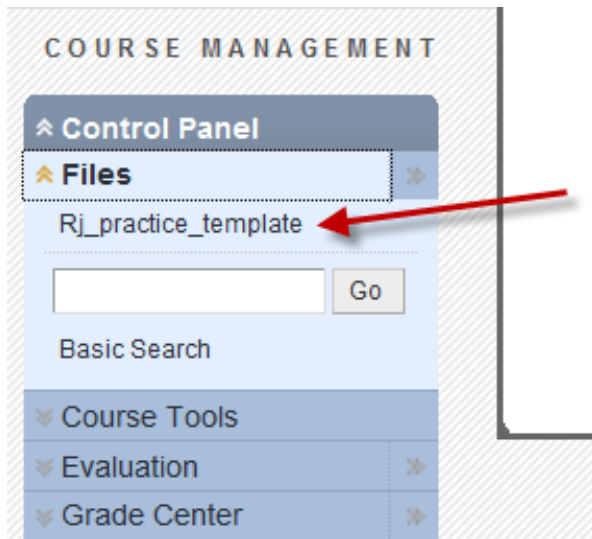
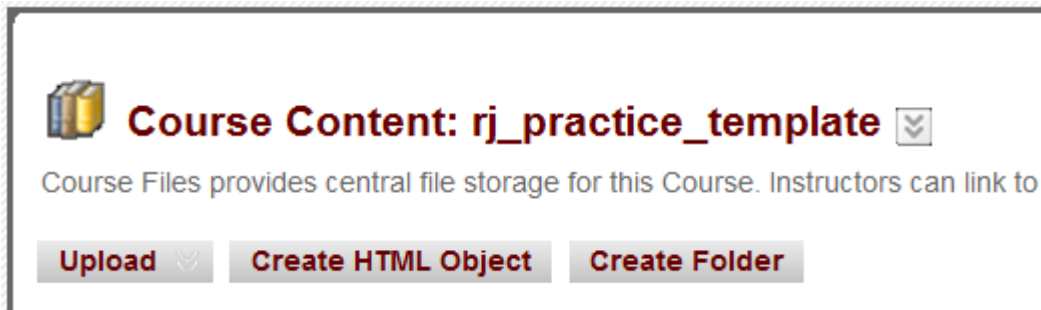


Creating a File and Folder Structure for Blackboard Content

1. Open the Course Content area of Blackboard by selecting the **Files** option under **Control Panel**. Click on **Files** to expand the selection, and then click the title of the course.



2. This brings you to the **Course Content** area of Blackboard. You may **Create Folders** for content and add content through this interface.

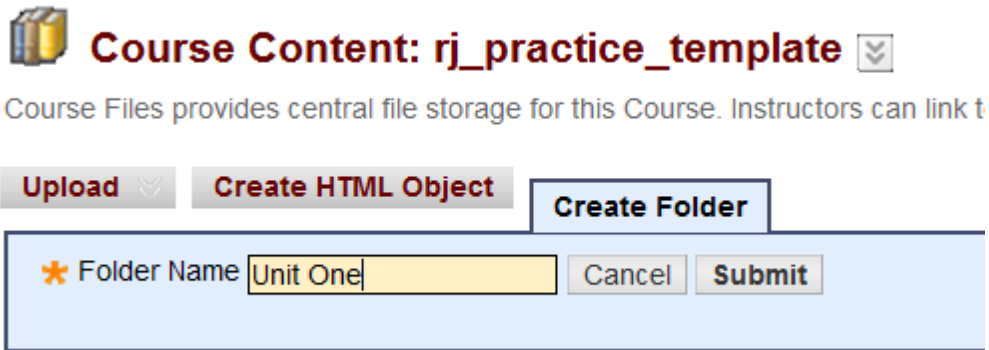


3. It is good practice to organize files in folders and subfolders. For example, you may have a total of four units planned for your course, one for each test. Each unit will have modules that match the chapters in the textbook. This structure should be reflected in how you organize the files in your course and subsequently the content on the content page.

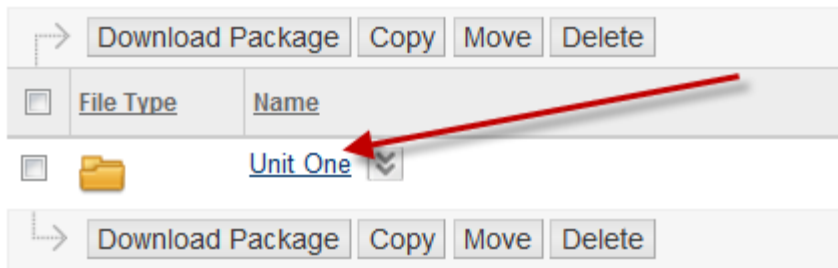


Creating a File and Folder Structure for Blackboard Content

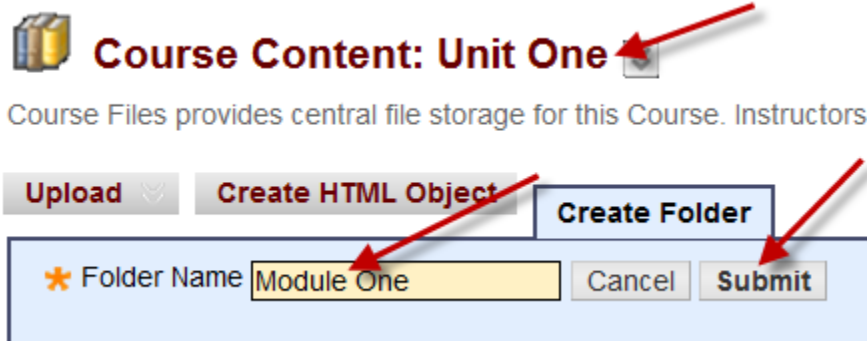
- To create a file and folder structure, use the **Create Folder** button to create a top level folder for each major unit. Add a descriptive name, and then click on **Submit**.



- You now have a **Unit One** folder within the Course Content area of Blackboard. Click on the folder name "**Unit One**" to open that folder.

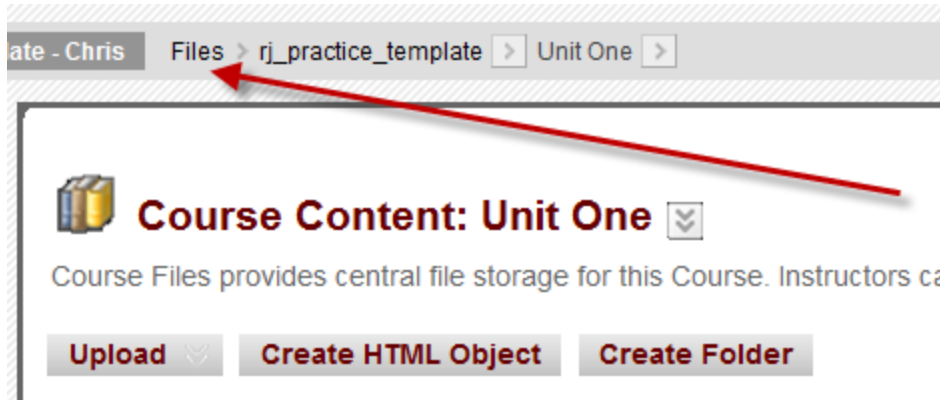


- You can now **Create Folders** for each **module** under the **Unit One** folder. Add a descriptive name, and then click on **Submit**.

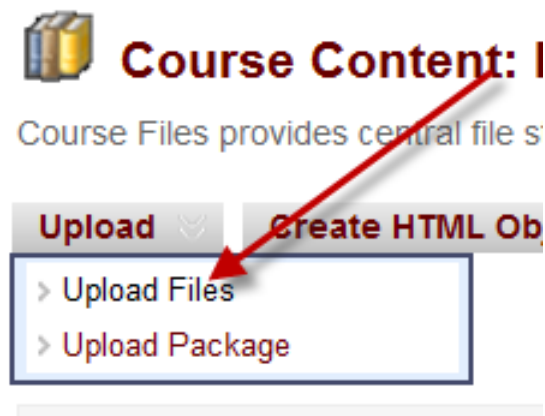


Creating a File and Folder Structure for Blackboard Content

- Repeat Step Six for all modules you have planned under this folder. You can also create folders under sub level folders as far as you wish to go.
- Navigate between folder levels by using the **bread crumbs** at the top of the screen. Click on **Files** to return to the top level folder.



- You can add content to each folder or sub level folder by navigating to that folder, and clicking on the **Upload** button.
- If I choose to upload a PDF file under Module One in Unit One, I would navigate to **Module One** by clicking on the folder names, click on **Upload**, and then choose **Upload Files**.



- You have the option of **uploading single** or **multiple** files, the default is single. You also have the option of browsing for your files or using drag and drop. This demonstration will show us the Browse feature.



Creating a File and Folder Structure for Blackboard Content

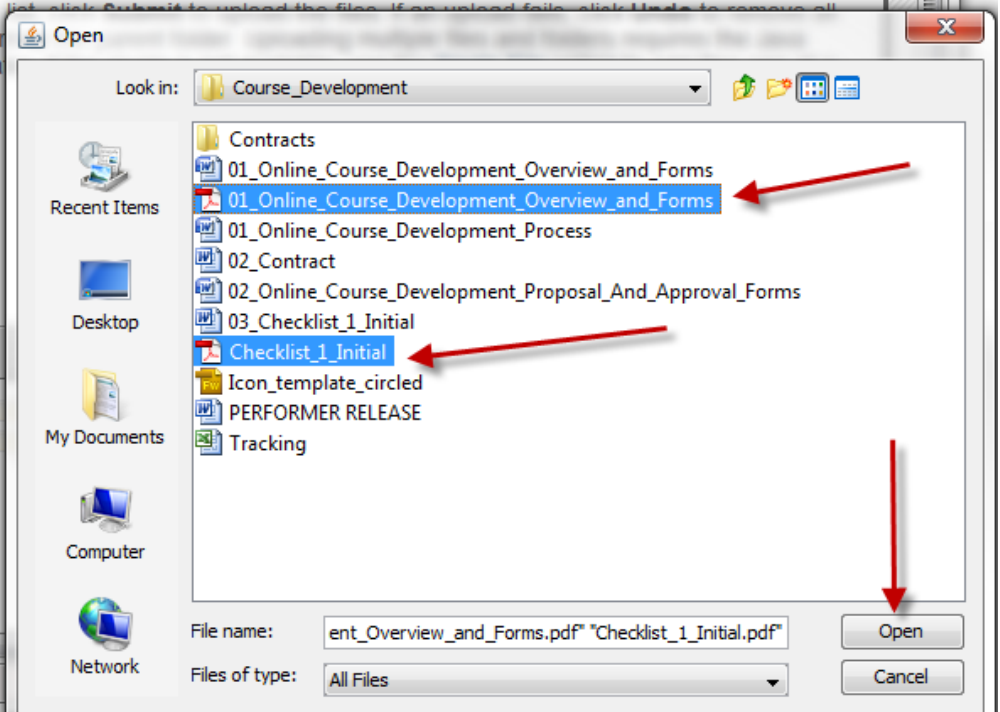
- Click on the **Browse** button. You will be given a popup window that allows you to search for files on your computer. Select the files you want to upload by clicking on individual files. You can also select multiple files by holding down the **CTRL** key and clicking on the files.



Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and return to the **Upload** plugin, version 1.5 or later.

Browse



- Click on **Open** once you have selected all the files. You will see the files listed in the **Upload Multiple Files and Folders** window within Blackboard.
- Click on **Submit**. Once the files are successfully uploaded, you will see them listed within the appropriate folder in the **Course Content** area. These files are now ready for use in your course.



Course Content: Module One

Folder Name

Course Files provides central file storage for this Course. Instructors can link to any o

Upload **Create HTML Object** **Create Folder**



Files

