

When you log in to your Blackboard course, you will now see several new content areas that are part of your menu items. These new areas are defined here.

My Content: is a centralized personal storage area for faculty (note that students do not have a My Content area) with a 750MB quota. Files stored in My Content can be reused in multiple courses with minimal effort. For example, it is a best practice to store Discussion Board questions used from semester to semester; YouTube links; Rubrics; model assignments; reusable materials, announcements; website links, etc. The files in My Content will persist as long as your Blackboard account is active.

However, you should be aware that, if you change an item in My Content, and that item is linked out to multiple courses, there will be no notifications to users if a document has been updated. You must notify the users by email or in an announcement that there has been a change in the file. **Do not** include any copyright protected files, such as publishers' materials, in My Content.

Course Content: a centralized storage area of all course files so you can easily manage, organize and view. Typical files for this folder are specific files to the course, such as a specific syllabus, PowerPoints or other files pertaining to the course.

Like in My Content, there will be no notifications to users if a document has been updated. You must notify the users by email or in an announcement that there has been a change in the file. Do not to include any copyright protected files. The files in Course Content will persist for 3 semesters.

Institutional Content: This is the storage area for sharing materials across the institution. Institutional policy and procedures, faculty orientation materials, departmental guidelines, scholarship application, etc. are examples of the kinds of files that are appropriate for storage here.

As with other content areas, there will be no notifications to users if a document has been updated. You must notify the users by email or in an announcement that there has been a change in the file. Do not to include any copyright protected files. A file in Institutional Content will persist until it is deleted.

Institutional Content vs Organization: If your department wants to share files to faculty or students, then the department should use Institutional Content. If your department wants to have interactive discussions or send mass emails, then the appropriate venue is a Blackboard Organization.