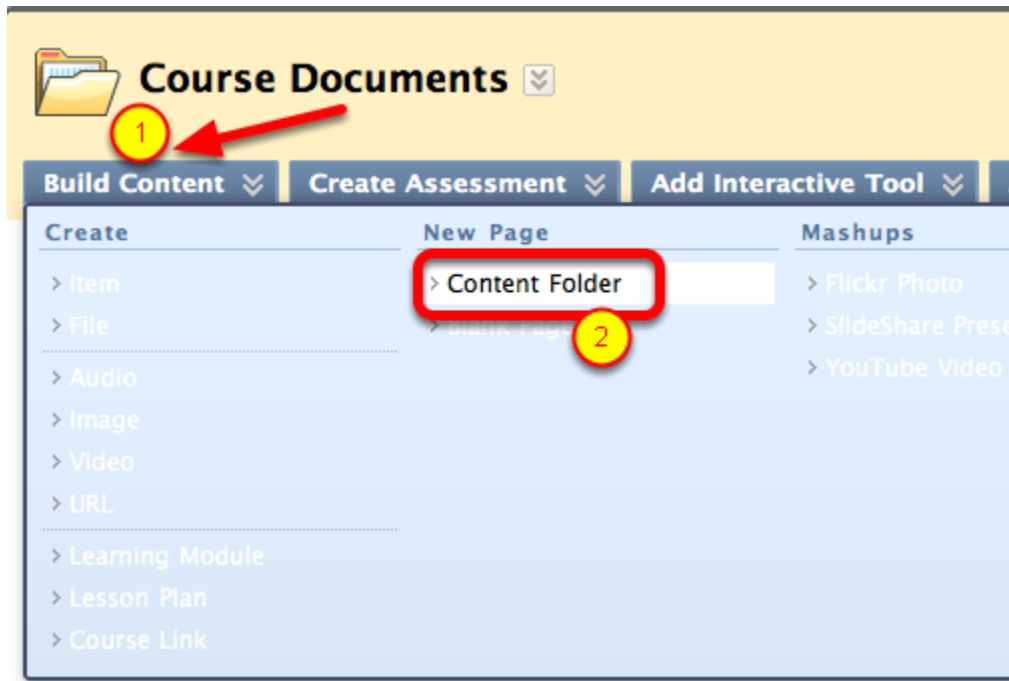


Adding a Folder

This lesson covers adding folders to Content Areas

Open the Build Content menu on the page in which you want the folder to appear and select Content Folder



Add Title (required) and explanatory text (if desired)

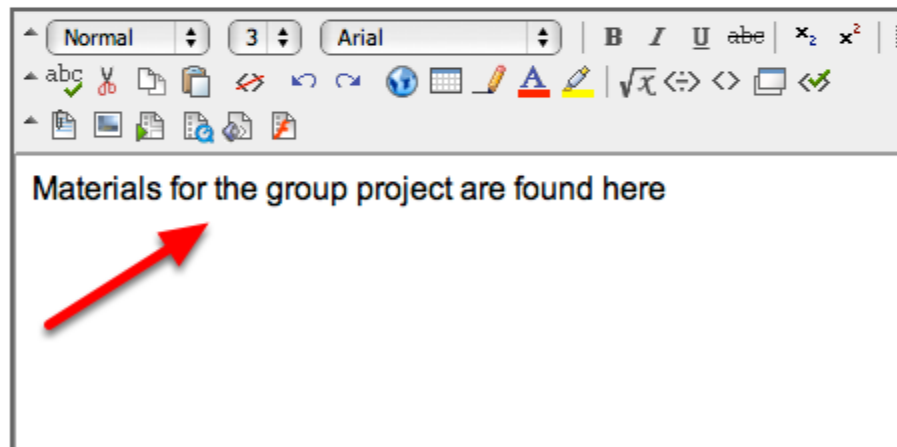
* Indicates a required field.

1. Folder Information

* Name

Color of Name Black

Text



The screenshot shows a rich text editor toolbar with various icons for text formatting and editing. Below the toolbar, the text "Materials for the group project are found here" is entered into the text area. A red arrow points from the left towards the text.

Optional: Choose tracking options and date restrictions if desired

2. Options

Permit Users to View ☒ Yes ☐ No
the Content Item

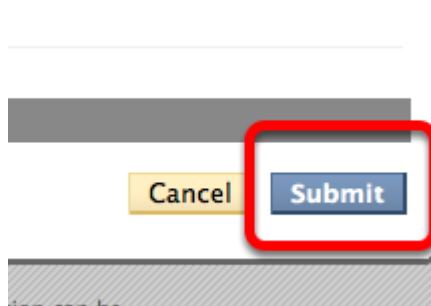
Track Number of Views ☐ Yes ☒ No

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.

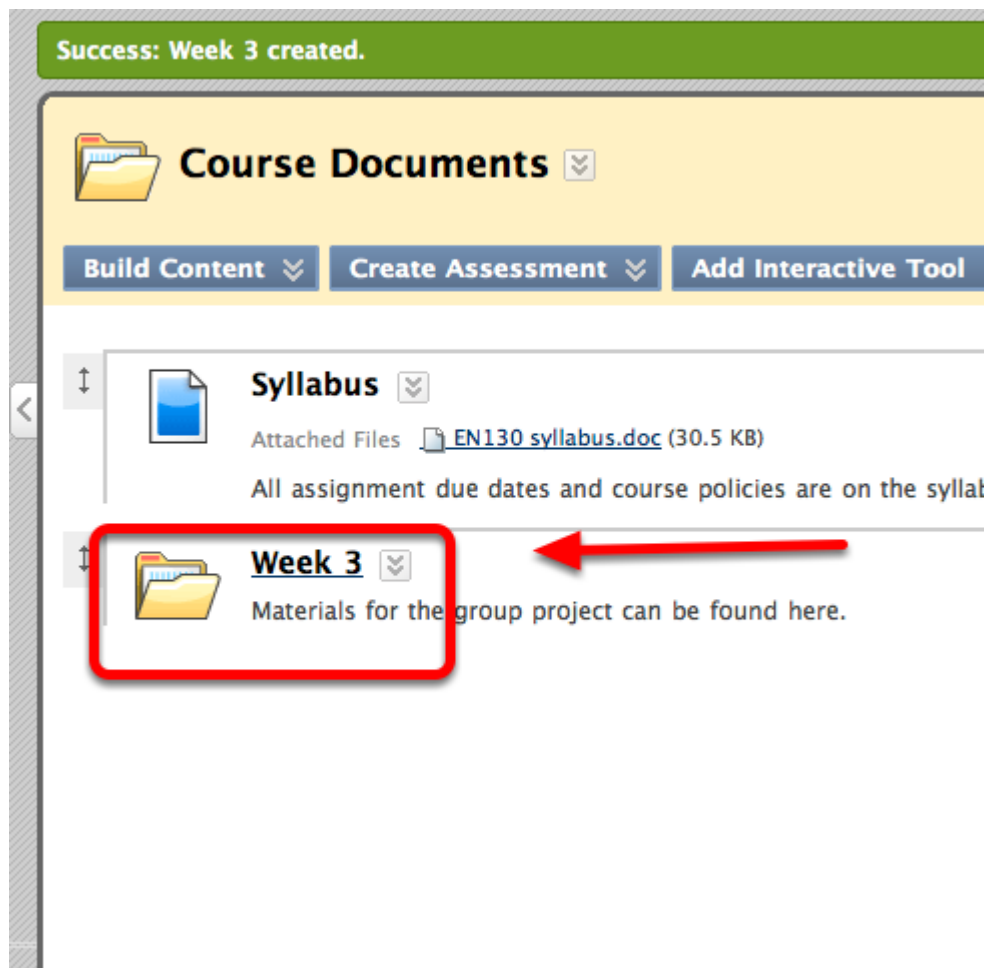
You can make folders temporarily unavailable by selecting NO* for **Permit Users to View Content Item**. This will hide the folder and all content added later to it from students. To make it available later, use the Edit function to change the permission to **YES**. In addition, you can track views and set availability dates for a future time frame. To make content available as of a certain date but keep it available after that, fill out the **Display After** field but **NOT** the **Display Until** field.

Click Submit



Your folder has been created.

Your folder has been created.



To add new items to your folder, **click the Folder Title** and then choose which items you'd like to add from the menu above. This is just like adding any content to any other content area of Blackboard.