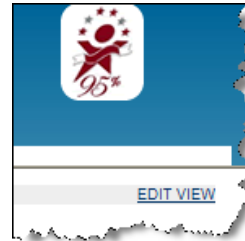


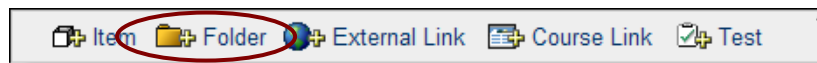
How do I Create Folders in My Course?

To add folders for organizing course content:

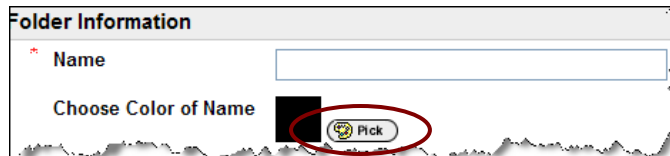
1. While in your Blackboard Course, click on a Content Area menu choice from your course's main menu.
2. Click the Edit View link in the upper right corner.



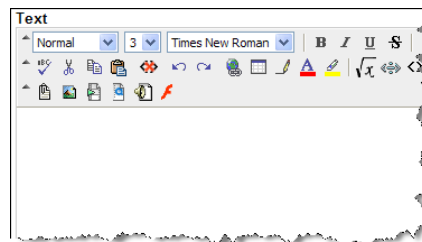
3. Click the Add Folder Icon.



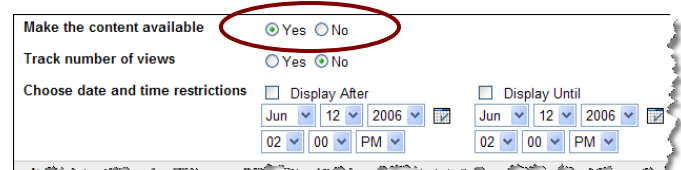
4. Type in the name of the folder and click the Pick button to select the color of the text for your folder.



5. Type in a description for your folder. This is optional text that will be displayed below your folder. If your folder name is generic it is a good idea to add some descriptive text in this field.



6. Select whether you would like to make the content available by checking the radio button that corresponds with your preference.



Blackboard

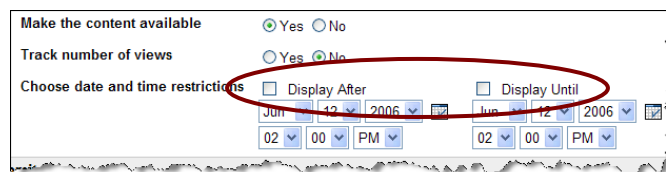
Creating Folders

7. Select whether or not you would like to see a summary of the number of clicks your folder receives by checking the appropriate radio button.



A screenshot of a Blackboard form for creating a folder. The form has three sections: 'Make the content available' with radio buttons for 'Yes' (selected) and 'No'; 'Track number of views' with radio buttons for 'Yes' and 'No' (selected), which are circled in red; and 'Choose date and time restrictions' with two columns of date pickers for 'Display After' and 'Display Until', each with a checked checkbox.

8. You can restrict the dates that this folder is visible by modifying the date restricts. You must remember to check either/both the “Display After” & “Display Until” if you want the dates you select to be used.



A screenshot of the same Blackboard form as above. The 'Display After' and 'Display Until' checkboxes are circled in red, indicating they should be checked to apply date restrictions.

9. Click .

10. Click .