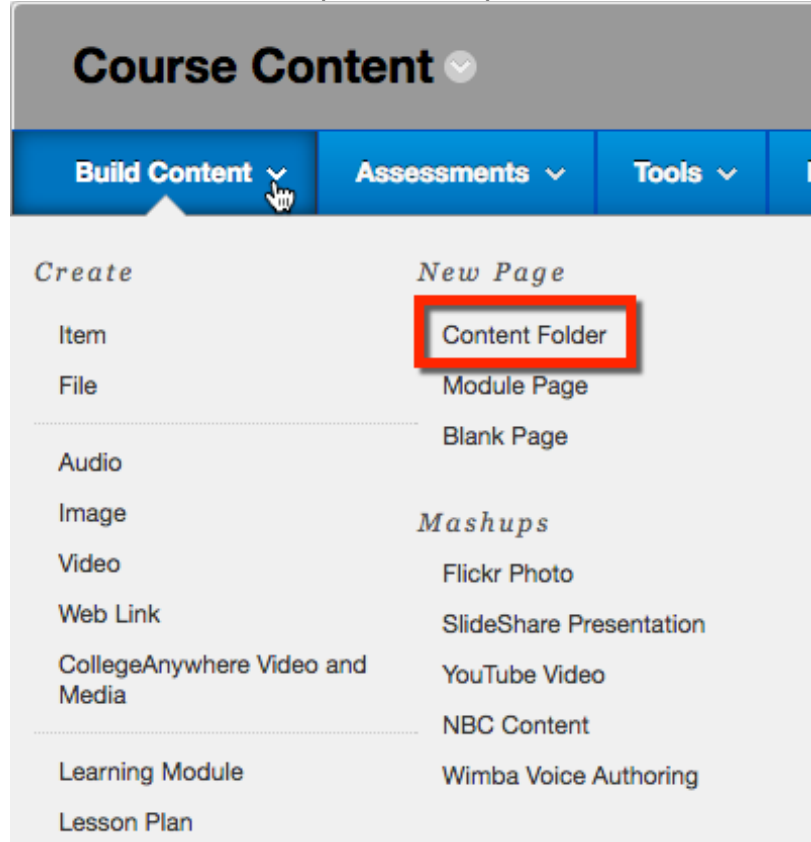


Create a Content Folder

Enter a Blackboard course and select a content area to add content. Once you are in a content area, hover your mouse over **Build Content** to open the drop down menu. Select **Content Folder**.



Content Folder Information

Name: Create a name.

Text: Create content.

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

Indicates a required field.

Cancel Submit

CONTENT FOLDER INFORMATION

Name

Color of Name Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

HTML CSS

Create text.

***Blackboard Questions?** Contact the *Center for Online Teaching and Learning**

Email: blackboard@govst.edu Phone: (708) 534-4115

Standard Options:

Permit Users to View this Content: Make sure Yes is selected or students will not be able to view this content.

Track Number of Views: You will be able to keep track of how many users view this material.

Select Date and Time Restrictions: Select availability dates and times to limit when students can view this material.

Once you are finished, click **Submit**.

STANDARD OPTIONS

Permit Users to View this ☒ Yes ☐ No
Content

Track Number of Views ☐ Yes ☒ No

Select Date and Time
Restrictions

☐ Display After  


Enter dates as mm/dd/yyyy. Time may be entered in any increment.





☐ Display Until  


Enter dates as mm/dd/yyyy. Time may be entered in any increment.

You have successfully created a **Content Folder**.

Success: Content Folder created.

Course Content 

Build Content  **Assessments**  **Tools**  **Partner Content** 

 **Content Folder**
Create text.

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