Learning Connect

Delete and Copy Items in Content Collection

1. To **Edit** content, navigate to the **Content Collection.** Click the top level course, which is the course ID.

	Banner			
Playground - Arvin	Course Content ©			
Course Content	Public Contract Assessments Tools Publicher Contract			
Information	bund content V Assessments V roots V Publisher content V			
Announcements	Course Material			
Calendar	Enabled: Adaptive Release, Statistics Tracking			
Discussions				
My Grades	Assignments			
Quizzes	Description goes here			
Groups				
	General Student Information			
COURSE MANAGEMENT				
Control Panel				
Content Collection	Economics Website			
TEST.UBC.ARTS.ARVIN.2012S Hn79paclmw01 Content				
All Courses Content				
All Organizations Content Institution Content	• • • • • • •			
Basic Search				
Advanced Search				
Course Tools	Discussions			
▶ Evaluation >	Availability: Item is not available.			
► Grade Center →	•••••			
Users and Groups	® 1997-2012 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,398 and 7,558,853. Additional Patents Pending.			
N 0	addboard Accessibility information Installation details			
 Content Collection 	n >			
TEST.UBC.ARTS.ARVIN.2012S				
Hn79paclmw01 Cor	ntent			
All Courses Conten	t			

All Organizations Content Institution Content

Go

Basic Search Advanced Search

Learning Connect

2. To **Delete** items, **Select** the items by checking off the square boxes.

)ownload I	Package Copy Move Delete				Refres
E Fil	le Type	Name	Edited	Size	Permissions	
	3	Videos to do.docx	Jun 5, 2012 11:58:57 AM	16.4 KB		
•	a	Pros and Cons.docx	May 8, 2012 11:37:42 AM	19.1 KB		
	3	Pros and Cons(1).docx	Jun 5, 2012 11:53:57 AM	19.1 KB		
		Presentation1.ppta	May 4, 2012 3:14:53 PM	1.5 KB		
	3	Chapter 1.docx	May 8, 2012 11:14:08 AM	12.2 KB		
8		Chapter 3	May 8, 2012 12:30:22 PM	0		
8		Chapter 2	May 8, 2012 12:30:10 PM	0	P	
		Chapter 1	Jun 5, 2012 11:53:29 AM	167.9 KB		
8		Assignments	May 16, 2012 12:36:29 PM	36.6 KB	"	
8		Arts Template	Apr 10, 2012 3:43:42 PM	2.35 MB		

3. Select **Delete.**

+ E E C ti	Course C	ontent: TEST.UBC.	ARTS.ARVIN.2012S 👁	antant Collection when	View List View Thumbnails
Course Content	Inse Content Content Content of Problems Central file storage for al content. Instructors can link to teems anywhere in the Content Content content of realing content for this irse Content Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organizations, or in all of the Courses in the Institution. More Help				
Announcements Calendar	Upioad 🗸 🔿	Create HTML Object Create	Folder		Set Up Web Folder
Discussions My Grades	Download	Package Copy Move Delet	te		Refresh
Quizzes	🔲 File Type	Name	Edited	Size	Permissions
Groups		Videos to do.docx	Jun 5, 2012 11:58:57 AM	16.4 KB	P
COURSE MANAGEMENT		Pros and Cons.docx	May 8, 2012 11:37:42 AM	19.1 KB	,
Control Panel		Pros and Cons(1).docx	Jun 5, 2012 11:53:57 AM	19.1 KB	, 📮
Content Collection TEST.UBC.ARTS.ARVIN.2012S Ho79nac/mw01 Content		Presentation1.ppta	May 4, 2012 3:14:53 PM	1.5 KB	
All Courses Content All Organizations Content		Chapter 1.docx	May 8, 2012 11:14:08 AM	12.2 KB	,
Institution Content		Chapter 3	May 8, 2012 12:30:22 PM	0	
Go Basic Search		Chapter 2	May 8, 2012 12:30:10 PM	0	
Advanced Search		Chapter 1	Jun 5, 2012 11:53:29 AM	167.9 KB	
Evaluation		Assignments	May 16, 2012 12:36:29 PM	36.6 KB	
Grade Center		Arts Template	Apr 10, 2012 3:43:42 PM	2.35 MB	
P Osers and Groups → Download Package Copy Nove Delete Refresh					
Upload 🗸 Create HTML Object Create Folder					
Download Package Copy Move Delete					

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4. To Copy items, Select the items by checking off the square boxes and select Copy.

	Upload ♀ Create HTM	L Object Create Folder				
	Download Package Copy Move Delete					
5.	5. Select a Destination for the item					
1.	1. Content Information					
	Copy the following content:					
	Name	Size	Edited			
	📕 banner.jpg	129.1 KB	Aug 13, 2012 4:51:11 PM by Arts LC			
2.	Destination					
	Browse to select a destination folder for this content.					
		Browse				
		If selected, the system automatically overwrites the existing file with the same name.				

3. Submit

Click Submit to proceed. Click Cancel to quit.

6. Click Submit!