

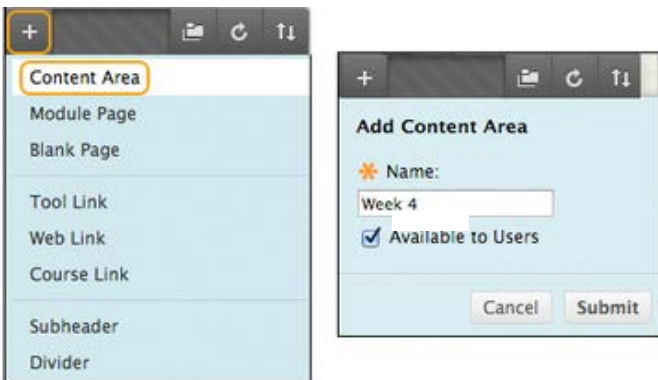
Blackboard – How to Add a Content Area and Folders

Content areas enable you to present various types of content in an organized and engaging way. After you create a content area, you can create content items within it to present your course material. You can include content such as folders, text, file attachments, links to websites, tests, assignments, and multimedia. **NOTE:** When performing the instructor functions, ensure Edit Mode (button on top right hand side of the screen) is ON.

Add a Content Area

Content areas are the top-level course areas. You create and manage them on the course menu.

- Point to the **plus sign** above the course menu. The Add Menu Item drop-down list appears.
- Click on Content Area.
- Type a **Name** for the new content area.
- Select the **Available to Users** check box. You can create content areas ahead of time, make them unavailable to users, and then make them available at the appropriate time.
- Click **Submit**. A link to the new content area appears at the bottom of the course menu. **Note:** You can move the link by pointing to it with the mouse, once you see the arrow, then drag it to where you want it to go.



Add a Content Folder

Folders are a type of course area that you can use to organize content. You create folders in existing content areas. After you create a folder, you can add content and additional sub-folders to it. For example, in a content area, you can create folders for each week of your course.

Use folders to organize content to make materials easier to find and reduce the amount of scrolling in a course area. You want to limit the number of nested folders used so that students can access content with as few clicks as possible.

- Go to the **Course Menu** and click on the content area that you created.
- On the action bar, point to **Build Content** and click Content Folder.

