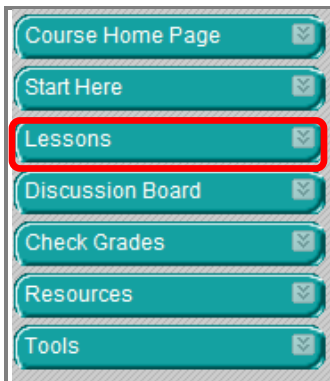


## Adding a Content Folder

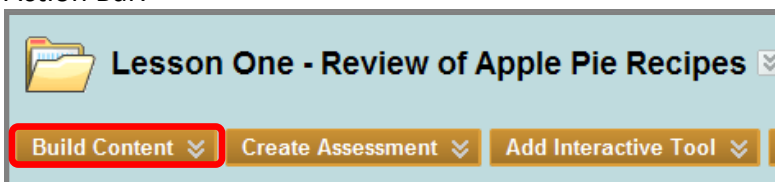
**Content Folders** are used to simplify student navigation by organizing content and material within content areas of Blackboard. A recommended best practice is to create one folder for each lesson in your course, which contains everything a student would need for a lesson, such as a list of objectives and to do's, lectures, handouts, activities, assignments, and assessments. This folder organization eases student navigation and streamlines the learning process.

Follow these step-by-step instructions to add a **Content Folder**:

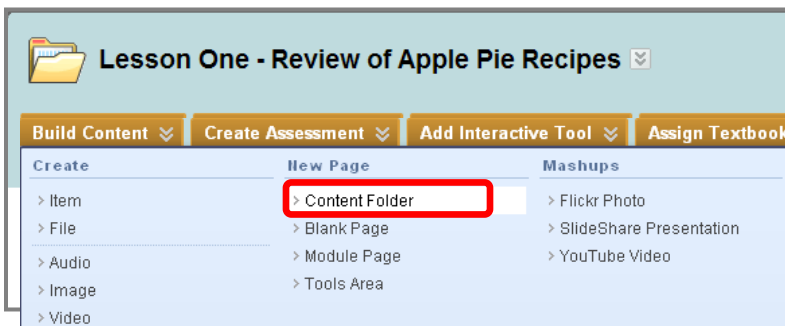
1. Navigate to a Content area by clicking one of the Course Menu buttons. In this case, let's use the "Lessons" button.



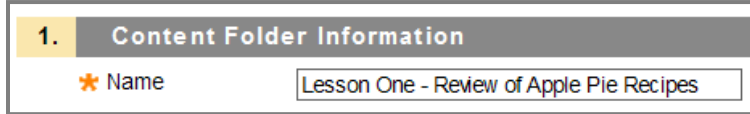
2. The Lessons folder opens. At the top of the page hover over the *Build Content* button on the Action Bar.



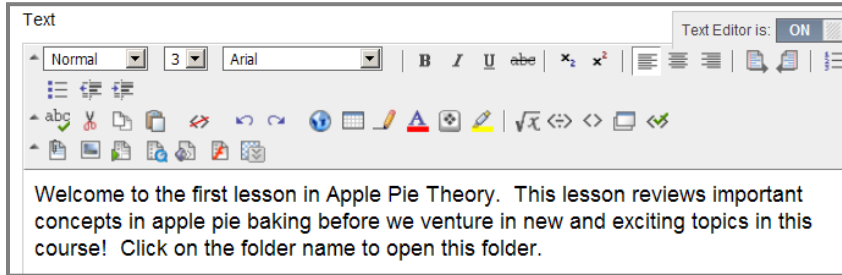
3. Click on **Content Folder**.



4. Type a name for the **Content Folder** in the Name field.



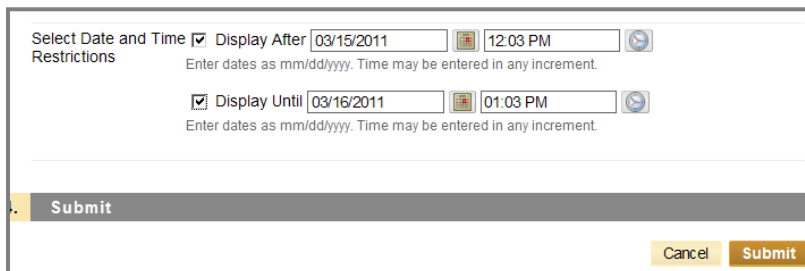
5. Type instructions or information about the folder into the Visual Textbox Editor.



6. Select **Yes** to make the **Content Folder** visible to students. You can also track the number of times students have viewed the folder by selecting **Yes**.



7. Select Date and Time restrictions by placing dates in the *Display After* and *Display Until* fields, then check the radio box in front of the each field and click *Submit*.



8. Success Bar will appear at the top of the page.

**Success: Lesson One edited.**

9. The Content folder will now appear in the Content area.

