

Blackboard Content Areas – Adding Folders and Learning Units

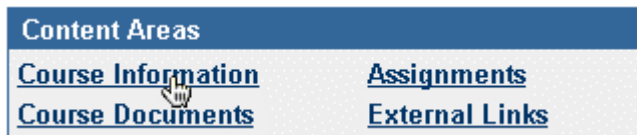
INTRODUCTION

From the instructor's point of view, folders and learning units are the 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.



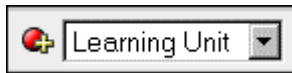
3. Select a name for the folder from the dropdown menu, or type a name into the text box. You may also choose a color for the name by using the color swatch under the item name.
4. In the text box provided enter a description about the intended contents of the folder. **Note:** If you are using Blackboard on a Mac you will see a less robust version of the text editor you see below.

ADD A LEARNING UNIT

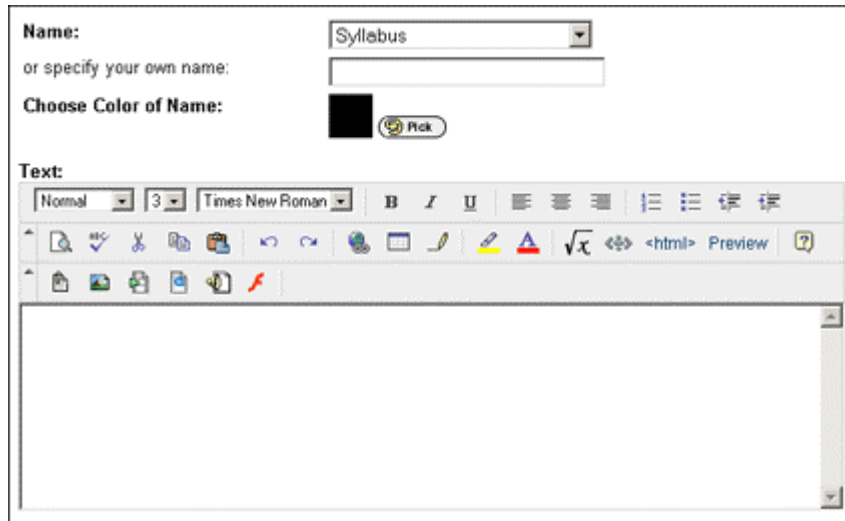
1. In the section of the Control Panel titled "Content Areas", click on the name of the area you wish to add a learning unit to.



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.



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 about this learning unit
- Choose between which dates and times you want the learning unit available to students if the information is time sensitive

Do you want to make the Learning Unit visible?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you want to enforce sequential viewing of the Learning Unit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want the Learning Unit to open in a new window?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want to track number of views?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want to add metadata?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Choose date restrictions	
	<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.

Submit

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.

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.