

## Save and Modify Institution Content

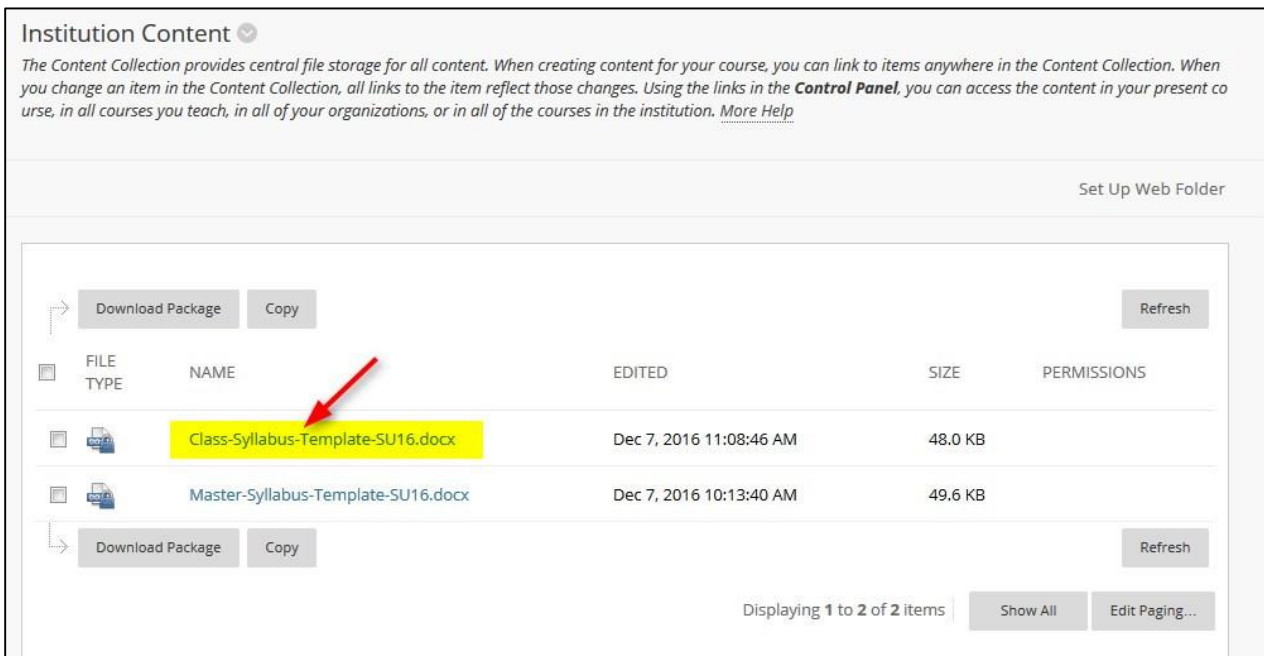
You can download Institutional content and modify it before you add it to your course. Institutional content is content that is available to the entire college and can be added to any course. One example is the most current version of the master and course syllabi.

### Directions:

1. Within one of your courses, click **Content Collection** and then **Institution Content**.



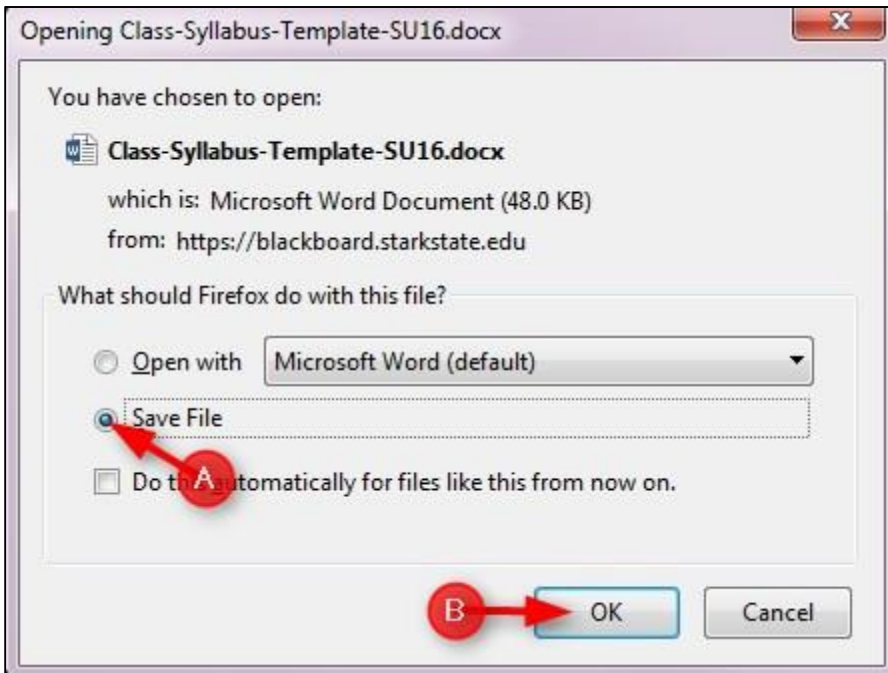
2. Click the name of the file.



The image shows the 'Institution Content' page. At the top, there is a title 'Institution Content' with a dropdown arrow. Below the title is a paragraph of text: 'The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)'. To the right of this text is a 'Set Up Web Folder' button. Below this is a table of files. The table has columns for 'FILE TYPE', 'NAME', 'EDITED', 'SIZE', and 'PERMISSIONS'. There are two rows of files. The first row is highlighted in yellow and has a red arrow pointing to its name: 'Class-Syllabus-Template-SU16.docx'. The second row is 'Master-Syllabus-Template-SU16.docx'. At the bottom of the table area, there are buttons for 'Download Package', 'Copy', and 'Refresh'. Below the table, it says 'Displaying 1 to 2 of 2 items' and there are buttons for 'Show All' and 'Edit Paging...'.

FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
	Class-Syllabus-Template-SU16.docx	Dec 7, 2016 11:08:46 AM	48.0 KB	
	Master-Syllabus-Template-SU16.docx	Dec 7, 2016 10:13:40 AM	49.6 KB	

3. Click **Save File** and then **OK**.



4. Select the location to save the file and then click **Save**.

