



Blackboard 8.0 Quick Reference Guide

Content Management Series

What is Blackboard Content Collection?

Content Collection is the **official repository** for all DAU course material. It allows faculty members to have their own virtual hard drive, an electronic repository in which to collect, share, and manage content.

Benefits

There are several benefits to using Blackboard Content Collection:

- Access your files **anytime anywhere** from any computer with internet access (not like the K drive)
- Store all file in one place
- Share files and set permissions to limit who has access
- Configuration Management – enable versioning, comments, and more
- Link student material directly into your course (a simple override procedure automatically updates all links when the file is revised!)

How to Access Content Collection

You must have a valid Blackboard account username and password (you should already have this). If you need logon help please email bbassist@dau.mil.

Step 1: Logon to your DAU Blackboard account at <https://myclass.dau.mil>

Step 2: Select the Content Collection tab at the top of the page

Step 3: Navigate to your desired content area and begin to upload, manage and share files

