

Creating folders

Quick guide for designers


For Blackboard Vista 4.x

Use folders to organise your course content according to theme and/or where no particular content sequence is necessary. When content sequence is required then learning modules are more appropriate.


Folders can contain content files and tool components (discussion topics, assessments, etc.). It is also possible to nest folders, allowing you to further organise course content.

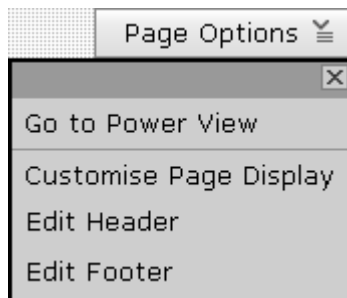
Creating a folder

From the **Build** tab, folders can be created on the home page or within any existing folder.

1. Navigate to the home page or folder where you wish to add a folder.
2. Click on  to open the **Create Folder** screen.
3. Enter a title for the folder (required field); add any introductory text you would like to appear when students open the folder in the **Descriptions** text box (optional).
4. Choose to hide or show the folder, and then click **Save**.

Customising a folder

1. Navigate to the folder you just created.
2. To add headers or footers, or change the layout of the page, click on **Page Options**  (top right of screen), and select the appropriate menu item from the drop-down list.



Adding contents to a folder


From the newly created folder, three options are presented to you.

1. **Adding Files** – To add a file, click on **Add File** button and browse to the file, or create a new one. (You can browse to a file already uploaded to the section, a file in another online course you have access to, or to a file on your computer.)
2. **Creating Folders** – To add another folder (i.e. sub-folder within the current folder); click on the **Create Folder** button.
3. **Adding Content Links** – To add a particular tool/item (e.g. assessment item, assignment, discussion topic etc.) click **Add Content Link**.



Modifying/editing a folder

You can modify both the settings of the folder – its title, description, visibility etc, as well as its contents.


To modify the settings

1. Click on the *ActionLinks*  icon next to the title of the folder on screen and select **Edit Properties** from the drop-down list. The **Edit Properties** screen appears.
2. Edit the information required, and then click **Save**.

To modify the contents of a folder

1. Click on the *ActionLinks*  icon next to the title of the folder on screen and select **Go to Folder** from the drop-down list.
2. Click on the *ActionLinks*  icon for the content item concerned and select the appropriate action – e.g. remove, edit its settings, show/hide, move to another folder.

Moving/deleting a folder

You can move a folder (and all of its contents) to another folder, or remove the folder entirely. Simply click on the *ActionLinks*  icon next to the folder's title on screen and select **Move to Folder** or **Delete** from the drop-down list.

You can also move the position of the folder link on the page with respect to other items on that page. Click on the < **Move** > arrows to shift in the direction desired.

Need more information?

See the companion comprehensive guide **Creating and managing folders**. For details about adding specific tool components, see the relevant guide in this series.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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