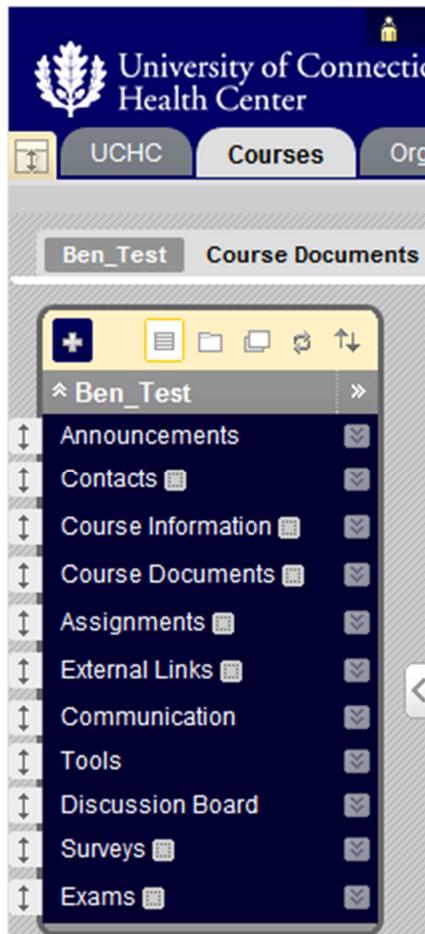


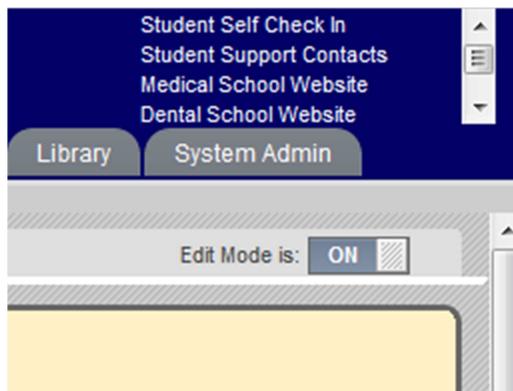
Blackboard Course Content: Adding A Folder

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.

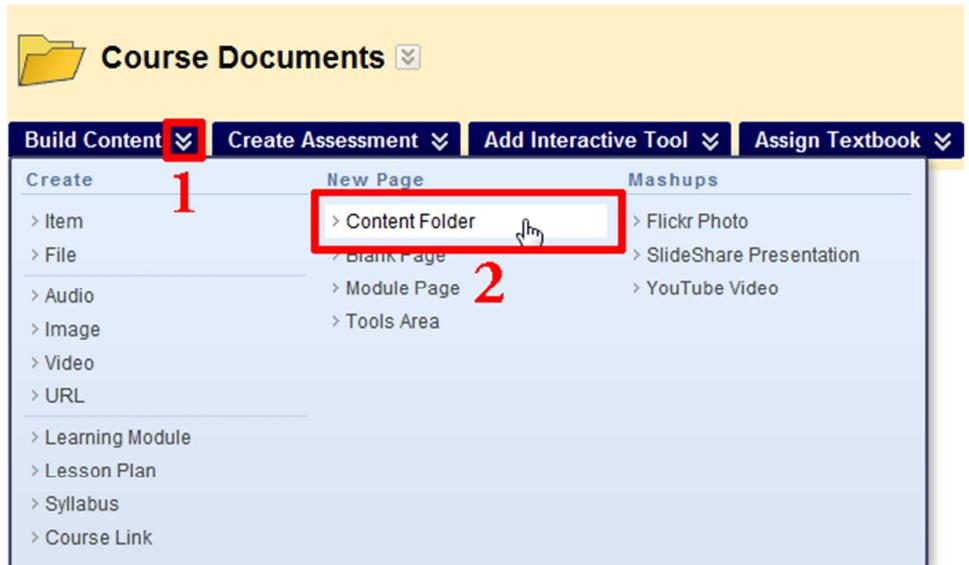


4. Make sure “Edit Mode” is set to ON (located in top right corner)



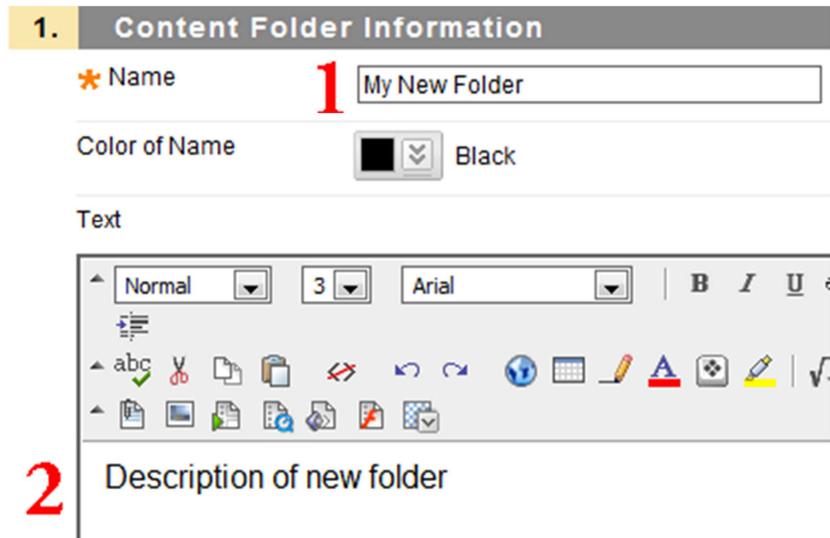
5. Click the double arrows next to Build Content

6. Click Content Folder

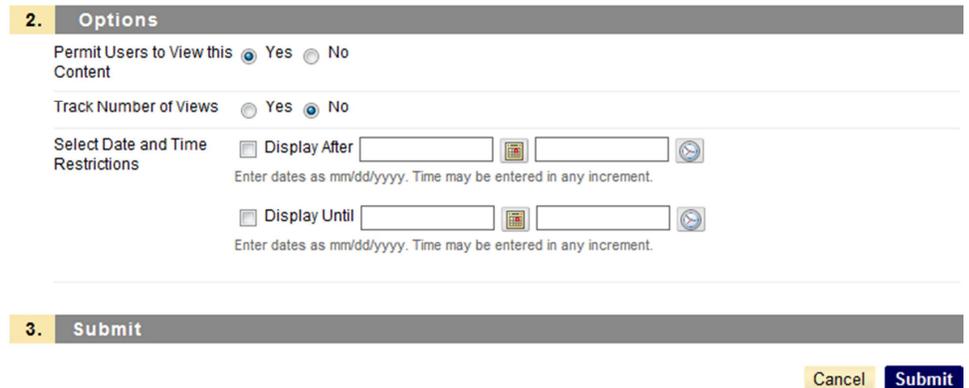


7. Enter the name of folder

8. Enter a description of the folder

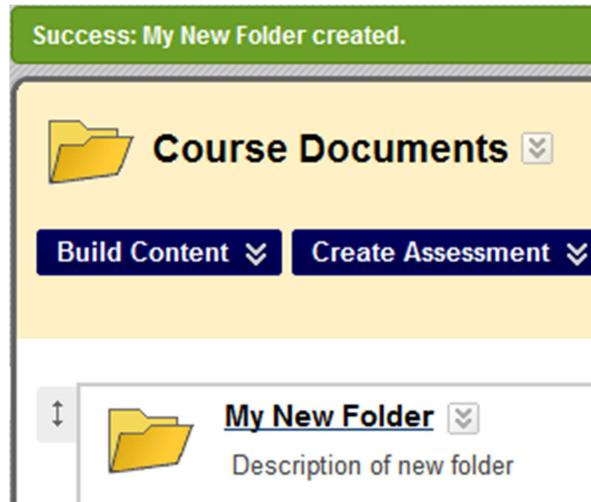


9. Select any desired options
- Permit Users to View this Content: Hide or show the folder
 - Track Number of Views: Track how many times the folder was accessed
 - Select Date and Time Restrictions: Restrict when folder is available for viewing



10. Click Submit

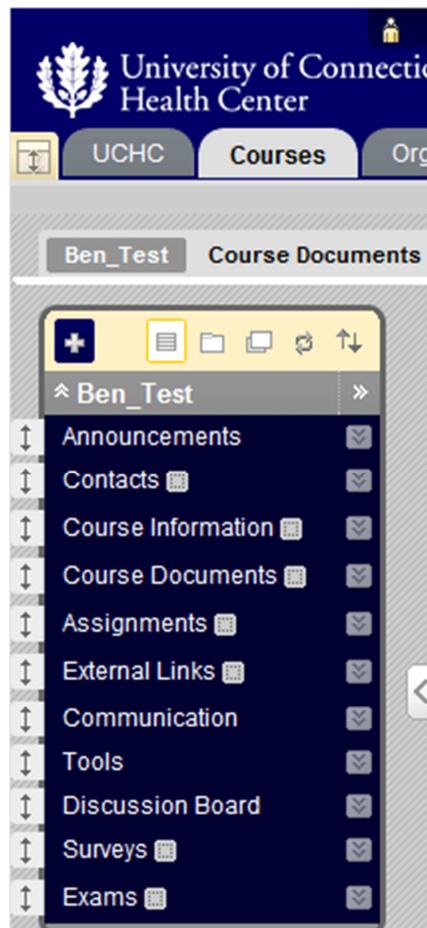
11. Your new folder will now appear



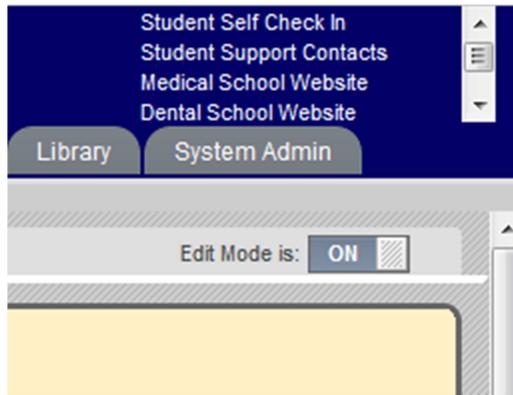
Blackboard Course Content: Adding An Item

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

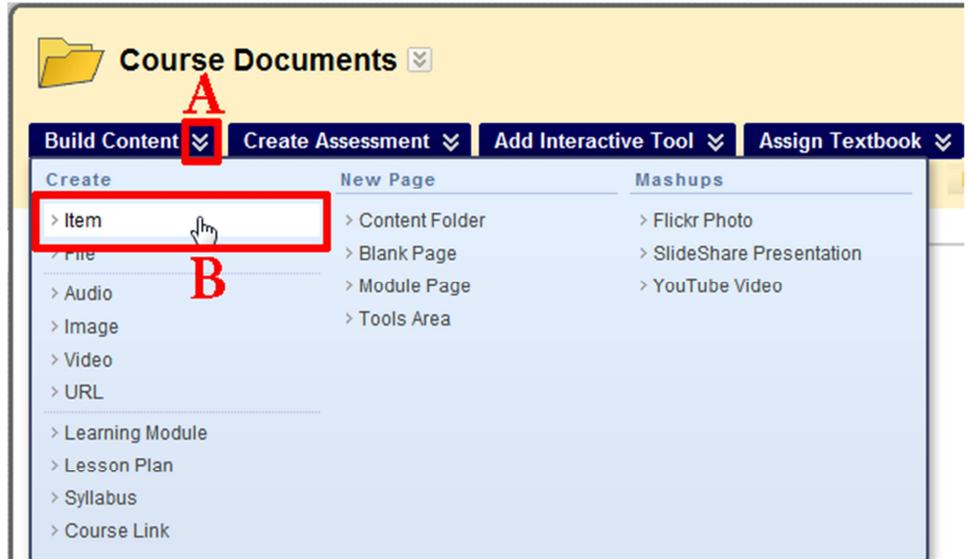
Note: The example on the right shows the "Course Documents" content area of the "Ben_Test" course.



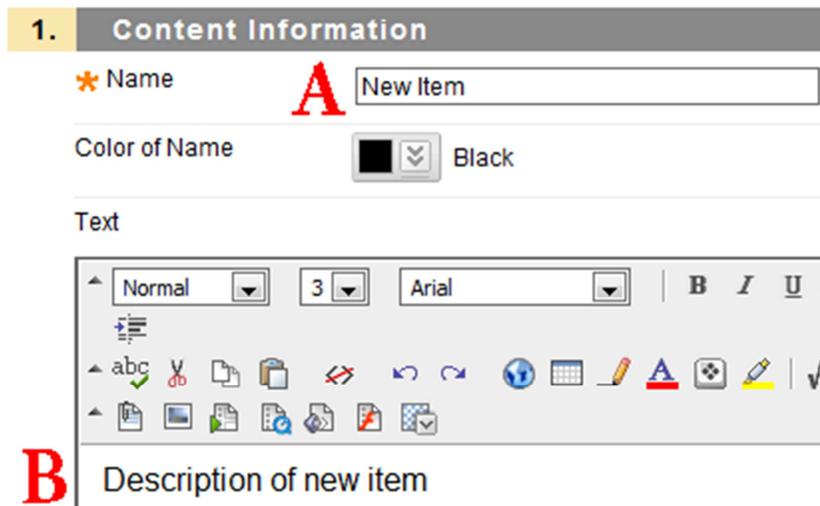
4. Make sure "Edit Mode" is set to ON
(located in top right corner)



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



- Click the “Browse My Computer” or “Browse Content Collection” button

Note: This example will use the “Browse My Computer” button

2. Attachments

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

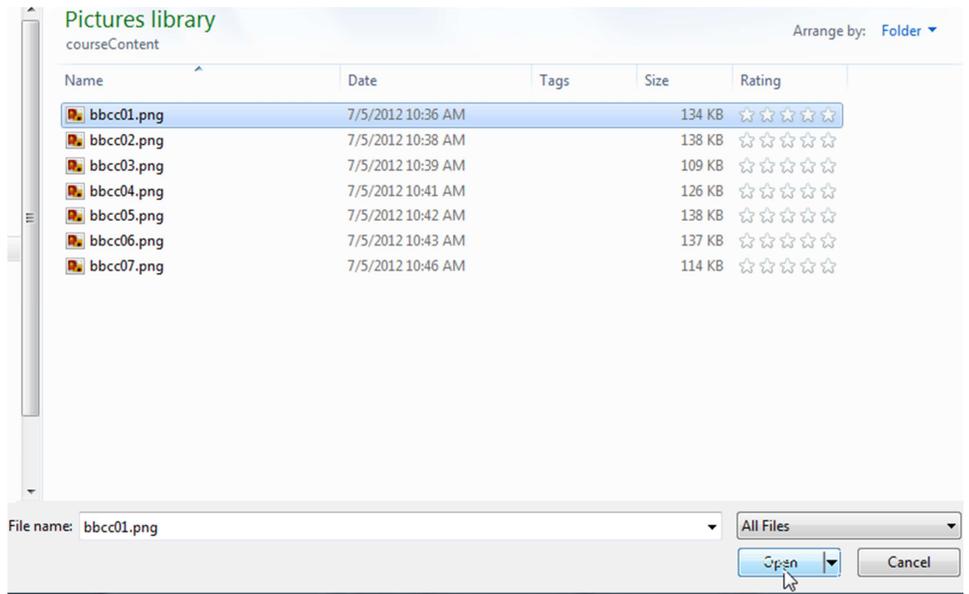
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit

- Select the desired file

- Click Open



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 local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

Attached files

File Name	Link Title	File Action	
 bbcc01.png	<input type="text" value="Attached Image"/>	<input type="text" value="Create a link to this file"/>	Do not attach

3. Options

Permit Users to View this Yes No
Content

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

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

Success: New Item created.

 **Course Documents** ▾

▾ ▾

↑ ↓  **My New Folder** ▾
Description of new folder

↑ ↓  **New Item** ▾
Attached Files:  [Attached Image](#) (133.973 KB)
Description of new item