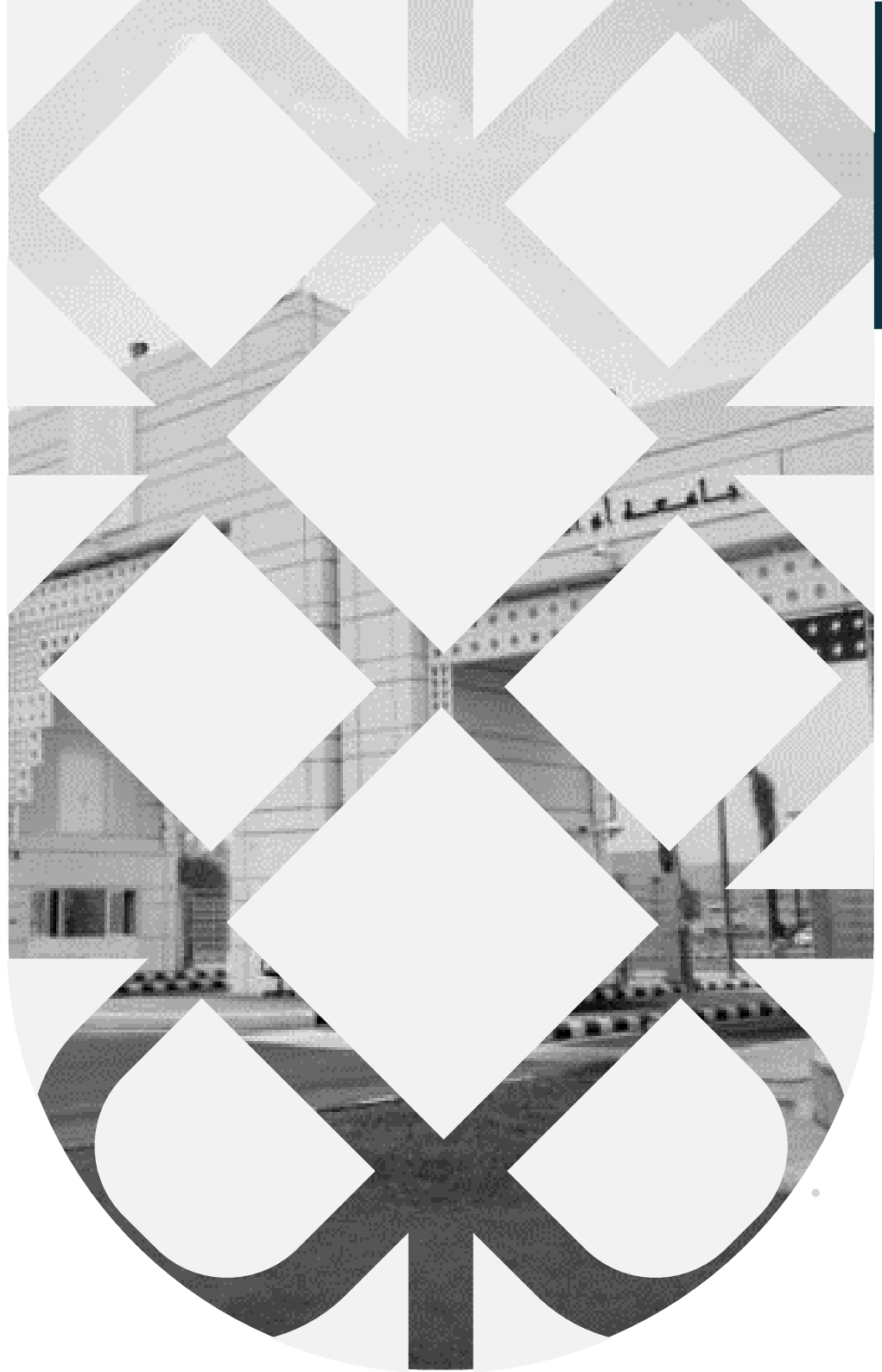




عمادة التعلم الإلكتروني والتعليم عن بعد
Deanship of eLearning & Distance Education



How to Create a Folder for the Educational Content?

Deanship of E-Learning and Distance Education
umm al qura university

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

How to Create a Folder for the Educational Content?

Dear faculty member, now you will learn how to create a folder for the educational content of the course. You need to follow the following steps:

1- Firstly

The screenshot shows the Blackboard Home Page. In the left sidebar, the 'Content' tool is highlighted with a red circle. A purple box with a white border contains the text 'From the list of the course tools, choose content', with a purple arrow pointing from the box to the 'Content' tool in the sidebar. The main content area shows 'My Announcements', 'Needs Attention', and 'To Do' sections.

2- Secondly

The screenshot shows the Blackboard Content tool interface. In the top toolbar, the 'Build Content' option is highlighted with a red circle. A blue box with a white border contains the text 'From the toolbar, choose build content', with a blue arrow pointing from the box to the 'Build Content' option. Below the toolbar, a dropdown menu is open, showing various content creation options such as 'New Page', 'Content Folder', 'Module Page', 'Blank Page', 'Audio', 'Image', 'Video', 'Web Link', 'Learning Module', and 'Lesson Plan'. A red dot is visible on the right side of the menu.

3- Thirdly

From the drop-down list, choose content folder

https://lms.uqu.edu.sa/webapps/blackboard/content/listContentEditable.jsp?content_id=_521578_1&course_id=_129929_1&mode=reset#bcMenu

4- Then, you can move to the folder setting screen

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

CONTENT FOLDER INFORMATION

* Name

Color of Name Black

Text

Click **Submit** to proceed.

Cancel Submit

Type in the folder name

The screenshot shows the Blackboard interface for managing a folder. The 'STANDARD OPTIONS' section includes:

- Permit Users to View this Content:** Radio buttons for 'Yes' and 'No'. A callout box states: "In case you want the content to be available for the students immediately, click on 'yes' next to 'permit users to view this content'".
- Track Number of Views:** Radio buttons for 'Yes' and 'No'.
- Select Date and Time Restrictions:** Checkboxes for 'Display After' and 'Display Until', each with a date picker. A callout box states: "From here you can choose a specific date to display the folder".

Other visible options include 'Color of Name' (set to Black) and a rich text editor for the folder name.

5- After you finish filling the desired options, click on "submit" button





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