Creating a Content Folder in Blackboard

Introduction

A Content Folder is a way of organising items within a content area of your Blackboard course, and can be used to help students navigate their way around the course.

Content Folders can group material in a number of ways, e.g. based on a weekly schedule, on the type of content (e.g. lecture materials, learning activities), or by subject / topic.

Before creating folders, it is always worth taking time to plan the navigation structure of your course, starting with the course menu, and then how content will be structured in each of the main course areas.

How to create a Content Folder

From your course menu, go into the area where you want to add the content folder, e.g. ‘Lecture Notes’.

Make sure that Edit Mode ON.

Hover your cursor over Build Content.

Select Content Folder under ‘New Page’ on the right.
Creating a Content Folder in Blackboard Centre for Quality Support and Development

In the ‘Create Content Folder’ screen

- Fill in a Name for the Item
- If the folder name is not self-explanatory, add any instructions or a description in the Text box.

**Create Content Folder**

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

![Create Content Folder](image)

- Indicates a required field.

**CONTENT FOLDER INFORMATION**

- **Name**: Week 1
- **Colour of Name**: Black
- **Text**: Introduction to the course

**Under Standard Options:**

- You should normally set **Permit Users to View this Content** to Yes.
- If you set **Track Number of Views** to Yes then Tracking Statistics records the number of times the item is viewed, when it is viewed, and by whom.
- You can also **Select Date and Time Restrictions** for the item – for example to display the folder only after a certain date.
- When done, click **Submit**.

**STANDARD OPTIONS**

- **Permit Users to View this Content**: Yes or No
- **Track Number of Views**: Yes or No
- **Select Date and Time Restrictions**: Display After and Display Until

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

*Click Submit to proceed. Click Cancel to go back.*
Further Help

Please see additional guides on creating and managing course content located on the Support for Staff tab in Blackboard.

Further help can be found on the Blackboard Help site at https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/090_Course_Content/010_Create_Content/010_Create_Course_Areas_for_Content

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