

Add Folder



Folders are useful for organizing and structuring content in a [Content Area](#). For example, instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Assessments, and Group Projects.



Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

1 Folder Information

Name: Enter the [name](#) of the folder. Be descriptive. This will be visible to the student as a link to your folder. You may want to change the color of the name to match other folders that are similar.

Text: Enter a description of the folder. This can include a list of the items that are located in this folder.

Remember: In the text area, add only the description of the folder. This is not the location to add your course content! After submitting this folder, you must enter the folder and add content.

Text

A screenshot of a rich text editor interface. The toolbar includes options for font style (Normal), font size (3), font family (Arial), bold (B), italic (I), underline (U), strikethrough (S), subscript (x₂), superscript (x²), bulleted list, numbered list, indent, and outdent. The text area contains the text "CHAPTER 1 - Outline, Assignment, & Chapter Quiz" where "CHAPTER 1" is in red and the rest is in black. The path bar at the bottom shows "Path: body » font » strong » font".

CHAPTER 1 - Outline, Assignment, & Chapter Quiz

Path: [body](#) » [font](#) » [strong](#) » [font](#)

2 Options

Make the content available: Select Yes to make this folder available to students.

Track number of views: Select Yes if you want to track students that have visited this folder. To view these Statistics, next to the Folder, click on Manage and then Statistics Tracking.

Choose date and time restrictions: The date the folder will be available can be selected here. Using this feature will also restrict all content information within this folder.

Display After: Select the date and time when this Folder will become available to students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.

BPCC Recommendation: Please do not select 12:00 am or 12:00pm. This has been a large source of confusion for many students and faculty. Using 11:55 or 12:05 in place of 12:00 seems to eliminate most of the confusion.

Display Until: Select the date and time the Folder will be made unavailable to Students. This field may be left blank.

BPCC Recommendation: Please do not select 12:00 am or 12:00pm. This has been a large source of confusion for many students and faculty. Using 11:55 or 12:05 in place of 12:00 seems to eliminate most of the confusion.

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