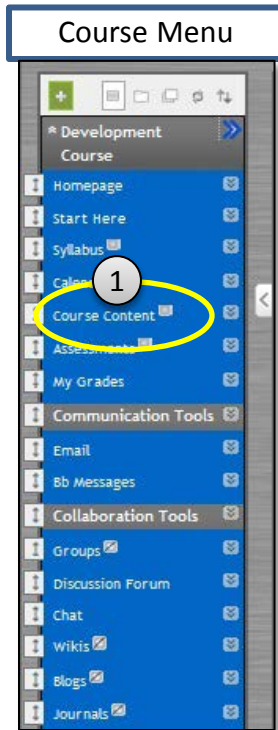


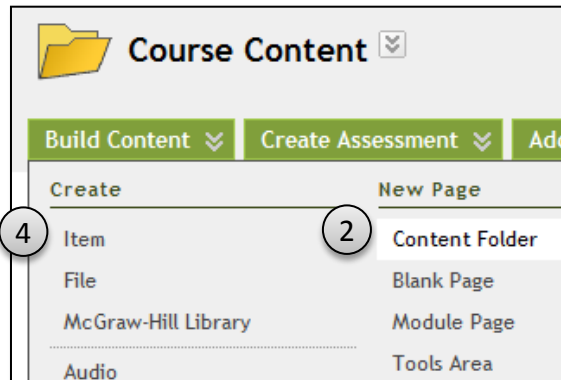
# Adding Unit Folders for Content in Your Blackboard Course

Each semester, courses listed in Banner, have a Blackboard course shell provided. This “starter” shell provides a basic structure for building your course and includes a set of items prebuilt into the Course Menu.



1 Click on **Course Content** in the Course Menu to access the content area provided for adding units of content to your Blackboard course.

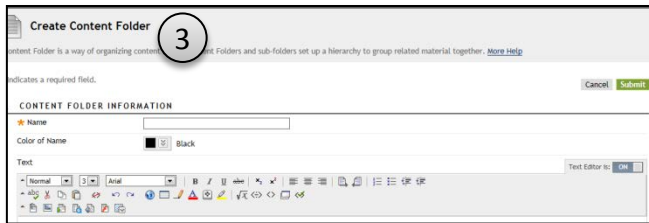
2 **CREATE Content Folder**  
Point to Build Content on the action bar.  
Click Content Folder under New Page.



The Build Content drop down list contains types of content you can create within your course.

There are options to create content, create a new page, or create a Mashup.

All of this content can be organized in folders to create a structure and flow through the Course.



3 **Name and Submit Content Folder**  
Type the name of your unit or module.  
Click the submit button.

4 **One way to add content to the unit folder: Open the folder then CREATE an Item**  
Under **Build Content**, select Create > Item

5 **Copy and paste content from Word**  
In the Bb text editor, paste text into the text box and click Submit.

