



Blackboard Quick Reference Guide 8.0

Add a Folder & Upload an Item



Add a Folder

Folders are used to group similar materials, lessons, units, or chapters. Folders can be embedded within folders. You could, for example, create a folder for Unit 1 that contains folders for each chapter within the unit. The chapter folders could contain folders with lesson or module folders. Think carefully about how you will organize your class so students are clear about where to go and what to do.

Step 1: From the *Control Panel*, select a *Content Area* where you want to add a folder.

- The Content Area displays with the Upload Toolbar at the top of the page.



Step 2: Select the **Add Folder**  button from the toolbar.

Step 3: On the Add Folder page, under the *Folder Information* section, enter a folder name, choose a color for the folder name, and enter any text you want to describe the contents of the folder.

Step 4: Under the *Options* section, you can decide to make the content available to students, track the number of views, and choose date and time restrictions for the folder.

Step 5: Click **Submit** to create the folder.


Step 6: Click **OK**.

Upload an Item

Content Areas are where you populate your course with course materials. Materials can be uploaded into folders that you have added, or into a general content area. Materials that can be uploaded include:

- documents in HTML or MS Office applications (lecture notes, handouts, assignments)
- PowerPoint presentations
- video and audio files
- sample documents (perhaps previous student projects or tests)
- graphics, animations, or other media

Step 1: From the *Control Panel*, click on the *Content Area* where you would like to upload an item.

 To add content to a folder, you must click the name of the folder to be “inside” it. Once inside the folder, continue with steps 2-7.

Step 2: Click the **Add Item**  **Item** button on the toolbar.

Step 3: Under the *Content Information* area, enter a name for the content, choose a color for the name, and enter any text you want to describe the content.

Step 4: Under the *Content* area, click the **Browse** button to locate the file you wish to upload to Blackboard.

2 Content


Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Link to Content Collection item


Name of Link to File

Special Action

 “Link to Content Collection item” can be used to link to content stored in either the My Content or Institution Content areas of the Content System. (See separate guides on this Blackboard component.)

Step 5: Enter a “Name of link to file.” This will be the link the student clicks to open the file.

Step 6: At Special Action, make sure “Create a Link to this file” is selected.

 “Display media file within page” can be used to add images, audio and video. This is covered in the Embed Media (Images, Audio/Video) guide. “Unpackage this file” is used to add zip files (e.g. PowerPoint saved as html, websites, and SoftChalk LessonBuilder activities) so they open properly for students.

Step 7: Under the *Options* area, you can decide to make the item available to students, track the number of views of the item, and choose date and time restrictions for the item.

Step 8: Click **Submit** to upload the item.

Step 9: Click **OK**.