
Blackboard for Employees

Adding a Folder to a Blackboard Course Site

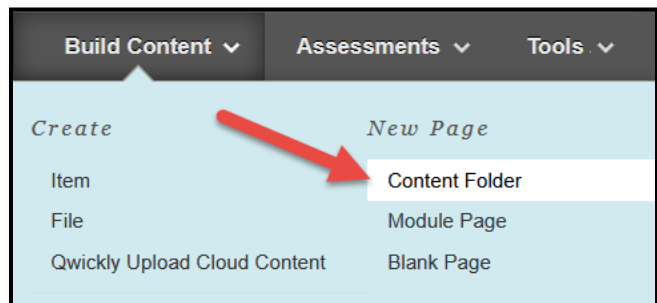
This document describes how to add a folder to a content area in a Blackboard course site.

Instructions

1. From within a content area, hover over the **Build Content** button.



2. Click on **Content Folder**.

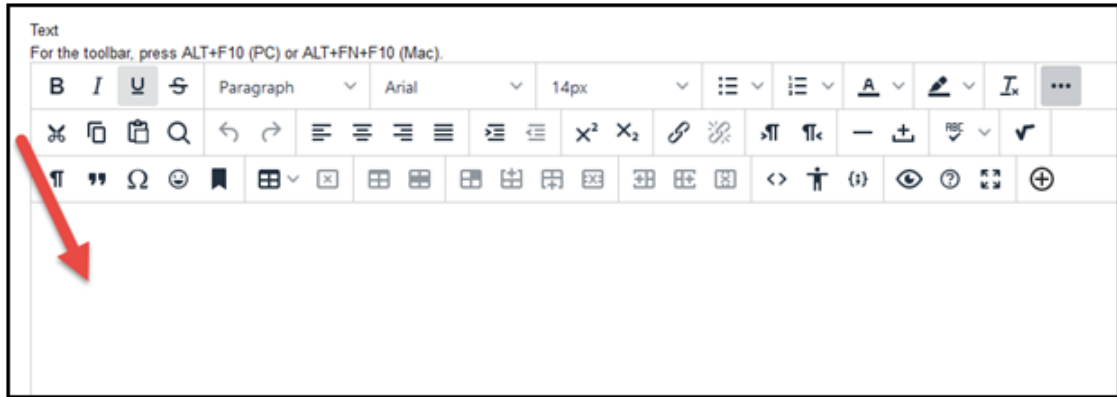


3. Enter a title for the content item in the **Name** field.

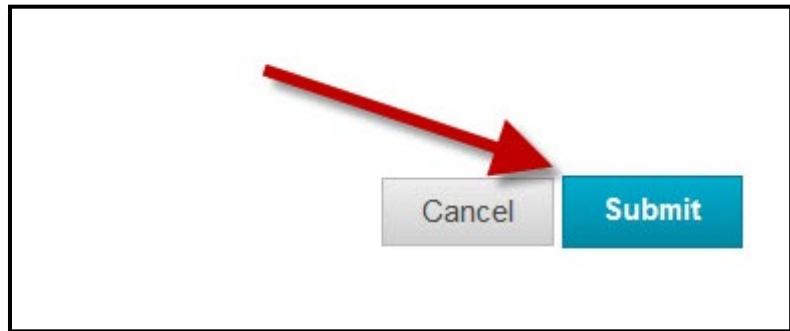


A screenshot of the Blackboard 'CONTENT FOLDER INFORMATION' form. At the top, there is a note: "* Indicates a required field." Below this, the form has a section titled 'CONTENT FOLDER INFORMATION'. The first field is 'Name', which is required and highlighted with a red arrow. Below it is the 'Color of Name' field, set to 'Black'. Below that is a 'Text' field with a rich text editor toolbar. The toolbar includes buttons for bold, italic, underline, strikethrough, paragraph, list, link, unlink, and other text formatting options.

4. Enter a folder description in the text box editor (**optional**).



5. Click the **Submit** button.



6. Verify the folder has been added.

