


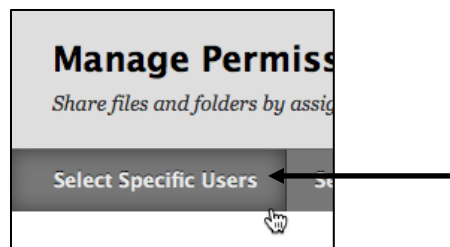
The Content Management System provides faculty with unique opportunities to share content with anyone at CUNY so long as that person has opted into the Content Management System Directory. Faculty who wish to receive shared content must also be in the directory. The directory is a **voluntary opt-in system**.

Once a faculty member has opted in to the directory, s/he will be able to set up permissions for users **within CUNY**, the user must opt-in to Blackboard's user directory. A Permissions icon will then appear.

1. Click the icon in the **Permissions** column on the right hand side for the file you want to share with a person or a group of users.

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>		Sample Folder	Jun 4, 2014	811.7 KB	 ←

2. Click "Select Specific Users".



3. Click Browse to find a user. If that user has opted in to the directory, then you will be able to find that user. If the user has not opted in to the directory, then send the person an email and invite them to opt in to the directory so that a file can be shared with them.
4. The User Name in Blackboard is a 20-digit UUID. You can find your user name in Bb by going to the Home tab > Tools > Personal Information > Edit > User name.

Select Users

*Enter one or more Usernames or click **Browse** to search. Separate multiple Usernames*

* Username

5. Search and add the user you want to give permissions to for the file or folder.

Search

Search For

Search String

Contains
 Exact Match

Search Field

Username
 First Name
 Last Name

6. After picking the user, select the Permissions the users will have for the folder or file.

3. Set Permissions

Permissions

Read
 Write
 Remove
 Manage

We suggest that you allow read-only privileges since the system will not save prior versions of your work.

7. Click Submit.