

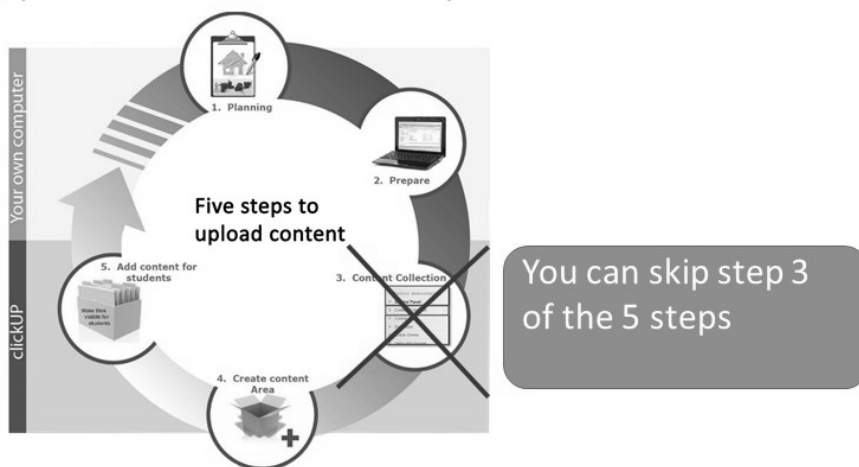


Content Collection Tips

Tip 1: Upload to Content Collection from Item

Time allocated for this activity: 15 minutes

While creating the Item, you can upload the files to the Content Collection and select the file from the Content Collection to create the link, thus saving you an additional step.



Tip: Add Content to Content Collection from Item



Create Item

* Indicates a required field.

1. Content Information

* Name

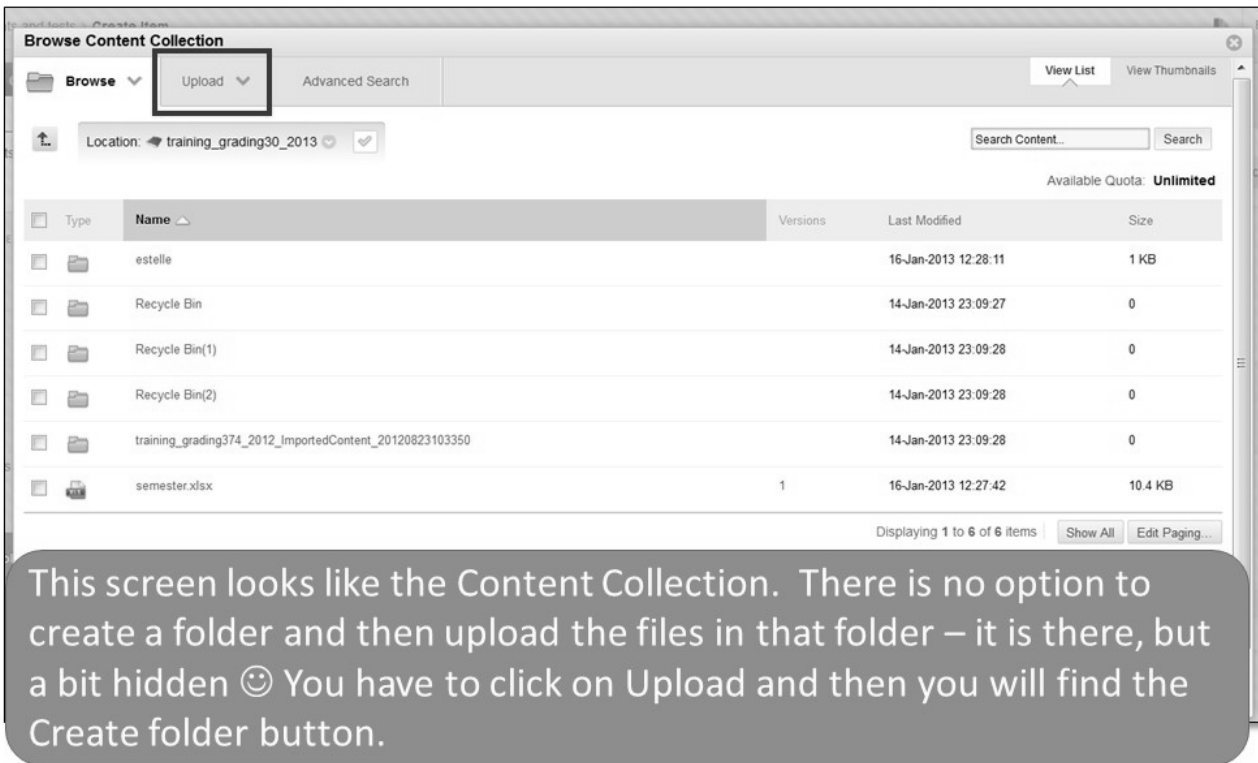
Colour of Name

Path: p

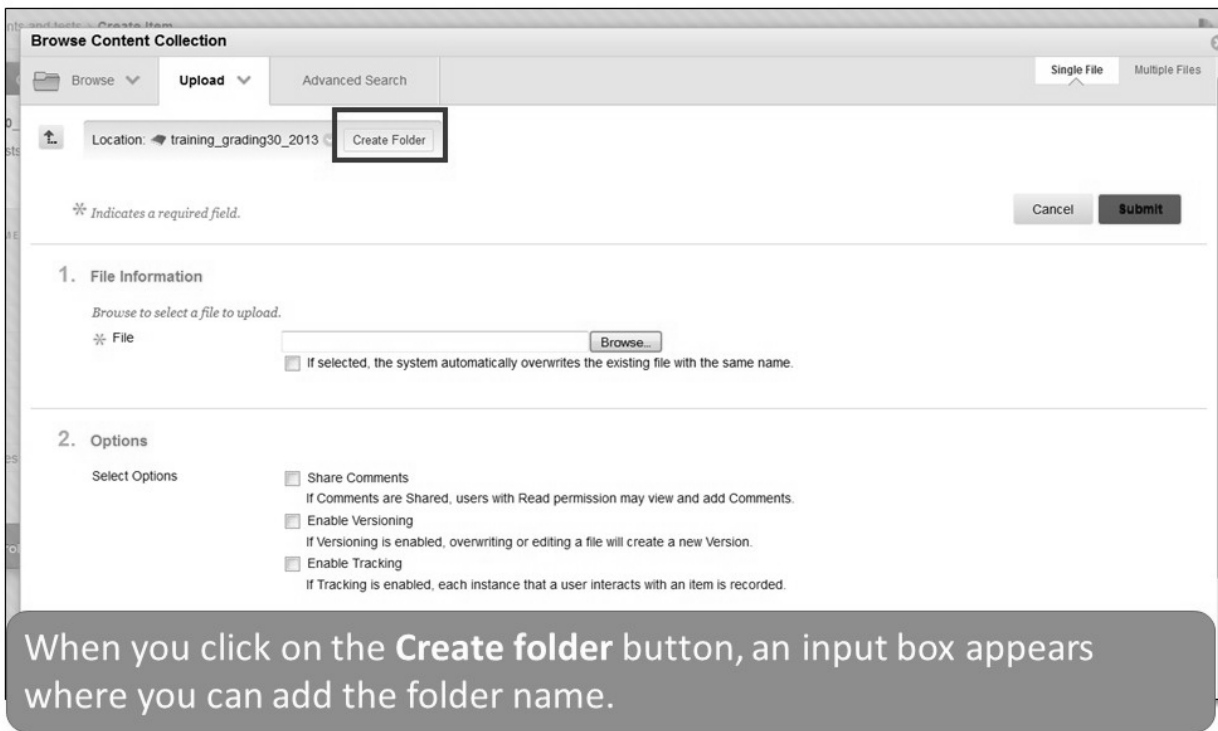
2. Attachments

Attach File

Upload the file while you are adding the Item by clicking on the **Browse Content Collection** button.



This screen looks like the Content Collection. There is no option to create a folder and then upload the files in that folder – it is there, but a bit hidden 😊 You have to click on Upload and then you will find the Create folder button.



When you click on the **Create folder** button, an input box appears where you can add the folder name.

The screenshot shows the 'Browse Content Collection' interface. At the top, there are tabs for 'Browse', 'Upload', and 'Advanced Search'. On the right, there are buttons for 'Single File' and 'Multiple Files'. Below the tabs, there is a location path: 'training_grading30_2013' followed by 'additional_notes'. A 'Create Folder' button is highlighted with a black box. Below the location path, there is a 'Cancel' button. A note indicates that an asterisk (*) indicates a required field. At the bottom right, there are 'Cancel' and 'Submit' buttons.

1. File Information

Browse to select a file to upload.

* File Browse...

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

2. Options

Select Options

Share Comments
If Comments are Shared, users with Read permission may view and add Comments.

Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.

Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

Type the name of the folder and click on **CREATE FOLDER** otherwise the folder will not be created – this click will save the folder.

The screenshot shows the 'Browse Content Collection' interface after a folder has been created. A green success message bar at the top reads 'Success: additional_notes created.' with a close button. A large grey arrow points from this message to the 'additional_notes' folder in the location path. The location path now shows 'training_grading30_2013' followed by 'additional_notes'. The 'Create Folder' button is still present. Below the location path, there is a 'Cancel' button and a 'Submit' button. A note indicates that an asterisk (*) indicates a required field.

1. File Information

Browse to select a file to upload.

* File Browse...

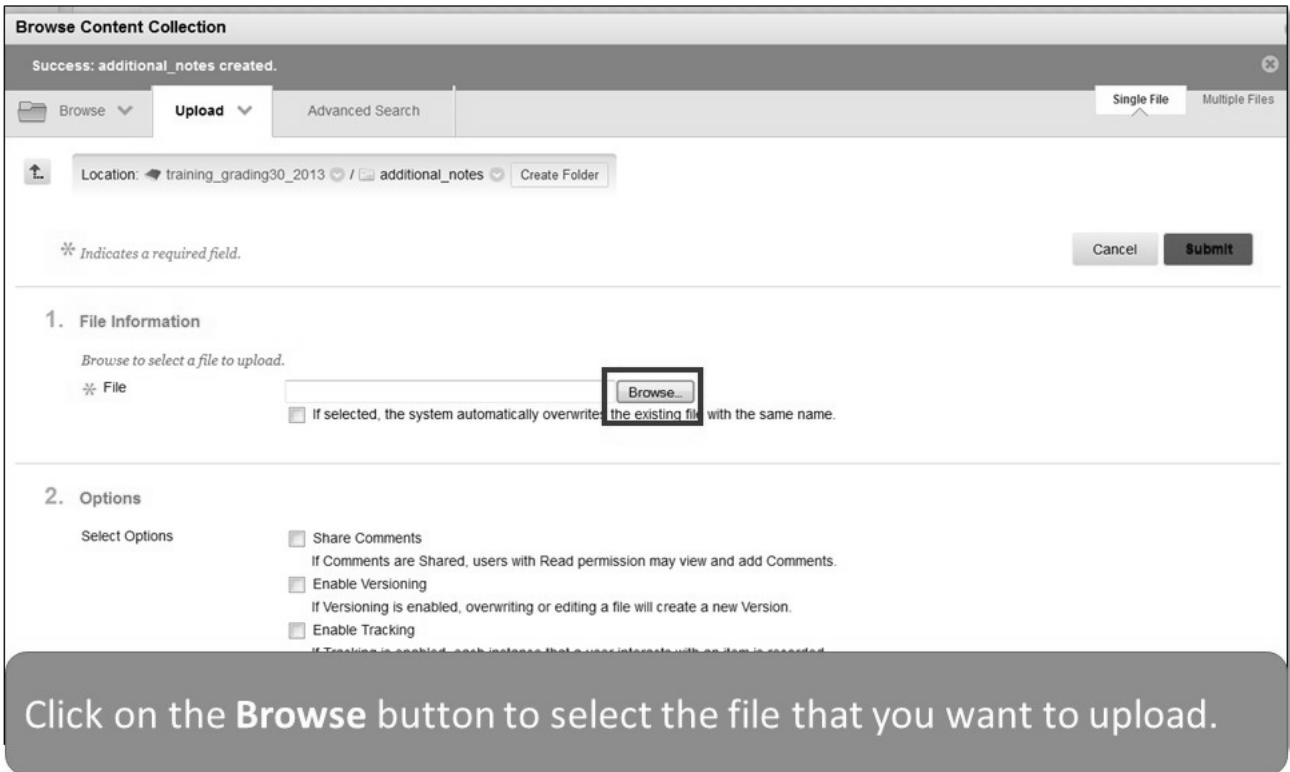
If selected, the system automatically overwrites the existing file with the same name.

2. Options

Select Options

Share Comments

A green bar appears to notify you that the folder was created. Take note of the Location that has now changed. So, when you upload files now, it will be loaded into that newly created folder.



Browse Content Collection

Success: additional_notes created.

Browse Upload Advanced Search Single File Multiple Files

Location: training_grading30_2013 / additional_notes Create Folder

* Indicates a required field. Cancel Submit

1. File Information

Browse to select a file to upload.

* File **Browse...**

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

2. Options

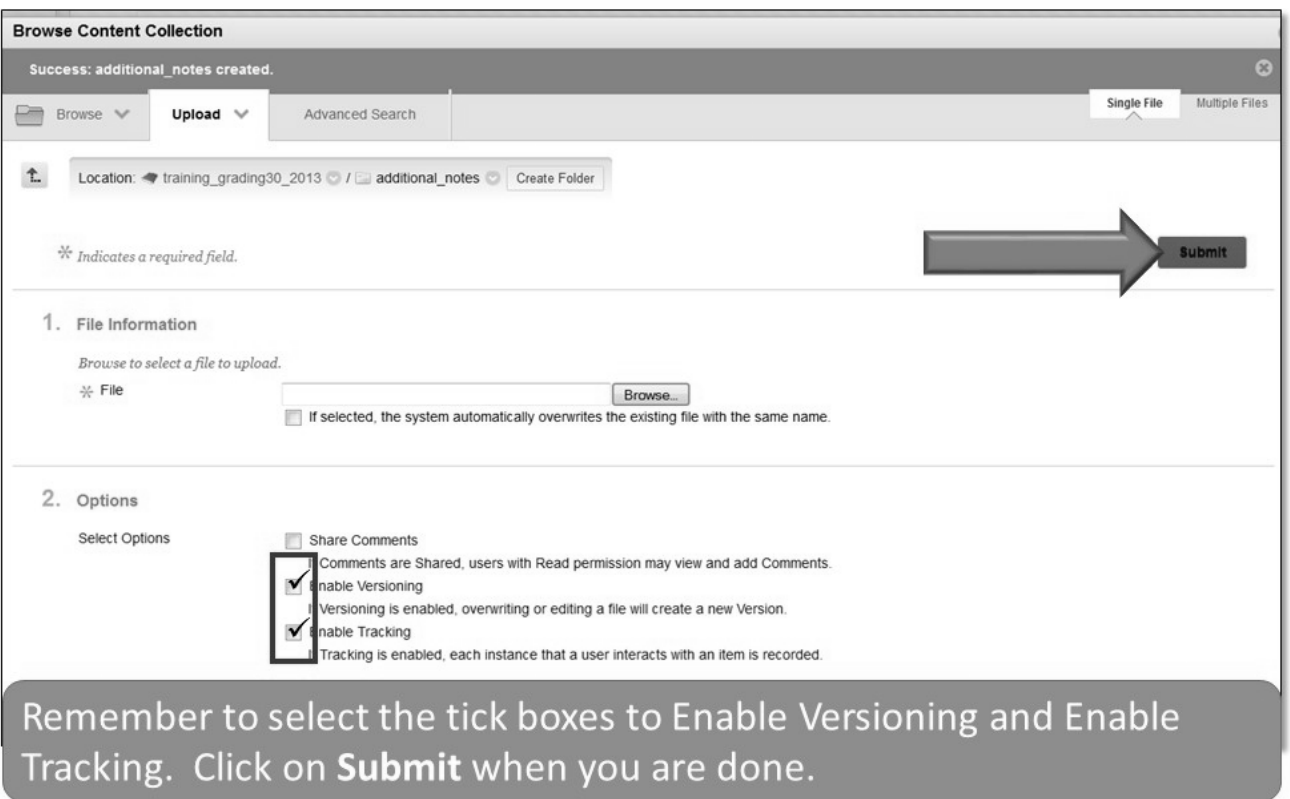
Select Options

Share Comments
If Comments are Shared, users with Read permission may view and add Comments.

Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.

Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

Click on the **Browse** button to select the file that you want to upload.



Browse Content Collection

Success: additional_notes created.

Browse Upload Advanced Search Single File Multiple Files

Location: training_grading30_2013 / additional_notes Create Folder

* Indicates a required field. Submit

1. File Information

Browse to select a file to upload.

* File

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

2. Options

Select Options

Share Comments
Comments are Shared, users with Read permission may view and add Comments.

Enable Versioning
Versioning is enabled, overwriting or editing a file will create a new Version.

Enable Tracking
Tracking is enabled, each instance that a user interacts with an item is recorded.

Remember to select the tick boxes to Enable Versioning and Enable Tracking. Click on **Submit** when you are done.