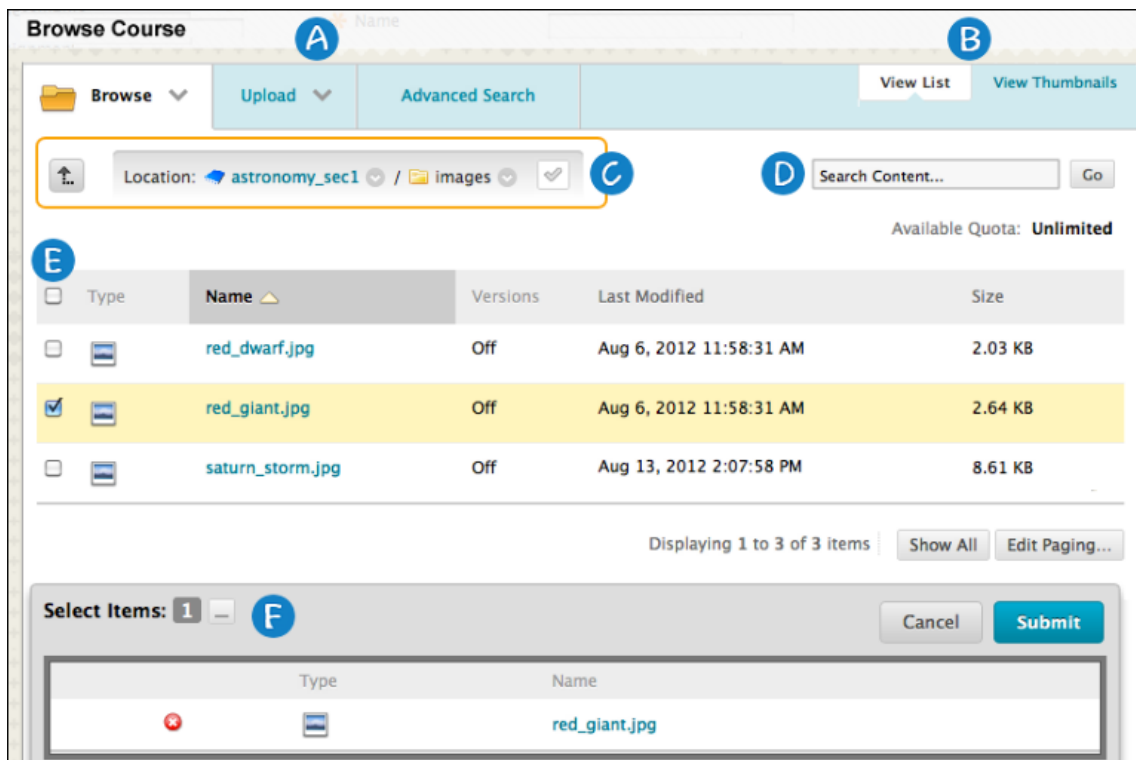


## Browse Files in Course Files/Content Collection

Wherever attaching files is available in your course, you can use the Browse Content Collection function to select a file from the Content Collection.

The Browse Course and Browse Content Collection windows include tabs and functions to make browsing and searching for files easier.

### The Browse Course Window



Type	Name	Versions	Last Modified	Size
<input type="checkbox"/>	red_dwarf.jpg	Off	Aug 6, 2012 11:58:31 AM	2.03 KB
<input checked="" type="checkbox"/>	red_giant.jpg	Off	Aug 6, 2012 11:58:31 AM	2.64 KB
<input type="checkbox"/>	saturn_storm.jpg	Off	Aug 13, 2012 2:07:58 PM	8.61 KB

1. Browse, Upload, and Advanced Search tabs:
  - Browse for folders you have access to. If you have Course Files, you only have access to the course you are in. With the Content Collection, you may be able to access other folders such as My Content, Course Content, and Institution Content.
  - Upload one file, multiple files, or a zipped package.
  - Perform an advanced search. You can search file and folder names, metadata, file contents, file comments, location, size, recycle bins, date created, and creator.
2. View List and View Thumbnails: View files and folders as a list of file names or as thumbnail icons. Click the links at the top of the page to switch views.
3. Orientation bar: Navigate to other folders using the links on the orientation bar.



# Blackboard

## THE CONTENT COLLECTION

4. Use the downward arrow next to a folder name to access and navigate to its sub-folders.
  - a. Click the checkmark icon to select the current folder to link it in your course. After selection, the checkmark turns green.
  - b. Use the up arrow icon to move up one folder to the parent folder, if one exists.
5. Search Content: Perform a basic search for file and folder names. The search does not include options to search metadata. You can optionally search files contents. Type search criteria and click Go.
6. Use the check boxes to select files and folders to include in your content item. You can select the header check box to select all visible items. When you link to a folder, use caution as students receive the read permission by default on all the folder's contents. Read permission allows students to view all the files and sub-folders in the folder. You can click a header's title to sort the column.
7. Select Items: The files and folders you select appear in this area. Click the Show List function, represented by a full square, to open the Select Items area to view your selections. When you open the area, the square icon collapses. To remove a selected file or folder, click the X.

### **For More Information**

For additional information about how to use Blackboard, On Demand videos are located under the Help section of the course Control Panel. How-to guides on various topics are also available on the Blackboard Help Pages at [www.olemiss.edu/blackboard](http://www.olemiss.edu/blackboard).