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.

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".