

Organizing Content



In Blackboard, content is organized within learning modules and/or content folders. This tutorial will explain how to use both.

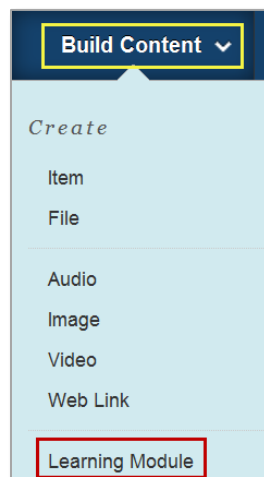
How to Create Learning Modules

Learning modules provide an option to create a table of contents, which many faculty find useful. Content folders that you place in a learning module are automatically added to the table of contents. Modules also give you the option of forcing students to progress through the content sequentially. Below is an example of a learning module.



Example of a Learning Module

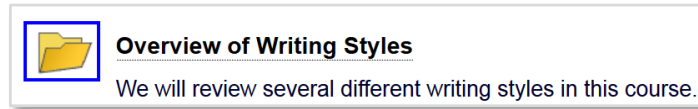
1. Click on **Build Content**.
2. Select **Learning Module**.



3. Enter a **Name** and set the **Options** you want.
4. Scroll down and click on **Submit**.

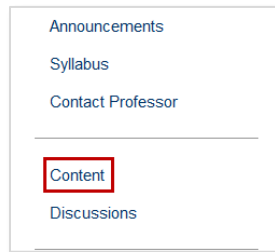
How to Create Content Folders

A **content folder** can contain specific content as well as additional sub-folders. For example, you can create a folder for each week of your course that contains subfolders containing your content.



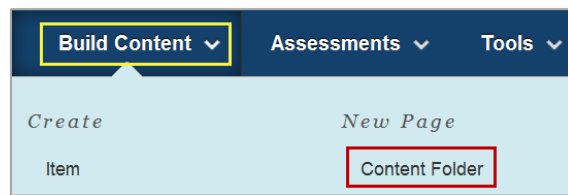
Example of a Content Folder

1. Select **Content** from the Course Menu page.



Please note: As the instructor you can change the name of any item located in this section of the course menu.

2. Click on **Build Content**.
3. Select **Content Folder**.



4. Enter a **Name** and set the **Options** you want.
5. Scroll down and click on **Submit**.

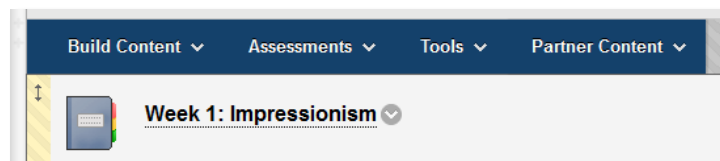
Creating Sub-Folders

You can also include sub-folders within content folders and learning modules. The example on the next page shows a learning module, Unit II: Informal Writing Styles, containing a sub-folder, Readings for Week 2.

The screenshot shows a learning management system interface. On the left is a 'Table of Contents' with a tree view containing items like 'Formal vs Informal Writing: What's the Difference?', 'Readings for Week 2', and 'Assignment on Informal Writing'. The main content area is titled 'Unit Two - Informal Writing Styles' and has a dark blue navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Below this, there is a video player for 'Formal vs Informal Writing: What's the Difference?' with a 'Watch Video' button. Below the video is a folder icon for 'Readings for Week 2' with a text instruction: 'Please read the following articles before submitting Assignment 2.'

Content Options

1. To view the options of a learning module, content folder, or content type, point to its name and access the down arrow.



2. Select **Edit** to make changes.

