

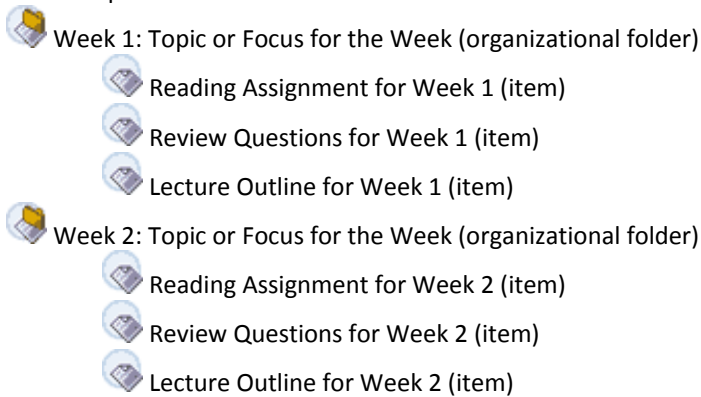
Organizing and Adding Folders

Organizing Folders

How you organize your Blackboard content will depend on your course, your teaching goals, and your teaching style.

Blackboard organizes course content using Folders and Items. Items (which make up to content of your course) are generally placed inside organizational folders.

For example:



Adding Folders

Step 1: Click on the **Control Panel button**. This button is located at the very bottom of the Navigation Panel. It is only available to Instructors.

Step 2: Click on the **Course Documents** link in *Content Areas*.

Step 3: Click the **Add Folder** button.



Click the **Folder** button

Step 4: Select a Folder name from the drop down menu of type in your own name.

Southwestern College
Cinda Vista, California

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TRAVEL--SOPACIFIC_ASIA_ORIENT (07FA TT_154_501) > CONTROL PANEL > COURSE INFORMATION > ADD FOLDER

Bb Add Folder

1 Folder Information

Name

Choose Color of Name

Text

2 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions

Display After Display Until

Jul 16 2008 10 25 AM Jul 16 2008 10 25 AM

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Required Field

Type in a **folder name** (i.e. Week One, Chapter One, etc). This will depend on how you organize your course.

You can change the color of the folder name using the paint palette.

In the **Text** field, type a brief description explaining the contents of the **folder**.

This determines whether students will be able to view the folder or not. If you choose the Display After/Display Until options it will override this option.

This tracks the activity of how many students and who they are that click on this link

You can control the display dates of the content.

Click on the **Display After** checkbox to set the day/time the content appears to students
Click on the **Display Until** checkbox to set the day/time the announcement will disappear for students

You can modify/change these options at any time.

Step 7: Click Submit

Submit