CREATING CONTENT IN BLACK BOARD

One of the most frequent uses for Blackboard is to hold course material such as handouts and presentations. Depending on how you'd like to organize your course, you can create folders and subfolders to hold information.

Creating Folders on Blackboard

1. First, you need to access the course content Area. (Click on Course Content)

•	Introduction to Alackboard	
	Announcements	
	Getting Started	
	Contacts	
	Course Outline	
	Course Content	
	Assignments	
	Discussion Board	
	Email	
	My Grades	

NOTE: be sure that your edit mode tab is toggled to on. (this is found in the top right of your screen).



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Blackboard Announcements	Build Content 🗸	Assessments 🗸	Tools v	Partner Content 🐱		
Getting Starled III Contacts	R					Л
Course Content II					It's time to add content	
Assignments Discussion Board Id					Use functions above to add it.	
Email My Grades				\$		
Tools Resources III						
Web Links #5 III						

NOTE: For this example, we are going to divide the course up into three weeks. You will create a folder for each week that you want to put content into.

2. On the top tool bar, click on "*Build content*". And Select "*Content Folder*". This will allow you to create "Week One folder".

Build Content	Assessments - Tools -
Create	New Page
Item	Content Folder
File	Module Page
Audio	Blank Page
Image	Mashups
Video	Flickr Photo
Web Link	SlideShare Presentation
Learning Module	YouTube Video
Lesson Plan	Blackboard Open Content
Syllabus	
Course Link	
Content Package (SCOR	RM)

3. Give the folder a name (this is required)

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4. Leave the standard options as set and click submit.

STANDARD OF HONS			
Permit Users to View this Content	● Yes ◯ No		
Track Number of Views	⊖ Yes ● No		
Select Date and Time Restrictions	Display After I I I I I I I I I I I I I I I I I I I		
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Click Submit to proceed.		Cancel	Submit

This folder will show for the entirety of your course.

С	ourse Co	ontent O				
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5. Now create two more folders for week 2 and week 3 using the same method above.

Course Content ©							
Build Content 🗸	Assessments 🗸	Tools 🗸	Partner Conte				
Week 1							
Week 2							
Week 3							

NOTE: You can divide your course into modules, weeks or just put the information within the content area.