

How to Add a Folder to a Content Area

Folders allow you to group related material together; this makes it easier for students find the material they need. Here you will learn to add a folder to a content area, as well as how to open it in order to add material to it.

1. Access your course from the Welcome Page

Welcome, Karen Modify Content Modify Layout

Tools

- Personal Information
- View Grades
- Send E-mail
- Announcements
- Calendar
- Tasks
- User Directory
- Address Book

Notifications from Blackboard - Instructors

Instructors
Looking for helpful hints about teaching with Blackboard or useful resources for online teaching and learning? Visit the [Training Center](#) located in Behind the Blackboard. Please note, you will need to create a separate account in order to be able to access this site.

Notifications from Blackboard - Administrators

Administrators
For important information and helpful hints about administering the Blackboard platform, visit the Blackboard Knowledge Base. System Administrators can access the Knowledge Base by logging into [Behind the Blackboard](#) at [behind.blackboard.com](#) and clicking on the Knowledge Base icon.

My Announcements

No system announcements have been posted today.

MSU_Grants4U

- [IRB PROPOSAL FORM](#)
- [OFFICE OF FACULTY PROFESSIONAL DEVELOPMENT FORM](#)
- [Juvenile Justice Dept. Grant Announcement](#)

TELC317.002_207

- [Quiz Extended & Methodology groups](#)
- [Changes in syllabus](#)

[more...](#)

My Courses

Courses you are teaching:

- [ORIE restore:Bh_ORIE](#)
- [Board Basics](#)
- [Announcements](#)
- [Faculty Blackboard Users Group](#)
- [Grants4U](#)
- [No Announcements](#)
- [On-line Course Design](#)
- [No Announcements](#)
- [SEUS_Field_Experience \(unavailable\)](#)
- [No Announcements](#)
- [TELC317.002_207](#)

Announcements

- [Quiz Extended & Methodology groups](#)
- [TTS_Practice](#)
- [No Announcements](#)
- [Web_Redesign](#)
- [waypoint](#)
- [No Announcements](#)

Select your course from the My Courses listing

2. Open the Control Panel

Morgan State University Home Help Logout

My MSU Blackboard **Bb Courses** **Academic Web Resources** **System Admin**

BB COURSES > TTS_PRACTICE > ANNOUNCEMENTS

VIEW TODAY **VIEW LAST 7 DAYS** **VIEW LAST 30 DAYS** **VIEW ALL**

January 31,

No announcements found.

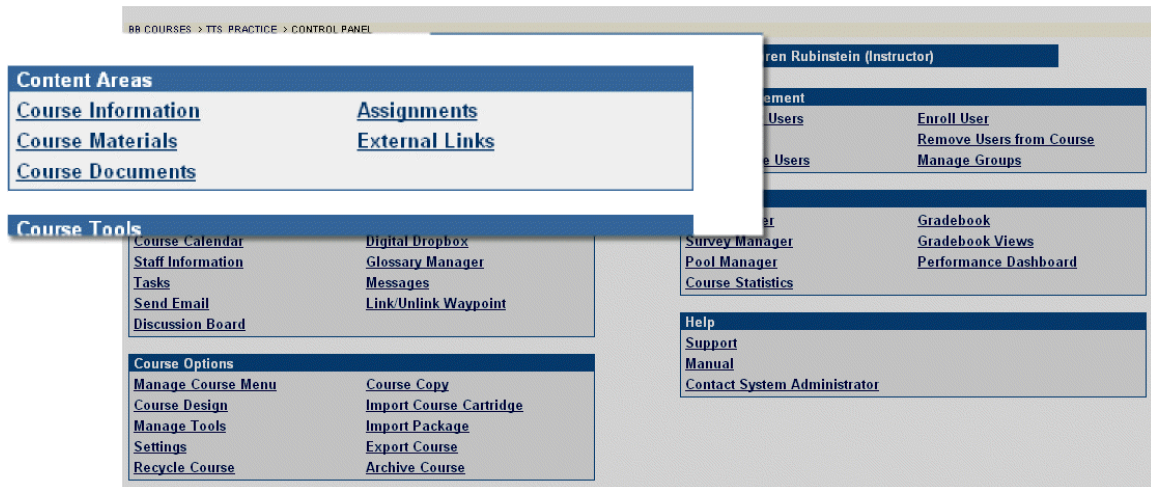
Tools

- Communication
- Course Tools
- Course Map
- Control Panel**
- Quick Unenroll
- Refresh
- Detail View

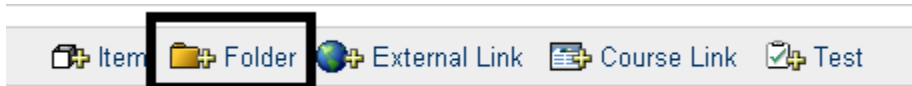
Use the Control Panel add material to your course.

Blackboard
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Accessibility information

3. Select the Content area to which you need to add the external link. All Content Areas work and look the same.



4. Click the Add Folder icon.



5. Name the folder and describe its contents. Set the options you need.

[BB COURSES](#) > [TTS PRACTICE](#) > [CONTROL PANEL](#) > [COURSE MATERIALS](#) > [ADD FOLDER](#)

Add Folder

1 Folder Information

* **Name**

Sample Folder

Choose Color of Name



 Pick

Text

Normal 3 Times New Roman **B** *I* U [List icons] [Align icons] [Indent icons]

[Find] [REC] [Cut] [Copy] [Paste] [Undo] [Redo] [Globe] [Calendar] [Eraser] [Highlighter] [Text color] [Background color] [Math] [Code] [Preview]

[Image] [Link] [Unlink] [Table] [Table border] [Table cell] [Table row] [Table column] [Table merge] [Table split]

Describe the contents of the folder here

2 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After

Feb 07 2007 [Calendar icon]
03 10 PM

Display Until

Feb 07 2007 [Calendar icon]
03 10 PM

6. Scroll to the bottom of the screen and click the Submit button




7. Click the OK button to return to the Content Area. You should see your folder. Click on the Name of the Folder in order to open it.

[BB COURSES](#) > [TTS PRACTICE](#) > [CONTROL PANEL](#) > [COURSE MATERIALS](#)

Course Materials

 Item  Folder  External Link  Course Link  Test

 **Morgan State University**
Describe the site

 **Sample Folder**
Describe the contents of the folder here

Click on the name of the folder to open it.

8. Once the folder is open you may place items, external links, etc. into it. Notice the tool bar in the folder is the same as the toolbar in the content area.

[BB COURSES](#) > [TTS PRACTICE](#) > [CONTROL PANEL](#) > [COURSE MATERIALS](#) > [SAMPLE FOLDER](#)

 **Sample Folder** **this is the name of the folder!**

 Item  Folder  External Link  Course Link  Test

Folder empty

9. Add items, external links etc., as needed.