

Blackboard Content Collection

Blackboard Content Collection is a repository for college, organization, and institution files. The Department of AAAS has created a set of shared folders so that you can easily access and download files from this secure location. This “intranet” will replace the Secure Files/login portion of the WU Facts and Information web page and will be AAAS’s means of conveying reports and data not intended for internet publication, such as:

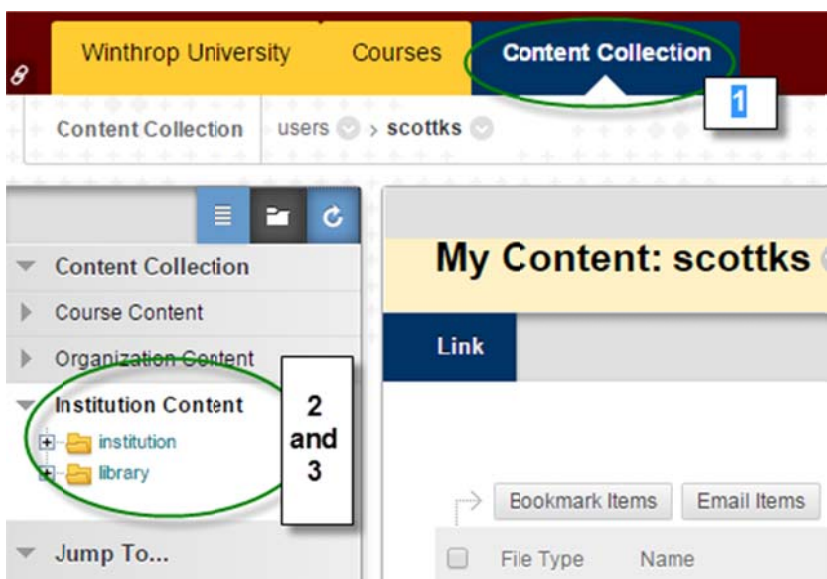
- Grade Distributions
- Faculty Load and Credit Hour Production reports
- Retention reports
- Output from ad hoc data requests

Why use Blackboard Content Collection?

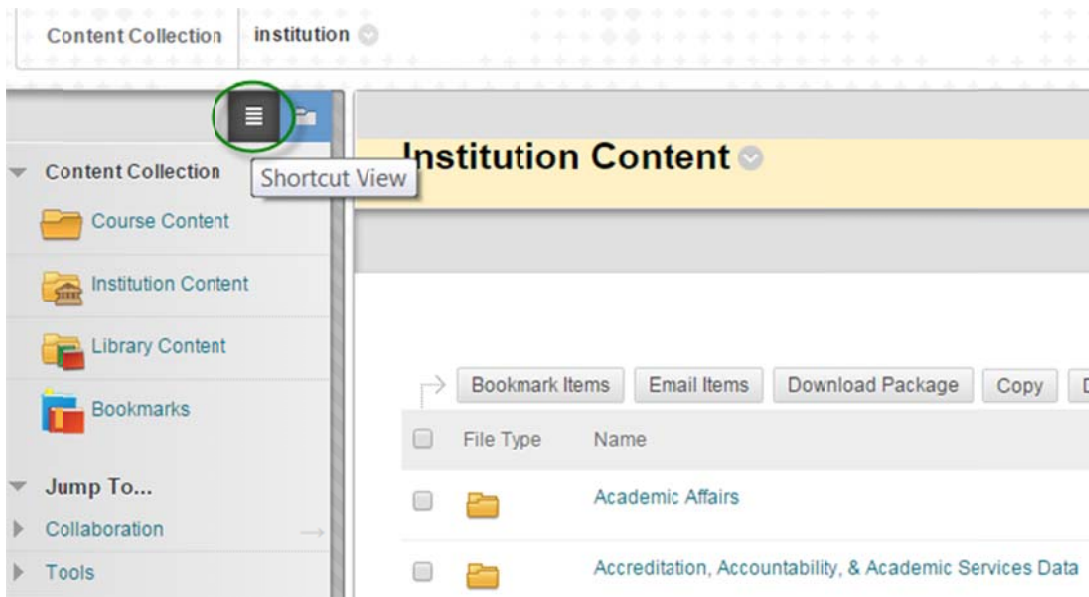
Content Collection lets you access files from any networked computer – anytime, anywhere. With Blackboard Content Collection, we can share files with controlled individuals and groups while avoiding emailing and receiving large files, store documents securely, make documents and files searchable, and back up work against technology failure.

Accessing Blackboard Content Collection

1. Go to <https://bb-winthrop.blackboard.com>.
2. Log into Blackboard with the same username and password as you use to log into Winthrop email. For example: Username: scottks Password: Enter Your Winthrop Email Password
3. After you log in, on the right side of the screen, click on the **Content Collection** (1) tab (see below).
4. Use the menu on the left side of the screen to navigate through the folders. Click on the main folder **Institution Content** (2) to reveal the **Institution** (3) folder. When you click on the **Institution** folder, the folders that you have access to will populate to the right and middle of the screen. Note: If you do not see the menu on the left side of the screen, it may be hidden, or you may be in Shortcut view rather than Folder view. Click on the arrow on the left side of the screen to reveal the menu. This is an example of **Folder View**:

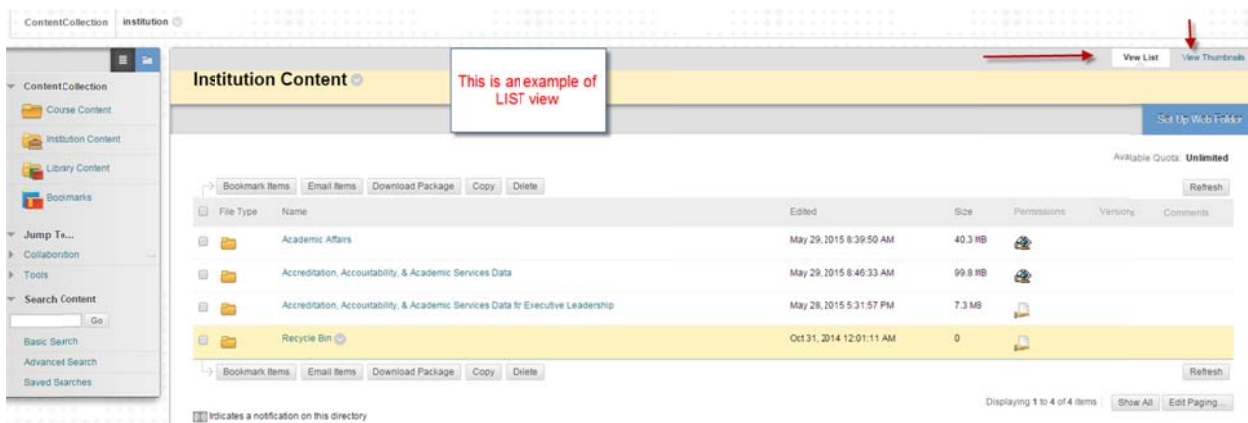


This is an example of **Shortcut View**:

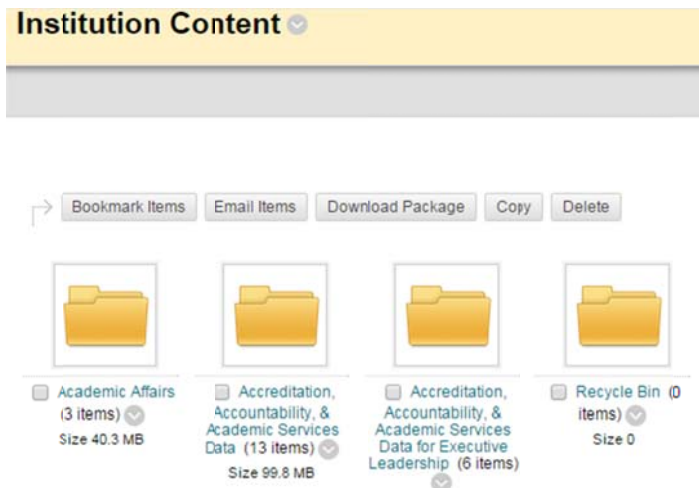


5. On this screen, you have the option of viewing the folders in a List OR as a Thumbnail.

a. This is an example of a **List View**.



b. This is an example of a **Thumbnail View**:



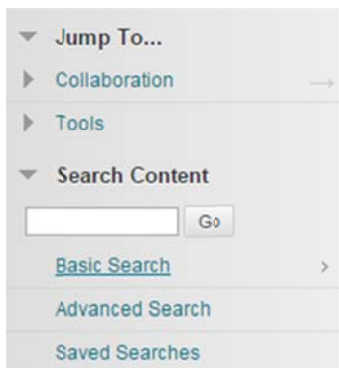
6. Depending on your level of access, you should have three (or more) main folders to choose from. Click on **Accreditation, Accountability, & Academic Services Data** to access subject-based folders from AAAS.

7. See below for a list of current folders set up under Accreditation, Accountability, & Academic Services Data. The specific folders you see will depend on your level of access.

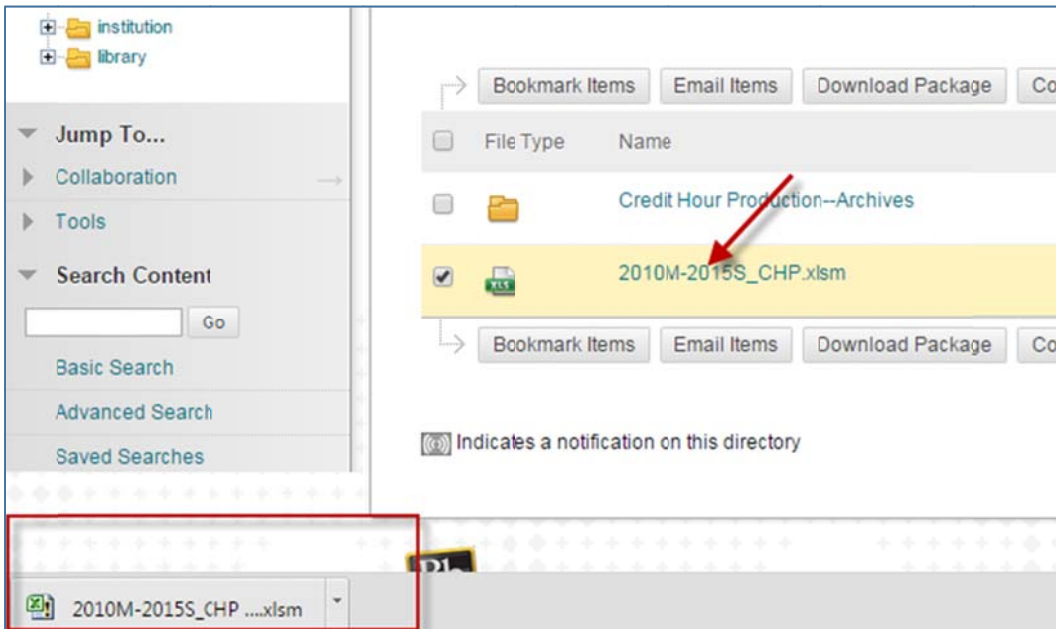
→ [Bookmark Items](#) [Email Items](#) [Download Package](#) [Copy](#) [Move](#) [Delete](#)

| <input type="checkbox"/> | File Type | Name | Edited | Size |
|--------------------------|-----------|---|--------------------------|----------|
| <input type="checkbox"/> | Folder | AdHoc AAAS Data Requests | Jun 2, 2015 11:59:03 AM | 182.3 KB |
| <input type="checkbox"/> | Folder | Analytics | May 26, 2015 3:40:16 PM | 14.5 MB |
| <input type="checkbox"/> | Folder | Competitive Compensation Info for Deans | May 26, 2015 10:10:21 AM | 184.3 KB |
| <input type="checkbox"/> | Folder | Completions | Jun 1, 2015 2:36:43 PM | 344.2 KB |
| <input type="checkbox"/> | Folder | Credit Hour Production | Jun 1, 2015 2:38:24 PM | 9.48 MB |
| <input type="checkbox"/> | Folder | Deaware Study | Apr 9, 2015 12:18:21 PM | 623.3 KB |
| <input type="checkbox"/> | Folder | Enrollment by Major | Jun 1, 2015 2:40:29 PM | 35.0 KB |
| <input type="checkbox"/> | Folder | Faculty Load & Faculty Profiles | Jun 1, 2015 2:42:03 PM | 8.4 MB |
| <input type="checkbox"/> | Folder | Grade Distributions | Jun 1, 2015 2:45:55 PM | 65.9 MB |
| <input type="checkbox"/> | Folder | Interim Grade Reports | May 27, 2015 9:36:47 AM | 4.46 MB |
| <input type="checkbox"/> | Folder | Program Productivity | Jun 1, 2015 2:46:50 PM | 81.7 KB |
| <input type="checkbox"/> | Folder | Retention Report | Jun 1, 2015 2:48:43 PM | 5.65 MB |

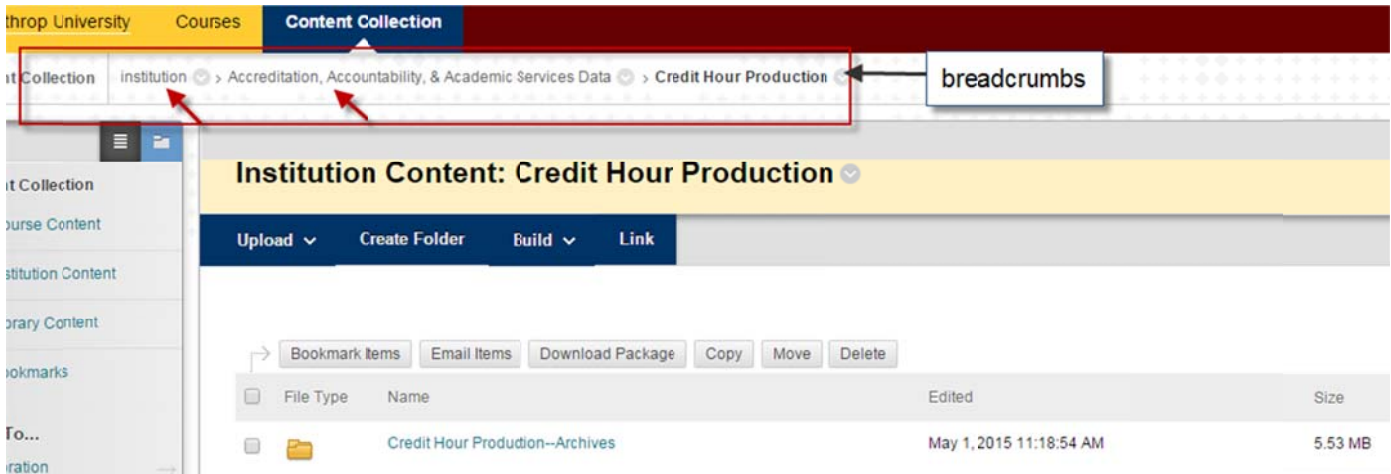
8. When you click on a specific folder, you may see various subfolder(s) and files, depending on your level of access. You can see the file size and a date for each file, which reflects when the most recent change was made to the file (not necessarily the date the file was uploaded). Remember that Blackboard is searchable, so if you are not sure where a certain file might be located, use the search box on the left-hand side of the page:



9. To download a file, click on the file name once. The file will download and you will see it at the bottom left of your screen to Open.



10. If you need to go back to another sub-folder or the main folder of your college, you can click on the “bread crumbs” at the top of the menu to go back.



11. To log out, click on the small icon in the top right hand corner. 

Need Blackboard Content Collection Help?

1. For login issues or to be given access to a folder below Academic Affairs, please contact Kelly Scott at 323- 4857 or e-mail scottks@winthrop.edu
2. For other issues with the performance of Blackboard Content Collection, contact Director of Online Learning, Kimarie Whetstone at 323-2551 or e-mail whetstonek@winthrop.edu.