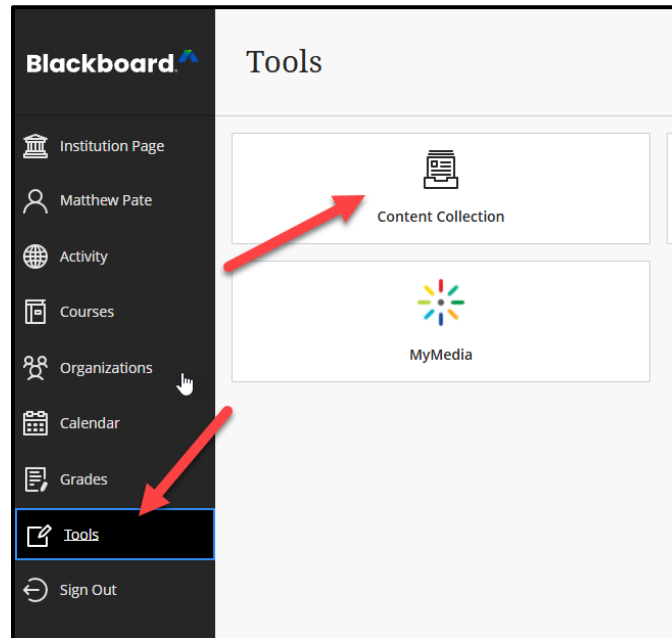




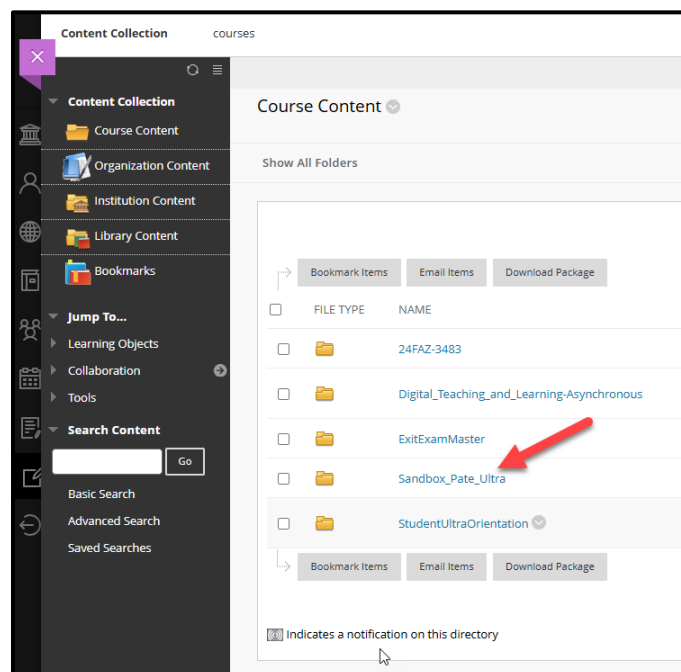
How to Create a Folder within the Content Collector and Set Permissions for Student Use

[For additional resources using Hypothesis within Blackboard - Link](#)

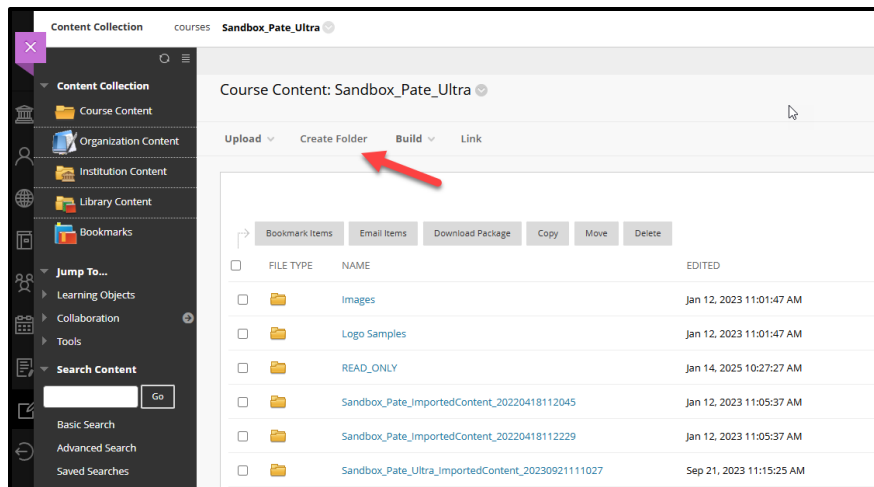
The first step before **Hypothesis** can be used to annotate a .PDF is to make sure a folder has been created within the **Content Collector**. This ensures that the .PDF files used for the **Hypothesis** annotations are located in one place and the student permissions are only set once.



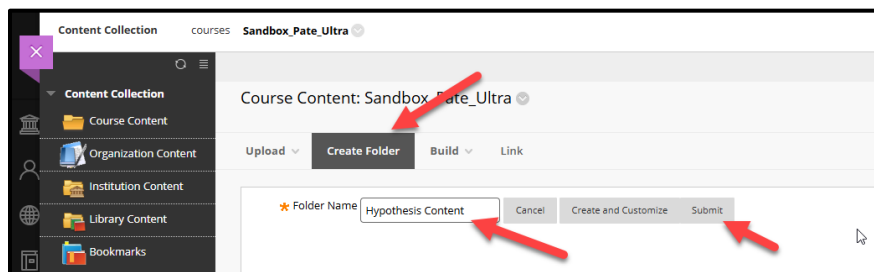
Once you log into **Blackboard**, you will choose **Tools** and then **Content Collection**.



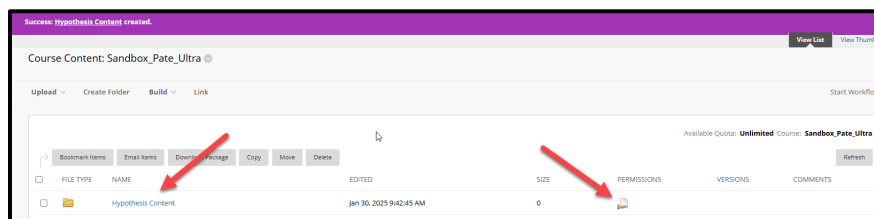
You will select the course hyperlink in which you are going to add the **Hypothesis** folder.



You will now select **Create Folder**.



Next, add the title of the folder in the blank next to **Folder Name** and click **Submit**.



The created folder now appears and the permissions need to be reviewed. Click on the hand icon to access the folder permissions.



Manage Permissions: Hypothesis Content
Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users Select Specific Users By Place Select Roles Permit Anyone

	READ	WRITE	REMOVE	MANAGE
☐ USER/USER LIST				
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Course Builder (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) GradAsst (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Instructor (User List)	✓	✓	✓	✓
☒ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) online (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Reviewer (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) STEAM_Fellows (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Teaching Assistant (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Tutor (User List)	✓	✓	✓	✓

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

You will select the online user check-off box and then click on the arrow to access the submenu options.

Manage Permissions: Hypothesis Content
Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users Select Specific Users By Place Select Roles Permit Anyone

	READ	WRITE	REMOVE	MANAGE
☐ USER/USER LIST				
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Course Builder (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) GradAsst (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Instructor (User List)	✓	✓	✓	✓
☒ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) online (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Reviewer (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) STEAM_Fellows (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Teaching Assistant (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Tutor (User List)	✓	✓	✓	✓

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

Choose edit.

Edit Permissions: Hypothesis Content

EDIT PERMISSIONS

Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) online (User List)

SET PERMISSIONS

Permissions

☒ Read

☐ Write

☐ Remove

☐ Manage

ADVANCED FOLDER OPTIONS

Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

☒ Overwrite

Click Submit to proceed.

Cancel Submit

Since the students are not modifying anything inside of the **Content Collector**, the **Read** permission is all that is needed to allow **Hypothesis** access. Click **Submit** to finalize the permission changes.



Action has succeeded.

Manage Permissions: Hypothesis Content

Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users Select Specific Users By Place Select Roles Permit Anyone

→

Delete

	READ	WRITE	REMOVE	MANAGE
☐ USER/USER LIST				
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Course Builder (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) GradAsst (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Instructor (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) online (User List)	✓			
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Reviewer (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) STEAM_Fellows (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Teaching Assistant (User List)	✓	✓	✓	✓
☐ Sandbox_Pate_Ultra (Sandbox_Pate_Ultra) Tutor (User List)	✓	✓	✓	✓

↳

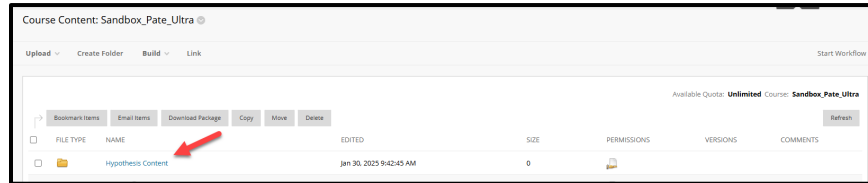
Delete

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

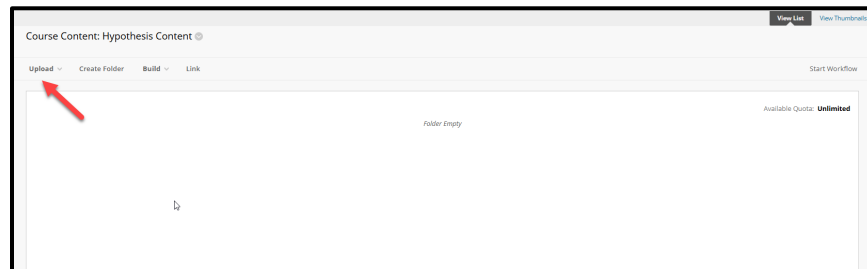
The checks should now be removed and the folder settings updated.



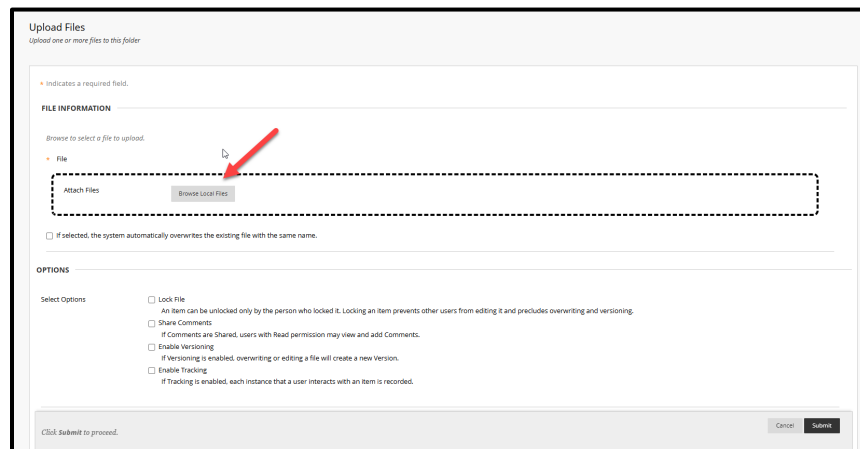
Adding .PDF Files to the Created Hypothesis Folder



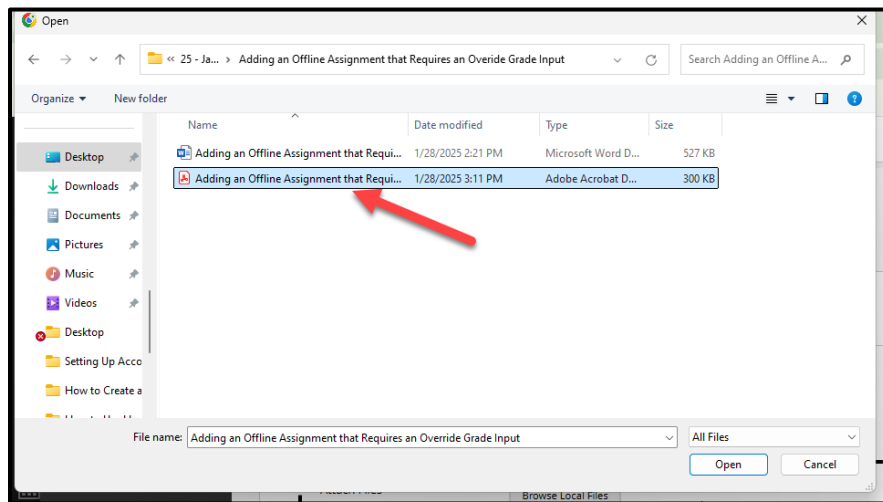
The first step is to select the **Hypothesis** folder.



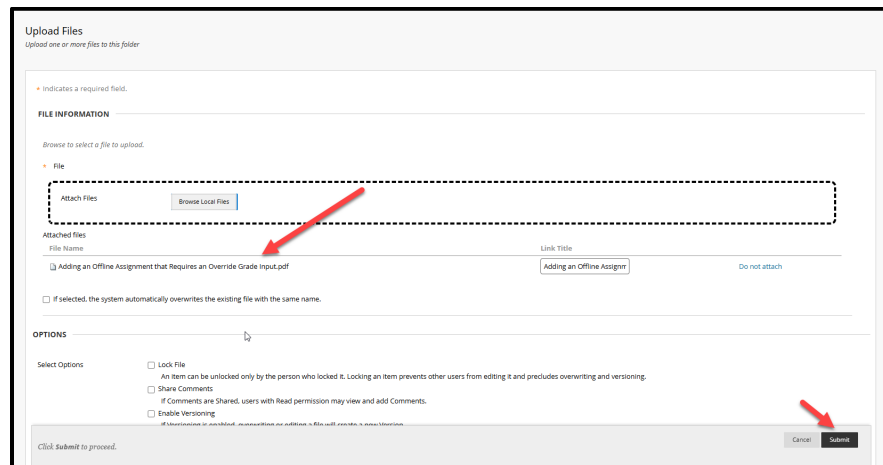
Choose **Upload** to select the file(s) to be uploaded.



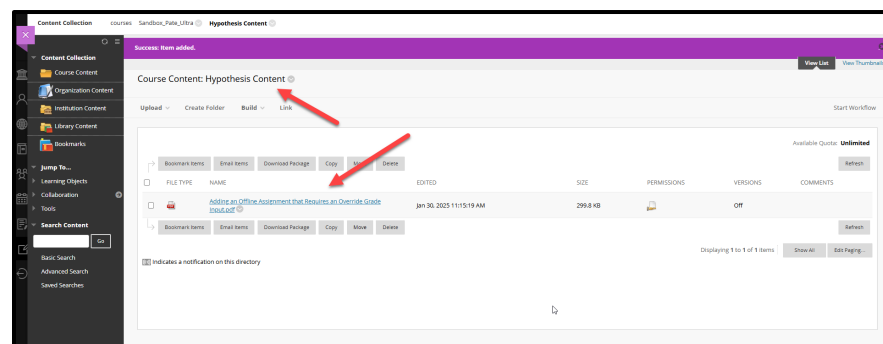
Choose **Browse Local Files**.



Locate the file(s) to be uploaded and select **Open**.



The file should now be shown in the queue. Click **Submit** to finalize the upload.



The file is now ready to be used in **Hypothesis**.