Blackboard Course Content: Adding A Folder

- 1. Logon to Blackboard
- 2. Navigate to the desired course
- 3. Open the desired course content area

Note: The example on the right shows the "Course Documents" content area of the "Ben_Test" course.

- ĥ University of Connectio Health Center UCHC Courses Org T) Ben_Test **Course Documents** + * Ben_Test Announcements \$ × \$ Contacts 🔳 Course Information 🔳 1 × Î Course Documents 🔳 × Assignments 📰 × Î External Links 🔳 × Communication 1 Tools **Discussion Board** Surveys 🔳 Î Exams 🔳
- Make sure "Edit Mode" is set to ON (located in top right corner)

	Student Self Check In Student Support Contacts Medical School Website Dental School Website		
Library	System Admin		
	Edit Mode is: ON		

- 5. Click the double arrows next to Build Content
- 6. Click Content Folder



Course Documents 🗵

- 7. Enter the name of folder
- 8. Enter a description of the folder

1.	Content Folder Information
	* Name My New Folder
	Color of Name Black
	Text
	▲ Normal
	_ abç 🐰 🗅 🛅 🛷 🗠 😪 🕥 🗔 🍠 🚣 💽 🖉 √.
	* 🖻 🔲 😰 🗞 🏂 🔀
2	Description of new folder

- 9. Select any desired options
 - Permit Users to View this Content: Hide or show the folder
 - b. Track Number of Views: Track how many times the folder was accessed
 - c. Select Date and Time Restrictions: Restrict when folder is available for viewing

2.	Options			
	Permit Users to View this Content	s 💿 Yes 💿 No		
	Track Number of Views			
	Select Date and Time Restrictions	Display After		
		Display Until Im Im		
3.	Submit			
			Cancel	Submit

10. Click Submit

11. Your new folder will now appear



Blackboard Course Content: Adding An Item

- 1. Logon to Blackboard
- 2. Navigate to the desired course
- 3. Open the desired course content area

Note: The example on the right shows the "Course Documents" content area of the "Ben_Test" course.



 Make sure "Edit Mode" is set to ON (located in top right corner)



- 5. Click the double arrows next to Build Content
- 6. Click Item



- 7. Enter the name of the item
- 8. Enter a description of the item

1.	Content Information
	* Name A New Item
	Color of Name Black
	Text
	▲ Normal
	- abç ½ [b] [b] &> ∽ ∼ 🚯 🗔 🥒 🛆 🖉 🗸 √ - [b] 🖺 [b] [b] [b] [b] [b]
B	Description of new item

9. Click the "Browse My Computer" or "Browse Content Collection" button

Note: This example will use the "Browse My Computer" button

Allacit a file from a local	drive Course Files or the C	ontent Collection All attache	d files are say	ad in Course Files, C	lick D	
Attach to remove the atta	achment. The file itself is no	t deleted.	u liles die sav	ed in Course Files. C	IICK D	
Attach File	Browse My Computer	Browse Content Collectio	n			
Options						
Permit Users to View this Content	s 💿 Yes 💿 No					
Track Number of Views	💮 Yes 💿 No					
Select Date and Time	Display After		\otimes			
Restrictions	Enter dates as mm/dd/yyyy. Time may be entered in any increment.					
	Display Until					
	Enter dates as mm/dd/voov, T	ime may be entered in any incre	ment			
		and may be entered in any more	inorit.			
Submit						
Submit						
Submit				Cancel	Su	
Submit				Cancel	Su	
Submit				Cancel	Su	
Submit Pictures library courseContent				Cancel Arrange by:	Su	

- 10. Select the desired file
- 11. Click Open

Name	Date	Tags	Size	Rating	
📭 bbcc01.png	7/5/2012 10:36 AM		134 KB	***	
📭 bbcc02.png	7/5/2012 10:38 AM		138 KB	****	
📭 bbcc03.png	7/5/2012 10:39 AM		109 KB	\[chi \[chi \]chi \]chi \[chi \]chi \[chi \]chi \[chi \]chi \]chi \]chi \[chi \]chi \]chi \[chi \]chi \]chi \]chi \[chi \]chi \]chi \]chi \[chi \]chi \]chi \]chi \]chi \[chi \]chi	
📭 bbcc04.png	7/5/2012 10:41 AM		126 KB	c_{2}^{2} c_{2	
📭 bbcc05.png	7/5/2012 10:42 AM		138 KB	*****	
📭 bbcc06.png	7/5/2012 10:43 AM		137 KB		
📭 bbcc07.png	7/5/2012 10:46 AM		114 KB		

- 12. Under Link Title enter a friendly name for the attached item
- 13. Select any desired options
 - a. Permit Users to View this Content: Hide or show the item
 - b. Track Number of Views: Track how many times the item was viewed
 - c. Select Date and Time Restrictions: Restrict when item is available for viewing
- 14. Click Submit
- 15. Your new item will now appear

2.	Attachments			
	Attach a file from a loca Attach to remove the a	I drive, Course Files, or the tachment. The file itself is n	Content Collection. All attached files are saved in ot deleted.	Course Files. Click Do Not
	Attach File	Browse My Computer	Browse Content Collection	
	Attached files			
	File Name	Link Title	File Action	
	bbcc01.png	Attached Image	Create a link to this file	<u>Do not attach</u>
3.	Options			
	Permit Users to View th Content	nis 💿 Yes 💿 No		
	Track Number of Views	S O Yes O No		
	Select Date and Time Restrictions	Display After		
	Resultations	Enter dates as mm/dd/yyyy.	Time may be entered in any increment.	
		📄 Display Until		
		Enter dates as mm/dd/yyyy.	Time may be entered in any increment.	
4.	Submit			
				Cancel Submit
s	uccess: New Ite	em created.		
ſ				
	Col	irse Docun	nents 🗵	
	Build Conten	t 🛛 Create A	Assessment 😵 🛛 Add Inte	

¢	My New Folder S Description of new folder
\$	New Item 😸
	Attached Files: Attached Image (133.973 KB)
	Description of new item