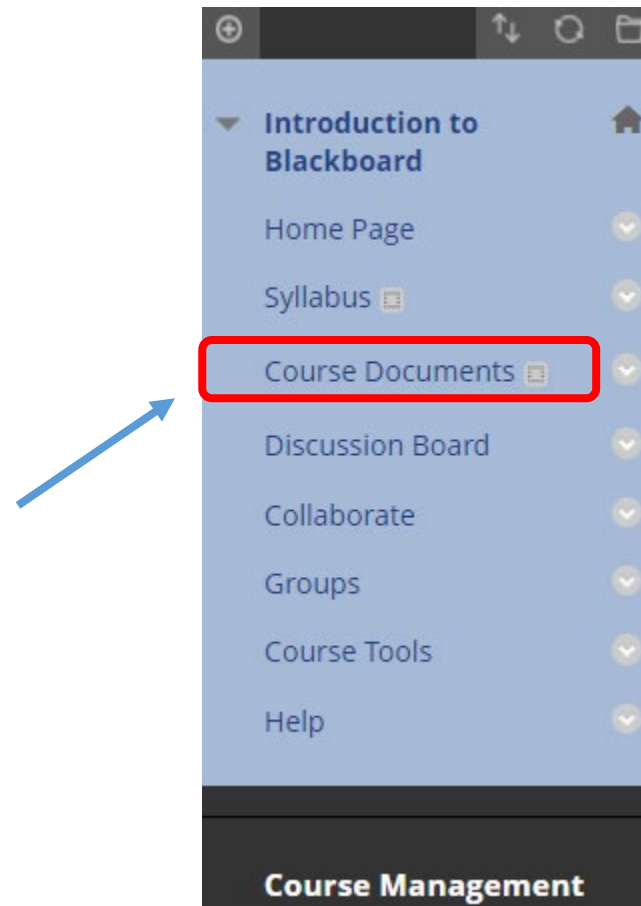




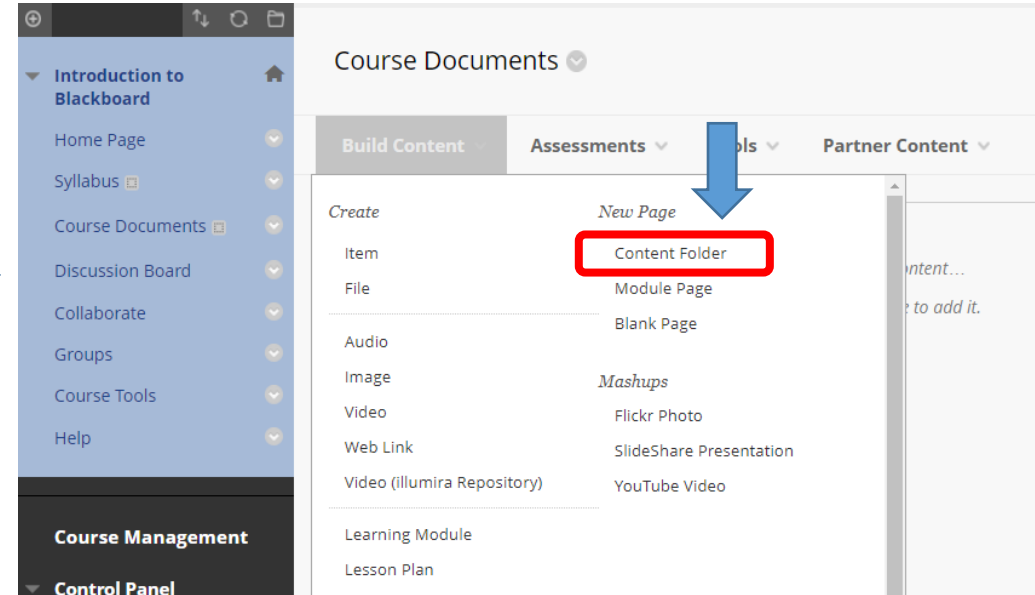
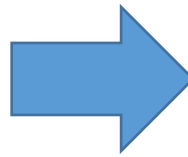
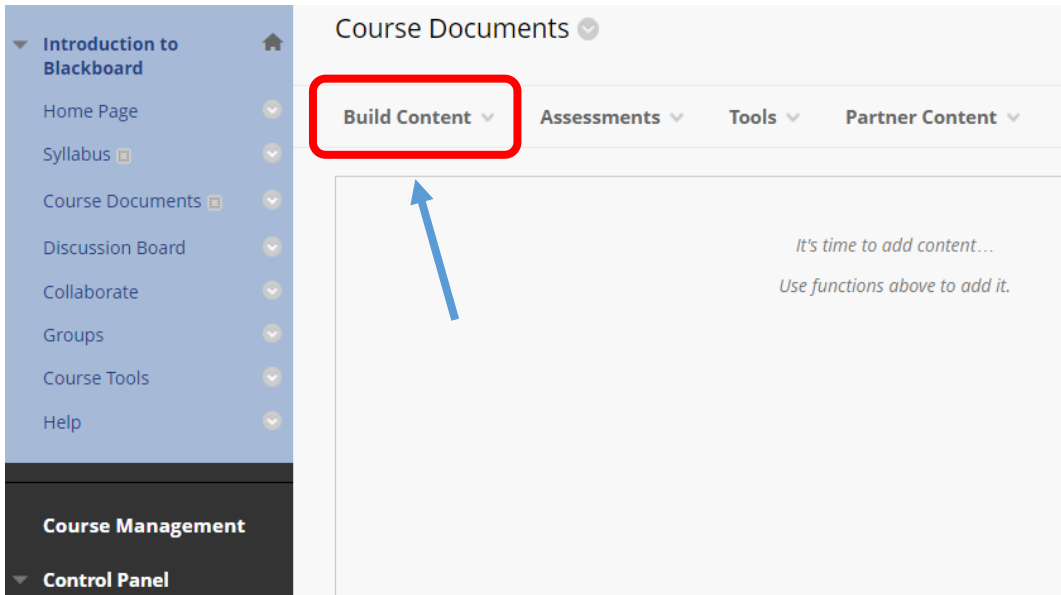
How to Add Content Folders to Blackboard

1. Log in to the Course on Blackboard. On the course Menu, click **Course Documents** to enter this content area.

Note: **Course Documents** is the default content area available in all Blackboard courses at Baruch College.



2. Click **Build Content** to show a new menu. On that menu, click **Content Folder**.



3. Enter a **title** for the **Content Folder**. Optionally, you can enter text as a description of the content folder, in the area marked in green below.

Do not click Submit yet. Scroll down to the next step.

Introduction to Blackboard

- Home Page
- Syllabus
- Course Documents
- Discussion Board
- Collaborate
- Groups
- Course Tools
- Help

Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

CONTENT FOLDER INFORMATION

* Name
Week 1 Content

Color of Name
Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). 100%

B I U S Paragraph Arial 10pt

Rich text editor toolbar with various icons for text formatting, alignment, and insertion.

This folder contains documents and web links relevant to Week 1, see syllabus for a description of material covered in Week 1.

Click **Submit** to proceed.

Cancel Submit

4. Review the options below and click **Submit** on the bottom right once you are ready to finalize creation of your Content Folder.

STANDARD OPTIONS

Permit Users to View this Content
 Yes No

Track Number of Views
 Yes No

Select Date and Time Restrictions

Display After 08/29/2022 07:00 AM
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.

Click **Submit** to proceed.

Cancel **Submit**

Select Yes so students can access the content folder.

You can schedule the date / time a course link can become accessible / inaccessible to students. In this example, the Content Folder is scheduled to become visible to students for the first time AFTER August 29th, at 7:00am. And it will be continuously available indefinitely since no UNTIL parameter was defined.

5. You have successfully created a content folder within a content area on Blackboard! You can now click on the click of the folder to enter it.

The screenshot displays the Blackboard user interface. At the top, a purple banner contains the message "Success: Week 1 Content created." Below this, the "Course Documents" section is visible, with a blue arrow pointing to a folder icon labeled "Week 1 Content". The folder name is enclosed in a red rectangular box. Below the folder icon, the following text is displayed: "Availability: Item is hidden from students. It will be available after Aug 29, 2022 7:00 AM. This folder contains documents and web links relevant to Week 1, see syllabus for a description of material covered in Week 1." The left sidebar shows a navigation menu with options such as "Introduction to Blackboard", "Home Page", "Syllabus", "Course Documents", "Discussion Board", "Groups", "Collaborate", "Course Tools", and "Help". The bottom of the sidebar includes "Course Management" and "Control Panel".

6. You can now add content to this Content Folder in the same way you would add content outside of the folder. For a review on how to add course materials to a content area in Blackboard, please click on the web link below:

[How to Add Course Materials to a Content Area on Blackboard](#)

