North Carolina A&T State University
Blackboard Support

Adding a Folder

Once instructors determine which course areas will appear in the course menu (see **Manage Course Menu** tutorial), various content sections can be added to each course area. Instructors can use **Items**, **Folders**, **External Links**, **Course Links**, and **Learning Units** to build a course.

Items, **Folders**, **External Links**, **Course Links**, and **Learning Units** can be added to *any* course content area. Instructors may add these content sections by accessing the content area through the **Control Panel** or by using the **Quick Edit** tool, which can be found in the top right corner of each course content area.

Choosing a Content Area

1. Open a course that you are teaching.

2. Choose a **Content Area** that will house the content. (For example, instructions for **Chapter 1** may be placed in a **Chapter 1 Folder** under **Course Materials**. **Course Materials** would be the **Content Area**.)

    Option 1
    If you access the **Content Area** by clicking a button on the left side of the course, click the desired content area button and then click the **Edit View** link in the right corner at the top.
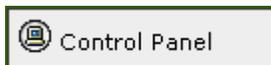
   COURSES > TRAINING LEWIS > ASSIGNMENTS   EDIT VIEW

    Chapter 1

    Option 2
    If you choose to access the **Content Area** through the **Control Panel**, enter the **Control Panel**.

    Control Panel

    Under **Content Areas**, click the desired content area.

3. If you have accessed the **Content Area** using the **Edit View** link, you will continue to see buttons on the left, editing options in the center, and a **Display View** link on the right side.
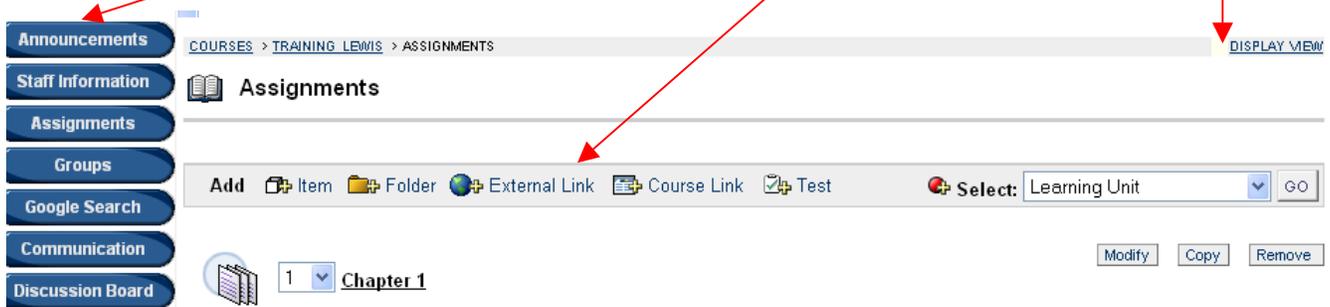
The **Edit View** and **Display View** links allow you to switch between the "editing view" and the "students' view". You can also click the content area button to switch to the "students' view" of the course material.

If you have accessed the **Content Area** using the **Control Panel**, you will only see the editing options at the top.


Adding Folders

Folders are used to help organize course content. Instructors can place **Items**, **External Links**, **Course Links**, **Tests**, **Assignments**, **Learning Units**, and other **Folders** inside one folder. For example, all course materials for Unit 1 (including lectures, notes, assignments, handouts, tests, etc.) can be placed inside a Unit 1 folder. An instructor could actually have 10 different folders for 10 Units in a course.

Folders allow instructors to organize course materials so students are able to locate materials with ease. The use of folders should be consistent throughout the course.

Once the content area has been selected (see the **Choosing a Content Area** section above), a menu bar will be provided.
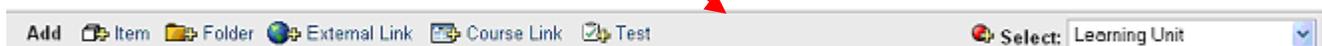
1. To add a **Folder**, select the **Folder** icon from the menu bar.

Add Item Folder External Link

2. The **Add Item** page will appear for the **Folder**.

Add Item

Folder Information

Name   Documents

or enter name

Choose Color of Name   Pick

Text

Normal | 3 | Times New Roman | **B** *I* U

3. Under **Section 1**, you will add the **Folder Information.**

4. Under **Name**, you will determine the name of the **Folder**. You can (1) choose a name from the drop-down menu **OR** (2) enter the name that you desire.

Name   Documents

or enter name

If you choose to select a name from the drop-down menu, click the down error to see a list of the preset names for the Folder. Select a name.

Name   Documents

Documents
Chapters
Lecture Notes
Presentations
Tests
Exercises
Activities

If you choose to enter a customized name for the Folder (Example: Unit I), type the information in the text box.

Name

Documents

or enter name

Unit I

Information in the text box will override any name selected from the drop-down menu.

5. You can customize the color of the **Name** by, clicking the **Pick** button. The default color is **Black**.
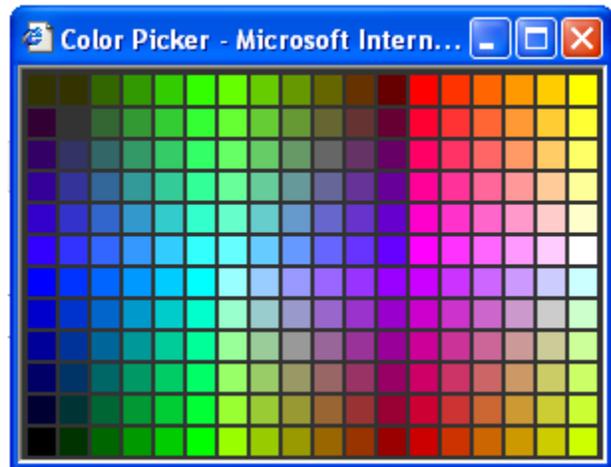
Choose Color of Name

Pick

6. After you click the **Pick** button, a **Color Picker** window will appear. (This window may not appear if your pop-up blocker is on. Set your computer to temporarily allow pop-ups.)

To select a color for the folder name, click the square of the desired color.

Color Picker - Microsoft Intern...

Choose Color of Name

Pick

7. The selected color will now appear in the color square beside the **Pick** button.

Choose Color of Name

Pick

8. **Text** can be included with this folder. You can type a brief message that describes the contents of the folder. For example, if **Unit I** is the folder, the message may read: *This folder contains all materials for Unit I.* Information can be cut and pasted from a Microsoft Word document.

Another example is the inclusion of instructions or directions for a particular unit or chapter. This area could be used to enumerate the steps for completing this particular unit.
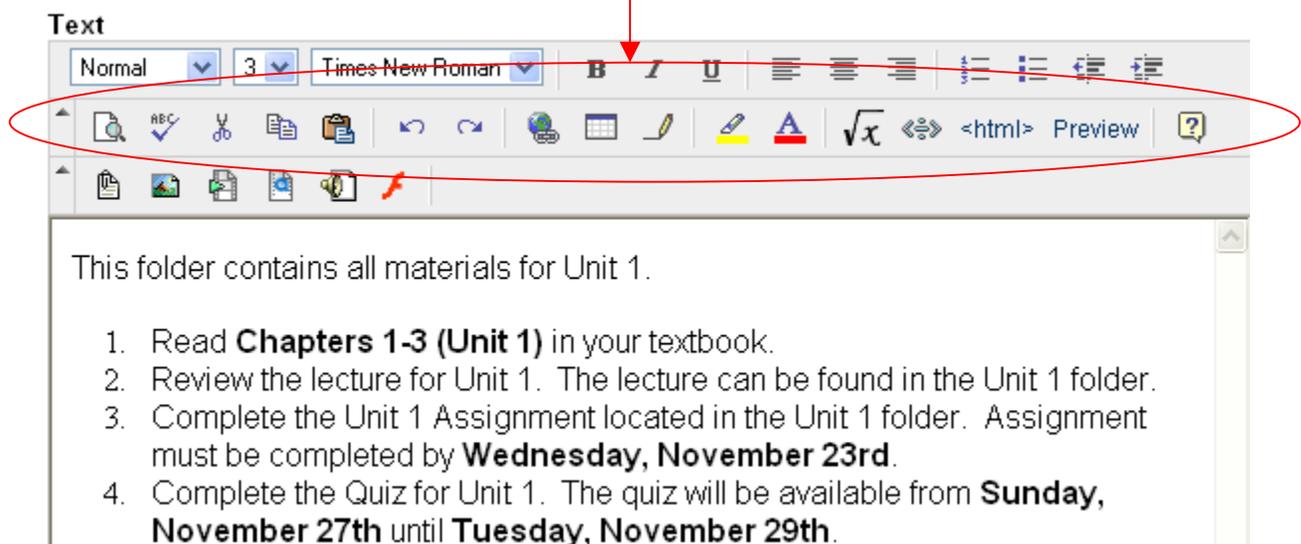
Text

| Normal ⌄ | 3 ⌄ | Times New Roman ⌄ | **B** *I* <u>U</u> | ≡ ≡ ≡ | ≣ ≣ ⫶≣ ⫶≣ |
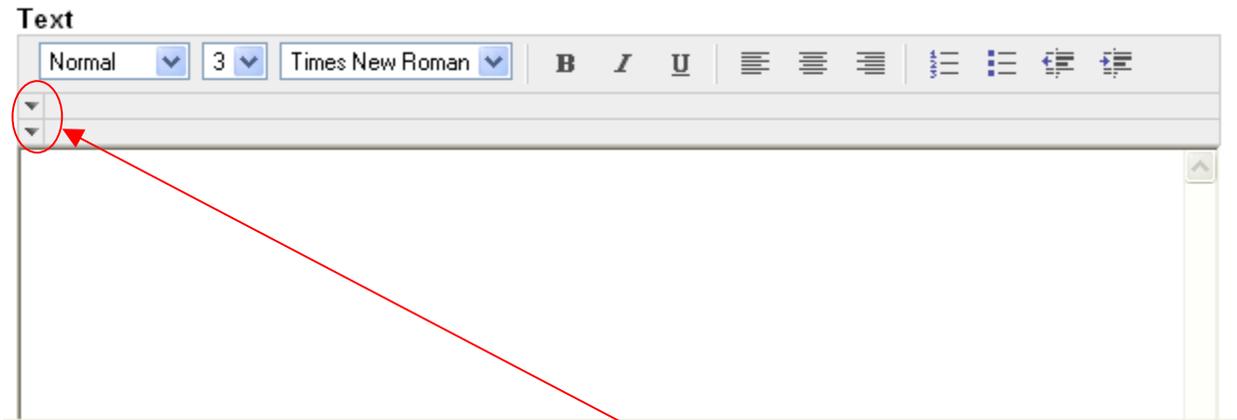
Helpful Tip

To expand the options for editing text, click the down arrows to display additional options for the **text editor**.

Helpful Tip

Instructors can format text and attach **images**, **video clips**, **sound files**, **hyperlinks**, **tables**, and **mathematical equations** to the folder by clicking the icons in the **text editor**.

Text

| Normal ⌄ | 3 ⌄ | Times New Roman ⌄ | **B** *I* <u>U</u> | ≡ ≡ ≡ | ≣ ≣ ⫶≣ ⫶≣ |

This folder contains all materials for Unit 1.

1. Read **Chapters 1-3 (Unit 1)** in your textbook.
2. Review the lecture for Unit 1. The lecture can be found in the Unit 1 folder.
3. Complete the Unit 1 Assignment located in the Unit 1 folder. Assignment must be completed by **Wednesday, November 23rd**.
4. Complete the Quiz for Unit 1. The quiz will be available from **Sunday, November 27th** until **Tuesday, November 29th**.
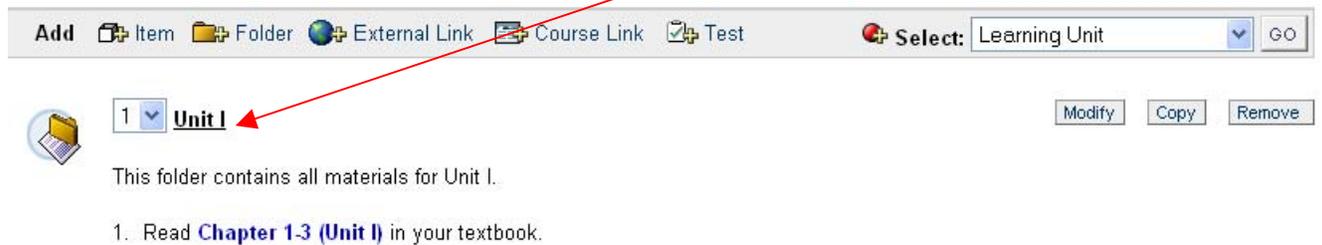
9. After you have added text (optional), determine if and when the folder will be available to students under **Section 2**.

> **Make the content available:** Once **Yes** is selected, students will have access to the folder. The **Default** option is **Yes**. If **No** is selected, the folder will be available to the instructor, but not the students.
>
> **Track number of views:** Tracks the number of times users access this item. Statistics can be found under Course Statistics (under the Control Panel). The **Default** option is **No**.
>
> **Choose date restrictions:** Instructors may add date restrictions if a folder is expected to **appear** on a specific date and **disappear** on a specific date. (This section is **optional**. If no restrictions are applied, the folder will follow the selection made under **Make the folder available**.) To apply date restrictions, click the **Display After** box and the **Display Until** box. Select a **date** and **time** for each item.

10. After the details for the **Folder** have been added, click **Submit**. Click **OK** to acknowledge receipt of your Folder.

11. The **Folder** will now appear in the content area. To modify, copy, or remove this folder, choose the appropriate option.

Helpful Tip

The **Folder** will be visible to students only if the instructor makes it available to the students. Under the folder **Options** section, if the instructor chooses **No** under **Make the folder available**, the folder will not be available to students. Setting date restrictions will also determine whether the folder is available to students.

12.   Instructors may add an unlimited number of **Folders** to a content area or course.

Helpful Tip

Instructors can place Items, External Links, Course Links, Tests, Assignments, Learning Units, and other Folders inside one folder. To place anything **inside** a folder, the instructor must **open the folder** by clicking the folder's link.

Once the folder has been **opened**, the name of the folder will appear at the top. (This will be an indication that the item will appear **inside** the folder or learning unit).