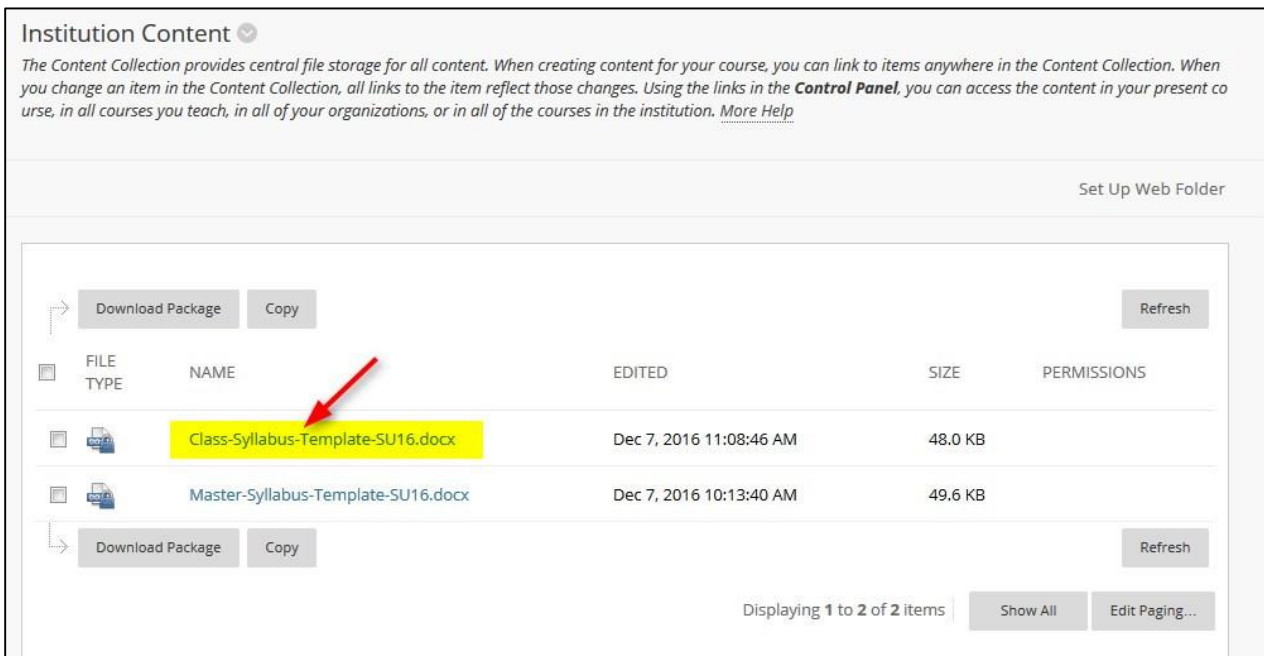# Save and Modify Institution Content

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:

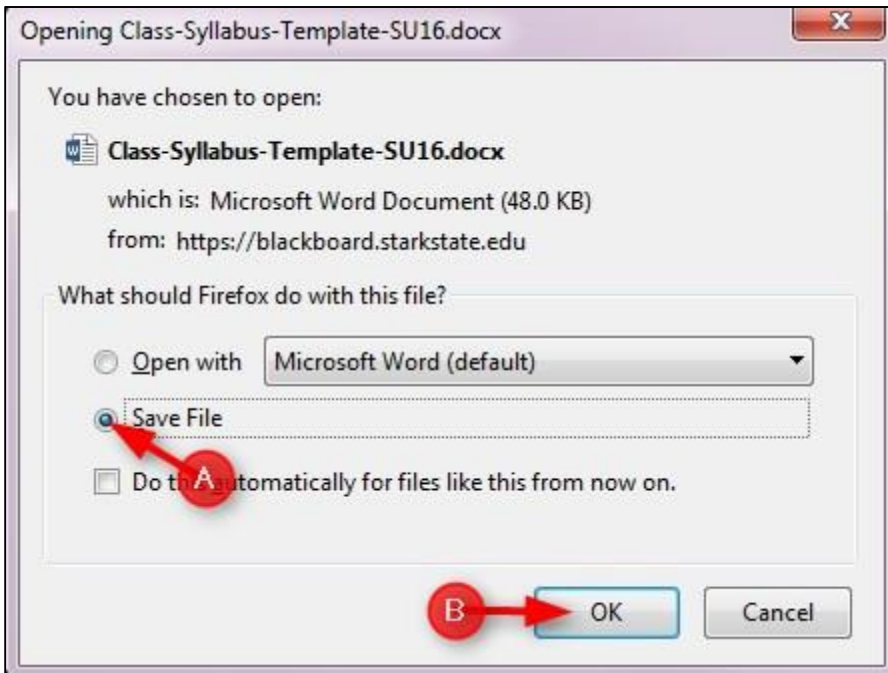1. Within one of your courses, click **Content Collection** and then **Institution Content**.

2. Click **the name of the file.**

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

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