



The GTU Blackboard System Instructions for Instructors

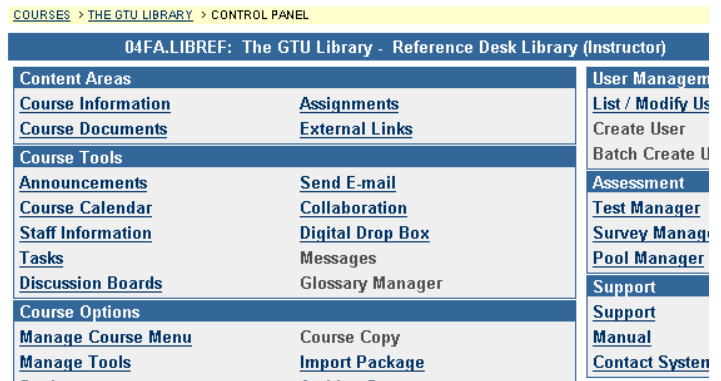
Create a Folder to Organize Course Content Place Items Inside Folders

Creating Folders

You may have already learned how to create content “items” by cutting and pasting your syllabus into Blackboard, or by uploading files or images. The next step in learning to use Blackboard is to learn how to create folders to store those items. You can create folders in any of these areas: “Course Information,” “Course Documents,” “Assignments,” or “External Links.” The process is technically the same. Folders simply help to organize information. For example, you could create a folder for each class meeting, or for each unit of the class. Then you would place pertinent documents, images, and links inside each folder.

The important thing to know is that *you must create first create the folder, and THEN create the items*. The current Blackboard system does not allow you to move items into folders at a later date.

1. Go to your course site’s CONTROL PANEL. (For information on how to find the Control Panel, please see the handout, “Navigating Blackboard,” at http://library.gtu.edu/blackboard/blackboard_instructor/navigating.pdf)



Select which area you wish to create folders in: “Course Information,” “Course Documents,” “Assignments,” or “External Links.”



Click on the Add Folder button.

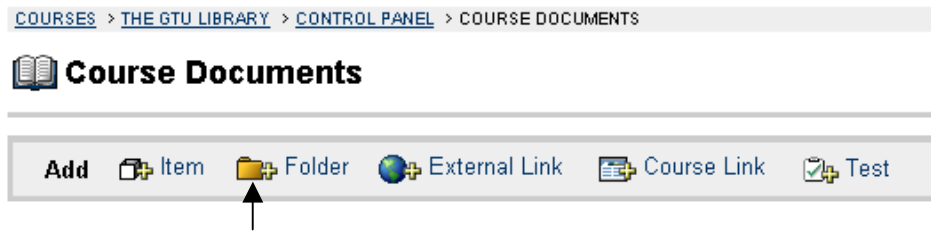
Add Folder

Choose date restrictions, if you wish.

Click on Submit and then OK

Placing items inside a folder

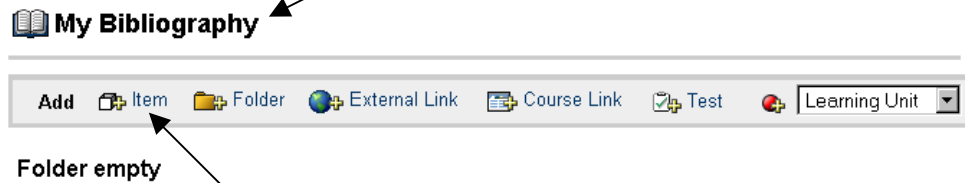
Note the Folder icon



Click on the folder's link to open it



You are now inside your folder. Note that the header is the name of your folder.



Click on "Item" to add an item inside the folder.

Proceed as usual to post content in the item. For information, see the "Adding Course Content to Your Course Site" section on the GTU Library's Blackboard webpage at <http://library.gtu.edu/blackboard/instructormanual.html#howtcreate>



If you need to change something, use the Modify button.

Remember, *you must create first create the folder, and THEN create the items*. The current Blackboard system does not allow you to move items into folders at a later date.