Creating Folders and Adding Content in Blackboard (Printable Instructions)
(please note: these are just the basics, many more options are available and instructions are posted in Online Instructional Resources on Blackboard.)

Creating a folder

After you've decided how you will organize your course content, you can begin creating those folders.

1. Click the "Course Content" link in the course menu.
2. Turn edit mode on by clicking the "Edit Mode"
3. Click the Build Content button and select Content Folder. (If you do not see this button, verify that Edit Mode is "ON.")
4. Add a name for the folder.
5. In the text area, you can include objectives for the week, chapter, etc. along with due dates. The content included in the text area will display out in the course content area. It will provide students with a preview of what the folder contains.
6. Verify that students can view the content item (the default is Yes).
7. Leave "Track the Number of Views" set to No. This sounds tempting, but if you use this it will slow down page loading time for students.
8. Click Submit.
9. Repeat this process for all the folders needed for the course structure.

Adding Files (PowerPoint, Excel, Word) to your Course

1. Click the "Course Content" text in the course menu, then click the folder to which you want to add the item.
2. Make sure the "Edit Mode" button is ON.
3. Select Build Content and then Create Item. (If you do not see this button, verify that Edit Mode is "ON.")
4. Add a name for the item.
5. Scroll down to click on any one of the "Attach File" options.
6. Find your file and click Open.
7. Click Submit.

Adding Links to Websites to your Course

1. Inside the Course Content folder where you want the external link to display, click the Build Content button and select the Web Link option.
2. Type a name for the link in the "Name" field.
3. Type the complete address for the website in the "URL" field. (or copy and paste)
4. Type the description into the "Text" field. Provide directions for what the students should look for in the website.
5. Click Submit.

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