CI TL

Adding a Folder to Blackboard

Folders can help organize multiple items and links. For this example, we'll add a folder to the Course Documents section.

Creating a Folder

- 1. Open the **Control Panel** and click **Course Documents**, or click **Course Documents** on the menu on the left and then click **Edit View** in the upper right corner.
- 2. Click the **Folder** button. The Add Folder page will appear. Add a name for the folder and a text description.

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3. Choose whether or not you want to make the folder available, and click **Submit**.

TIP: Choose to make an entire Folder unavailable to upload large amounts of content. The content will remain hidden from students until the folder has been set back to "available".

0	Options				
	Make the content available	⊙ Yes ◯ No			
	Track number of views	⊖ Yes [®] No			
	Choose date and time restrictions	Display After Feb 12 2009 7 12 15 PM 7	Display Until Feb 12 2009 1		
0	Submit				
	Click Submit to finish. Click Cancel Required Field	to quit.			