

## INTRODUCTION


From the instructor's point of view, folders and learning units are basically the same (there is a slight difference which you will see when you build them in the following steps). Their purpose is similar to that of a folder on the desktop of your computer. They are simply used to group course content into sections. For example, you could have a folder or learning unit titled "Week 1" and have all of the course items for week 1 inside of it.

From the students' point of view, folders and learning units are different in the way the course items inside are displayed. A folder will list the course items vertically, all on the same screen. A learning unit will put each course item on it's own screen. The student will click through the course items like a slide show.

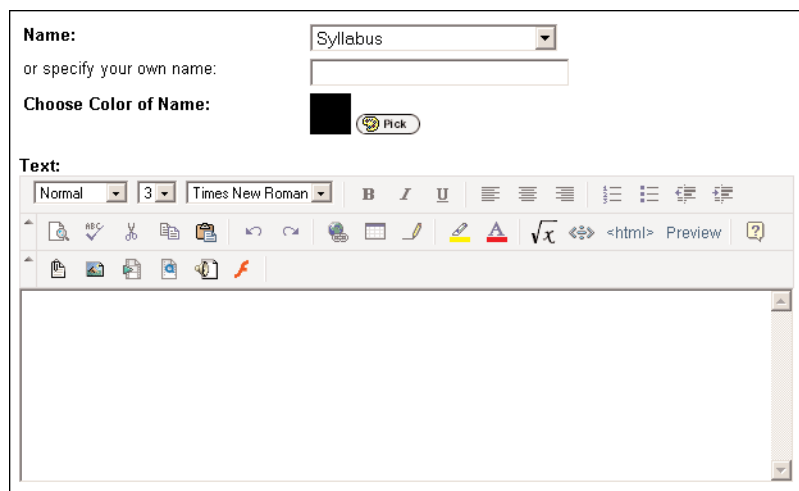
## ADD A FOLDER

1. In the section of the **Control Panel** titled "**Content Areas**", click on the name of the area you wish to add a folder to.



2. Click the **Add Folder** button. 
3. Select a name for the folder from the dropdown menu, or type a name into the text box. You may also choose a color for the name by using the color swatch under the item name.
4. In the text box provided enter a description about the intended contents of the folder.

**Note:** If you are using Blackboard on a Mac, you will see a less robust version of the text editor you see below. For an explanation of the Mac text editor please see page 14, Course Items.

A screenshot of the folder creation form. At the top, there is a 'Name:' label followed by a dropdown menu showing 'Syllabus'. Below this is a text box with the placeholder 'or specify your own name:'. Underneath is a 'Choose Color of Name:' section with a black color swatch and a 'Pick' button. The bottom section is labeled 'Text:' and contains a rich text editor toolbar with various icons for text formatting (bold, italic, underline, list, link, unlink, etc.) and a large text area for entering the folder's description.

## HELPFUL HINTS:

You can use folders in Blackboard to organize your content into modules such as by assignment, by chapter, by week, etc. Decide on your method of organization *before* uploading your material.

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5. Select the options you would like to use for this particular folder:


- Make the folder available to students.
- Choose between which dates and times you want the folder available to students if the information is time sensitive.

**Do you want to make the folder visible?**       Yes    No

**Choose date restrictions**

Display After

Display Until

6. Click the **Submit** button to save your changes. 

## HELPFUL HINTS

Use Learning Units if you want students to proceed through the materials in a linear manner. Folders can be used if you prefer to give students unrestricted access to the course material.

## ADD A LEARNING UNIT

1. In the section of the Control Panel titled “Content Areas”, click on the name of the area you wish to add a learning unit to.



2. Choose **Add Learning Unit** from the dropdown menu on the right. 


3. Select a name for the learning unit from the dropdown menu, or type a name into the text box. You may also choose a color for the name by using the color swatch under the item name.

4. In the text box provided enter a description about the intended contents of the learning unit.

**Note:** If you are using Blackboard on a Mac, you will see a less robust version of the text editor you see below. For an explanation of the Mac text editor please see page 14, Course Items.

**Name:**

or specify your own name:

**Choose Color of Name:** 

**Text:**

Normal   3   Times New Roman   **B**   *I*   U   [List Icons]   [Link Icon]   [Unlink Icon]   [Help Icon]

[Image Icons]   [HTML Icon]   Preview   [Help Icon]

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5. Select the options you would like to use for this particular learning unit:

- Make the learning unit available to students.
- Enforce sequential viewing of the learning unit. If you say “No”, Blackboard will make the Table of Contents button a clickable list of each item in the learning unit so students can jump to a particular item without having to click through each one.
- Open the learning unit in a new window.
- Track the number of times the learning unit is viewed.
- Add metadata, or background information, about this learning unit.
- Choose between which dates and times you want the learning unit available to students if the information is time sensitive.

<b>Do you want to make the Learning Unit visible?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Do you want to enforce sequential viewing of the Learning Unit?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Do you want the Learning Unit to open in a new window?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Do you want to track number of views?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Do you want to add metadata?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Choose date restrictions</b>	
	<input type="checkbox"/> Display After
	Nov 18 2002 <input checked="" type="checkbox"/>
	10 25 AM
	<input type="checkbox"/> Display Until
	Nov 18 2002 <input checked="" type="checkbox"/>
	10 25 AM

6. Click the **Submit** button to save your changes.