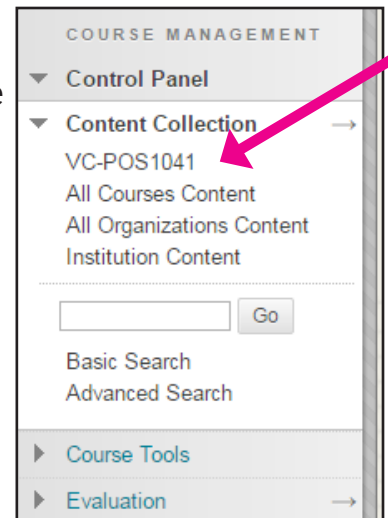
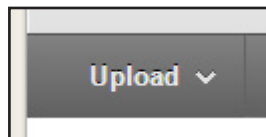


# Uploading to Content Collection

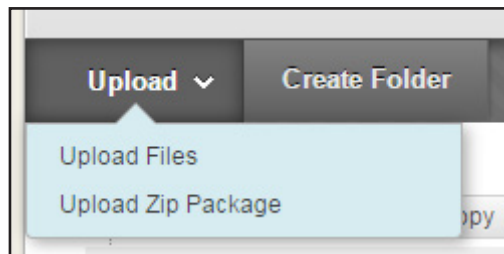
## Uploading to Content Collection

The Blackboard Content Collection serves as a file repository that allows you to store, manage, and share content. It can be accessed from any computer by logging into your Blackboard account.

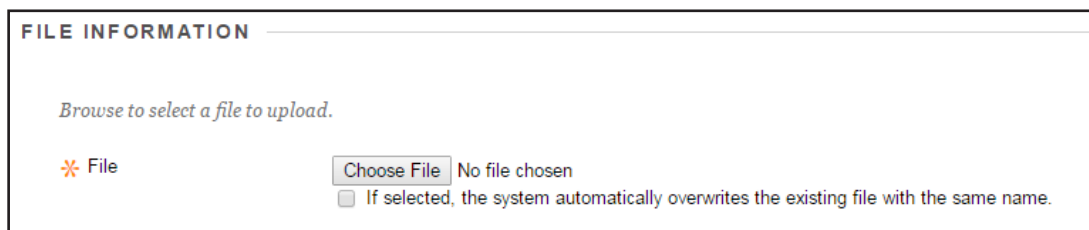
1. Navigate to and expand the **Content Collection** menu within the Course Management Control Panel.
2. Click on the **Content Collection** link for your course (the first item below menu title) to open the Content Collection.
3. Find the location where you'd like to upload your file (specific folder, etc.) and then hover over the upload button.



4. You have the option of uploading a **single file** or a **zip package** containing multiple files. Select the appropriate option.



5. Under File Information, click **Choose File**.



6. Locate the file on your computer and click **Open**.
7. Once your file is selected, click **Submit** and your file will be added to the content collection.