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.

   ![Build Content Button](image1)

   *It's time to add content... Use functions above to add it.*

2. Click on **Content Folder**.

   ![Content Folder Icon](image2)

   *Create New Page*

   - Item: Content Folder
   - File: Module Page

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

   ![Content Folder Information](image3)

   - **Name**: [Enter Title]
   - **Color of Name**: Black
4. Enter a folder description in the text box editor *(optional).*

5. Click the **Submit** button.

6. Verify the folder has been added.