Blackboard Course – Create Folders

The following steps show instructions on how you can create Folders within a Blackboard Learn course.

Steps for creating a Folder:

1. Go to your Blackboard course.
2. Place your mouse right where you want to create the folder and click on the cross (+) symbol.

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1. Select “Create”

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1. Click on the “Folder” option in the right panel.

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1. Give a name to your Folder.

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1. Don’t forget to make it visible so that the students can see it.

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1. Click on “Save” (bottom right corner)

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