



Adding a Content Folder

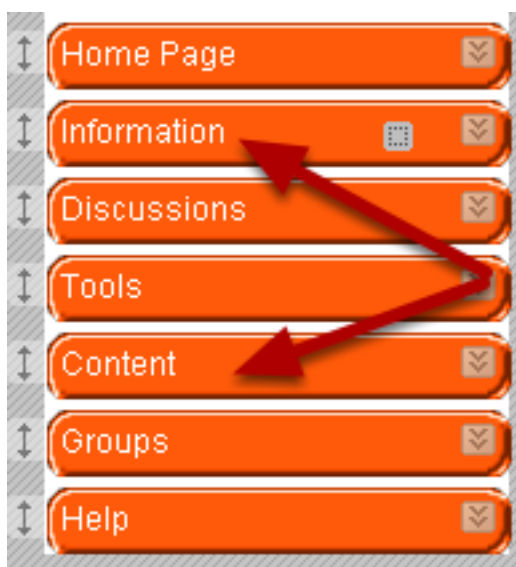
A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together.

Enable Edit Mode



First make sure that **Edit Mode** is **ON**.

Select Content Folder Where Data Will Be Added (Your Folder Names May Vary)



From the **Course Menu**, select folder where **New Folder** will be added.



Select Content Folder Option

The screenshot shows the Blackboard navigation menu. The 'Build Content' dropdown is highlighted with a red box. Below it, the 'New Page' sub-menu is expanded, and a red arrow points to the 'Content Folder' option. Other options in the 'New Page' sub-menu include 'Blank Page', 'Module Page', and 'Tools Area'. The 'Create' sub-menu includes 'Item', 'File', 'Image', 'URL', 'Learning Module', 'Lesson Plan', 'Syllabus', and 'Course Link'. The 'Mashups' sub-menu includes 'Flickr Photo', 'SlideShare Presentation', 'YouTube Video', 'Scholar Stream', and 'Scholar Bookmark'.

Hover your cursor over the **Build Content** drop down menu. From the **New Page** menu, select **Content Folder**.

Add Content Folder Information

The screenshot shows the 'Content Folder Information' form. The 'Name' field is required and empty. The 'Color of Name' is set to 'Black'. A rich text editor is visible below.

1. Enter the **Name** of the folder (required), which will appear in the content area.
2. Enter a description in the **Text** box if desired (optional).





Options


2. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

1. Select **Yes** or **No** for **Permit Users to View this Content Item**. Clicking no will make the folder inaccessible to students.
2. Select **Yes** or **No** for **Track Number of Views**.
3. Select **Time and Date Restrictions** as desired.

Submit

Cancel

Submit

Click **Submit** to add the Item. Choose **Cancel** if you do not wish to keep the information.