Folders enable you to easily setup your content areas in a more manageable way. Use folders to break content down into chunks based on how the class will flow through the quarter. For example, if the content is based on a weekly schedule, then create weekly folders to separate the content for the students.

**Folder Etiquette Best Practice Tip:**

When creating folders do the following:

1. Enter the course to add a folder(s) and make sure the edit mode is set to on.
2. Use the course menu to navigate to the content area to add a folder(s).
3. **Click** on the **Build Content menu** button.
4. **Select Content Folder** from listing.
5. Type the name of the folder in the **Name** text area.
6. Type a brief description of the folder in the **Text** area.
7. For the option **Permit Users to View the Content Item:**

Always take time to create meaningful folder titles.
Always provide an overview of what key topics will be covered in the folder.
Blackboard 9.1 – Working Folders

a. Select Yes for users to have access to the folder.

b. Select No to make the folder unavailable to users. Keep in mind by selecting No, users will not be able to see the folder until the yes option is selected.

8. To track the number of times users view this folder, select Yes for the Track number of views selection.

9. To display the folder after, or until a certain date and time, use the date restrictions area to set the dates and times.

NOTE: It is not necessary to use the date restriction tool unless you have a specific date and time that needs to be addressed.

10. Click the Submit button to add the folder.

How to Edit A Folder

Use the following steps to change the name, description, or settings of a course content folder.

1. Enter the course to edit a folder and make sure the edit mode is set to on.

2. Go to the content area that has the folder to edit it.

3. Locate the folder and click on the folder’s contextual menu drop-down and select Edit.

4. Update needed folder areas.

5. Click the Submit button to update folder.

Change the Order of Folders In A Content Area

Use the following steps to change the order of how folders are listed in a content area.
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1. Enter the course to change the order of a folder(s) and make sure the edit mode is set to on.

2. Go to the content area that has the folder(s) to reorder.

1. Locate the folder to change to a different listing order, and **Left-Click and hold** mouse button down on the **drag-and-drop tool** icon.

3. While holding down the left mouse button drag and drop the folder to its new listing order.

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**How to Delete A Folder**

Use the following steps delete a folder from a content area.

1. Enter the to delete a folder and make sure the edit mode is set to on.

2. Go to the content area that has the folder to delete it.

3. Locate the folder and **click on the folder’s contextual menu** drop-down and select **Delete**.

4. When prompted **Click** the **Ok** button.

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**How to Add Content Into A Folder**

Enter the folder area in order to add content into a folder.
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1. Enter a folder by Clicking on the folder’s Title Link

   ![Folder with Title Link](image)

2. Once inside the folder proceed to add content.