

# Importing Publisher Content

How to Import Publisher content,  
such as PowerPoint files, Instructor  
Manuals etc.

# Use the Content Collection

**Course Content: DougTest\_101**

View List View Thumbnails

Upload Create Folder Set Up Shared Location

Download Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Accessibility	Permissions
Folder	DougTest_101_ImportedContent_20200128031557	Jan 28, 2020 3:15:57 PM	0		
Folder	Power Points (Web Ready)	Jul 20, 2017 3:41:23 PM	22.2 MB		
Folder					
Folder					
Image	arrow.png	Jun 2, 2017 10:20:47 AM	2.76 KB		
Image	Picture1.jpg	Mar 14, 2020 1:09:00 PM	10.4 KB		
Document	syllabus_template ACCESS.docx	Jul 1, 2019 3:08:07 PM	19.9 KB		

Download Package Copy Move Delete Refresh

Displaying 1 to 8 of 8 items Show All Edit Paging...

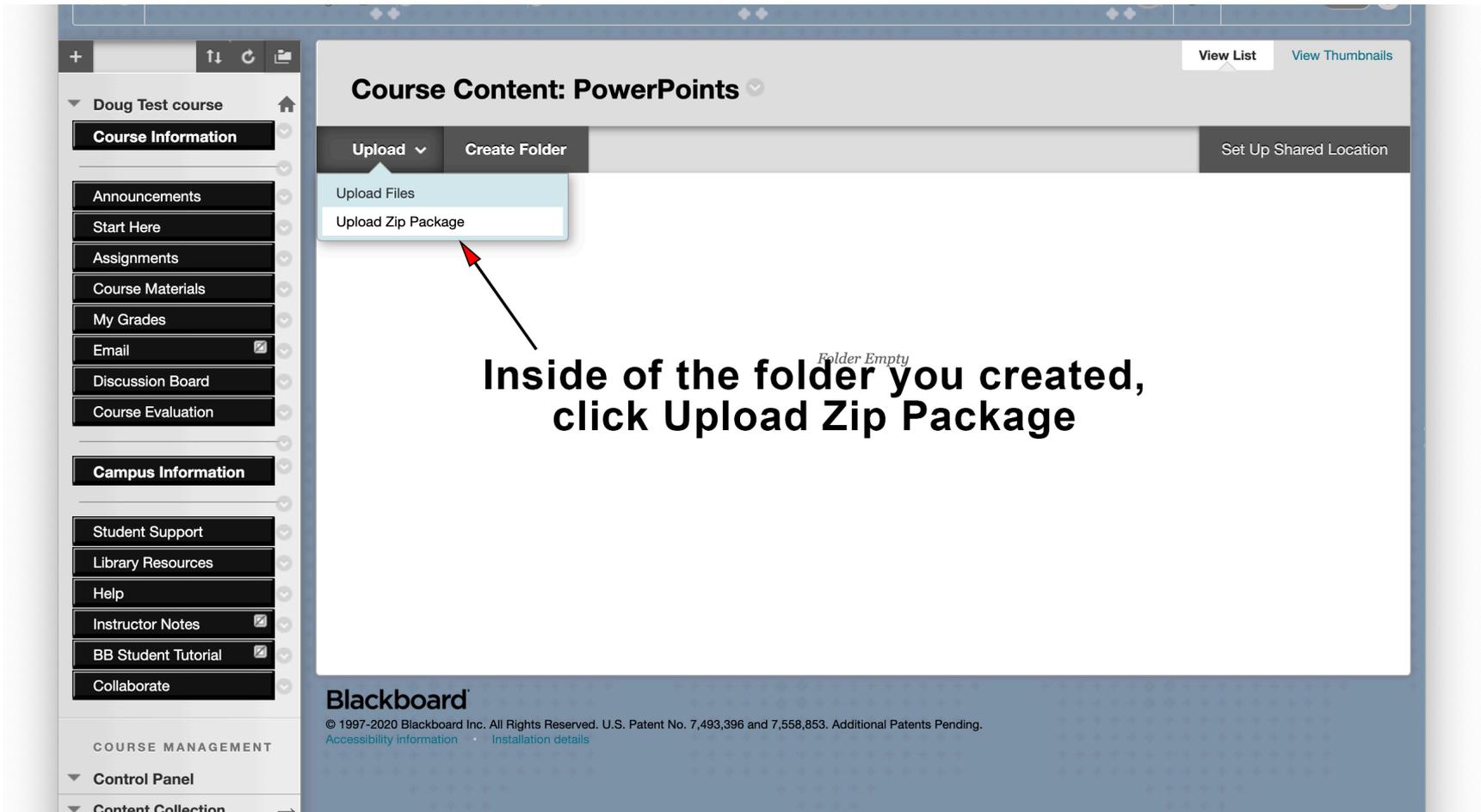
**In the "Control Panel", go to "Content Collection" and select the name of the course.**

# Folders help organize content

The screenshot displays a course content management system interface for 'DougTest\_101'. The left sidebar contains navigation menus for 'Course Information', 'Campus Information', and 'COURSE MANAGEMENT'. The main content area shows a list of items under the heading 'Course Content: DougTest\_101'. At the top, there are buttons for 'Upload' and 'Create Folder'. A red arrow points to the 'Create Folder' button. Below the list, a text overlay reads 'Create a Folder for the PPT's'. Another red arrow points to the 'PowerPoints' folder in the list. The list includes folders like 'DougTest\_101\_ImportedCenter', 'Power Points (Web Ready)', 'PowerPoints', and 'Rubrics', as well as files like 'arrow(1).png', 'arrow.png', 'Picture1.jpg', and 'syllabus\_template ACCESS.docx'. The interface also shows pagination information: 'Displaying 1 to 8 of 8 items' and buttons for 'Show All' and 'Edit Paging...'.

File Type	Name	Created	Size	Actions
Folder	DougTest_101_ImportedCenter			
Folder	Power Points (Web Ready)	Jul 20, 2017 3:41:23 PM	22.2 MB	
Folder	PowerPoints	Jun 19, 2017 12:27:43 PM	0	
Folder	Rubrics	Jun 2, 2017 2:44:43 PM	72.2 KB	
Image	arrow(1).png	Jun 2, 2017 10:32:32 AM	2.76 KB	
Image	arrow.png	Jun 2, 2017 10:20:47 AM	2.76 KB	
Image	Picture1.jpg	Mar 14, 2020 1:09:00 PM	10.4 KB	
Document	syllabus_template ACCESS.docx	Jul 1, 2019 3:08:07 PM	19.9 KB	

# Adding content to the folder



The screenshot shows the Blackboard interface for a course titled "Doug Test course". The main content area is titled "Course Content: PowerPoints" and is currently empty, displaying the text "Folder Empty". A dropdown menu is open under the "Upload" button, showing two options: "Upload Files" and "Upload Zip Package". A red arrow points to the "Upload Zip Package" option. The left sidebar contains navigation links for "Course Information", "Announcements", "Start Here", "Assignments", "Course Materials", "My Grades", "Email", "Discussion Board", "Course Evaluation", "Campus Information", "Student Support", "Library Resources", "Help", "Instructor Notes", "BB Student Tutorial", and "Collaborate". The bottom of the page features the Blackboard logo and copyright information.

**Course Content: PowerPoints**

View List View Thumbnails

Upload Create Folder Set Up Shared Location

Upload Files  
Upload Zip Package

Folder Empty

**Inside of the folder you created,  
click Upload Zip Package**

**Blackboard**  
© 1997-2020 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending.  
[Accessibility Information](#) · [Installation details](#)

# Adding content to the folder

**Upload Zip Package**

\* Indicates a required field.

**FILE INFORMATION**

\* File

Attach Files

If selected, the system automatically overwrites the existing file with the same name.

Select File Name Encoding

**Browse to the Zip file to be uploaded**

The screenshot shows a course management interface. On the left is a sidebar with navigation options: 'Doug Test course', 'Course Information', 'Announcements', 'Start Here', 'Assignments', 'Course Materials', 'My Grades', 'Email', 'Discussion Board', 'Course Evaluation', 'Campus Information', 'Student Support', 'Library Resources', 'Help', 'Instructor Notes', 'BB Student Tutorial', 'Collaborate', 'COURSE MANAGEMENT', 'Control Panel', and 'Content Collection'. The main area displays the 'Upload Zip Package' dialog. The 'FILE INFORMATION' section contains a required field for 'File' with a 'Browse My Computer' button. A red arrow points to this button, and the text 'Browse to the Zip file to be uploaded' is overlaid on the dialog. Below the file field is a checkbox for overwriting existing files and a dropdown for 'File Name Encoding' set to 'Default (UTF-8)'. 'Cancel' and 'Submit' buttons are at the bottom right.

# Adding content to the folder

The screenshot shows a web application interface for Frederick Community College. On the left, there is a navigation menu with sections like 'Doug Test course' and 'Campus Information'. The main content area is partially obscured by a file selection dialog box. The dialog box is titled 'PSYC 204 2019' and shows a list of files and folders. A red arrow points to the 'te\_pools' folder. Another red arrow points to the 'Open' button. A dashed box highlights the 'Open' button and the 'Submit' button on the page below. A text overlay reads 'Select the Zip file and click "Open"'. The dialog box also shows a table of files with columns for Name, Date Modified, Size, and Kind.

Name	Date Modified	Size	Kind
PoP_Psych_Guide_07062018b.pdf	May 20, 2019 at 2:20 PM	3.2 MB	PDF Docu...
Santrock_A_17e_TestGen_Files.zip	May 20, 2019 at 2:20 PM	1.8 MB	ZIP archiv...
Santrock_Adolescence_17e_IM.zip	May 20, 2019 at 2:44 PM	841 KB	ZIP archiv...
santrockadol17.ppt.zip	May 20, 2019 at 2:42 PM	18 MB	ZIP archiv...
te_pools	Mar 11, 2020 at 12:54 PM	--	Folder

Select the Zip file and click "Open"

# Adding content to the folder

The screenshot shows the 'Upload Zip Package' interface in a Blackboard LMS. On the left is a navigation sidebar for 'Doug Test course' with sections for 'Course Information' (Announcements, Start Here, Assignments, Course Materials, My Grades, Email, Discussion Board, Course Evaluation) and 'Campus Information' (Student Support, Library Resources, Help, Instructor Notes, BB Student Tutorial, Collaborate). The main content area is titled 'Upload Zip Package' and includes a legend for required fields (\*). Under 'FILE INFORMATION', there is a dashed box around the 'Attach Files' area with a 'Browse My Computer' button. Below this is a table of 'Attached files' with columns for 'File Name' and 'Link Title'. One file, 'santrockadol17\_ppt.zip', is listed with its link title also set to 'santrockadol17\_ppt.zip' and a 'Do not attach' option. A checkbox for overwriting existing files is present, along with a 'Select File Name Encoding' dropdown set to 'Default (UTF-8)'. At the bottom right are 'Cancel' and 'Submit' buttons. Two red arrows with text annotations point to the 'Link Title' field and the 'Submit' button.

**Upload Zip Package**

\* Indicates a required field.

**FILE INFORMATION**

\* File

Attach Files

Attached files

File Name	Link Title	
santrockadol17_ppt.zip	santrockadol17_ppt.zip	<a href="#">Do not attach</a>

If selected, the system automatically overwrites the existing file with the same name.

Select File Name Encoding:

**The file will display here**

**Then click "Submit"**

# Added to the Content Collection

Success: Item added.

View List View Thumbnails

## Course Content: PowerPoints

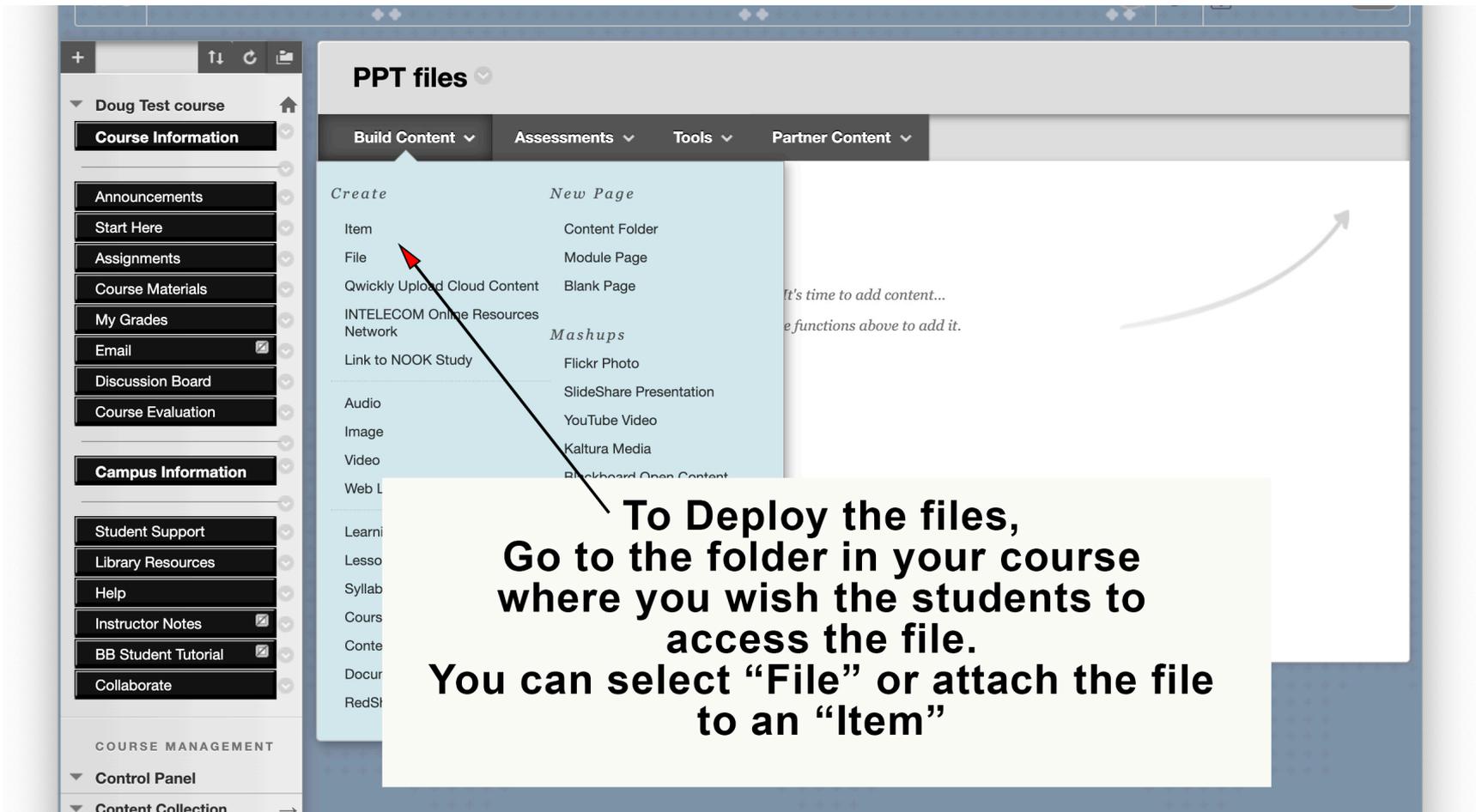
Upload Create Folder Set Up Shared Location

Download Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Accessibility	Permissions
	<a href="#">santrockadol17_ppt_ch01_edit.pptx</a>	Mar 25, 2020 12:01:38 PM	3.2 MB		
	<a href="#">santrockadol17_ppt_ch02_edit.pptx</a>	Mar 25, 2020 12:01:38 PM	2.24 MB		
	<a href="#">santrockadol17_ppt_ch03_edit.pptx</a>	Mar 25, 2020 12:01:39 PM	4.38 MB		
	<a href="#">santrockadol17_ppt_ch04_edit.pptx</a>	Mar 25, 2020 12:01:39 PM	628.0 KB		
	<a href="#">santrockadol17_ppt_ch05_edit.pptx</a>	Mar 25, 2020 12:01:39 PM	809.7 KB		
	<a href="#">santrockadol17_ppt_ch06_edit.pptx</a>	Mar 25, 2020 12:01:39 PM	1.33 MB		
			2.5 KB		
			.03 KB		
			.39 MB		

**The PPT files are now loaded in the folder in the Content Collection**

# Time to “deploy” content in the course



The screenshot displays a course management system interface. On the left, a sidebar contains navigation links for 'Doug Test course', 'Course Information', 'Announcements', 'Start Here', 'Assignments', 'Course Materials', 'My Grades', 'Email', 'Discussion Board', 'Course Evaluation', 'Campus Information', 'Student Support', 'Library Resources', 'Help', 'Instructor Notes', 'BB Student Tutorial', and 'Collaborate'. The main content area is titled 'PPT files' and features a 'Build Content' dropdown menu. This menu is open, showing options such as 'Item', 'File', 'Quickly Upload Cloud Content', 'INTELECOM Online Resources Network', 'Link to NOOK Study', 'Audio', 'Image', 'Video', 'Web L', 'Learni', 'Lesso', 'Syllab', 'Cours', 'Conte', 'Docur', and 'RedSt'. A red arrow points from the 'File' option in the menu to a text box. The text box contains the following instructions:

**To Deploy the files,  
Go to the folder in your course  
where you wish the students to  
access the file.  
You can select “File” or attach the file  
to an “Item”**

# Deploying content

**Create File**

\* Indicates a required field.

**SELECT FILE**

\* Name

Color of Name  Black

\* Find File

**FILE OPTIONS**

Open in New Window  Yes  No

Add alignment to content  Yes  No

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Display Until

**Give the File or Item a name and Browse Content Collection to find the file**

# Deploying content

**Browse Content Collection**

Location: DougTest\_101

Search Content... Search

Available Quota: **Unlimited**

Type	Name	Versions	Last Modified	Size
Folder	DougTest_101_ImportedContent_20200128031557		Jan 28, 2020 3:15:57 PM	0
Folder	Power Points (Web Ready)		Jul 20, 2017 3:41:23 PM	22.2 MB
Folder	<b>PowerPoints</b>		Mar 25, 2020 12:01:39 PM	21.6 MB
Folder	Rubrics		Jun 2, 2017 2:44:43 PM	72.2 KB
File	arrow(1).png	Off	Jun 2, 2017 10:32:32 AM	2.76 KB
File				2.76 KB
File				10.4 KB
File				19.9 KB

Displaying 1 to 8 of 8 items

Cancel Submit

**In the Content Collection,  
Click on the name of the folder where you  
uploaded the PPT's to open it**

# Deploying content

**Browse Content Collection**

Location: DougTest\_101 / PowerPoints

Search Content... Search

Available Quota: Unlimited

Type	Name	Versions	Last Modified	Size
<input checked="" type="checkbox"/>	sanrockadol17_ppt_ch01_edit.pptx	Off	Mar 25, 2020 12:01:38 PM	3.2 MB
<input type="checkbox"/>	sanrockadol17_ppt_ch02_edit.pptx	Off	Mar 25, 2020 12:01:38 PM	2.24 MB
<input type="checkbox"/>	sanrockadol17_ppt_ch03_edit.pptx	Off	Mar 25, 2020 12:01:39 PM	4.38 MB
<input type="checkbox"/>	sanrockadol17_ppt_ch04_edit.pptx	Off	Mar 25, 2020 12:01:39 PM	628.0 KB
<input type="checkbox"/>	sanrockadol17_ppt_ch05_edit.pptx	Off	Mar 25, 2020 12:01:39 PM	809.7 KB
<input type="checkbox"/>	sanrockadol17_ppt_ch06_edit.pptx	Off	Mar 25, 2020 12:01:39 PM	1.33 MB
<input type="checkbox"/>	sanrock		01:39 PM	712.5 KB
<input type="checkbox"/>	sanrock		01:39 PM	780.3 KB
<input type="checkbox"/>	sanrock		01:39 PM	2.99 MB

Select the file you wish to use by clicking in the box, Then click "Submit"

Cancel Submit

# Deploying content

- Start Here
- Assignments
- Course Materials
- My Grades
- Email
- Discussion Board
- Course Evaluation

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**Campus Information**

- Student Support
- Library Resources
- Help
- Instructor Notes
- BB Student Tutorial
- Collaborate

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COURSE MANAGEMENT

▼ Control Panel

▼ Content Collection →

- DougTest\_101
- All Courses Content
- All Organizations Content
- Institution Content

Go

Basic Search

Advanced Search

\* Name

Color of Name  Black

\* Find File

Selected File

File Name **santrockadol17\_ppt\_ch01\_edit.pptx**

File Type **PPTX**

## FILE OPTIONS

Open in New Window  Yes  No

Add alignment to content  Yes  No

## STANDARD OPTIONS

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Display Until

**Set any parameters for the file, then click "Submit"**

# Process Completed!

The screenshot displays a course management interface for a course titled "Doug Test course". A green notification banner at the top reads "Success: PPT Chapter 1 created." Below this, the "PPT files" section is active, showing a file named "PPT Chapter 1" with a document icon. The main content area contains the text: "The file is now deployed in the course where students can access it". The left sidebar includes navigation menus for "Course Information" (Announcements, Start Here, Assignments, Course Materials, My Grades, Email, Discussion Board, Course Evaluation), "Campus Information" (Student Support, Library Resources, Help, Instructor Notes, BB Student Tutorial, Collaborate), and "COURSE MANAGEMENT" (Control Panel, Content Collection).