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.

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.