

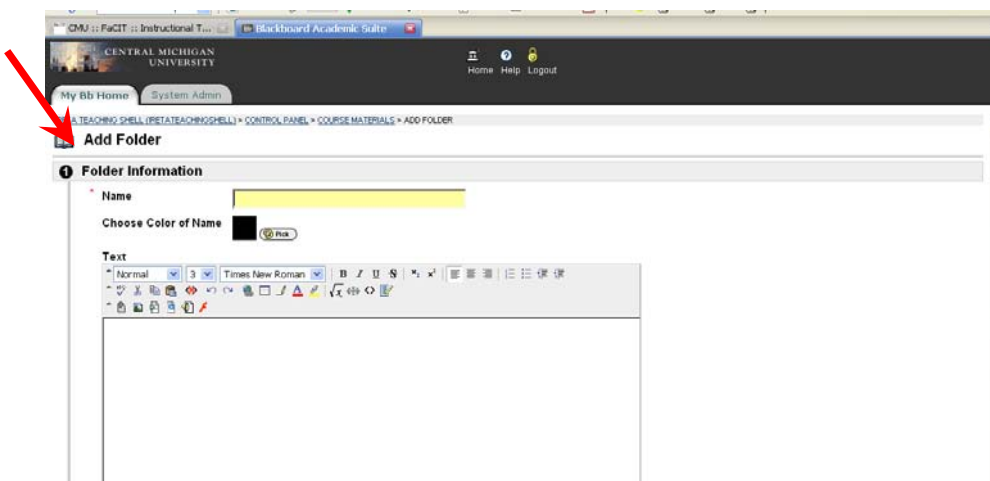
1. Enter the course and click on **Control Panel**
2. Click on one of the **content areas** (e.g. Course Materials or Assignments)



3. Click + **Folder**.



4. Fill in the Folder Information.
 - a. Type a name for the folder (required).
 - b. (Optional) In the **Text** box add any needed description or instructions related to the folder.



5. Under **Options**.

- a Check **Yes** to make the content available to students.
- b Choose whether or not to track the number of times individuals view the material.
- c To restrict the dates when the folder is visible, check the relevant box and choose **start** and/or end **dates**

Path: [body](#)

Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display Until

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Jun 01 06 2007 01 45 PM

Submit

Click **Submit** to finish. Click **Cancel** to quit.

Required Field

Cancel Submit

Waiting for blackboard.cmich.edu...

start Microsoft Office... Microsoft Office... Microsoft Office... Microsoft PowerP... blackboard Acade... Java Console 1:51 PM

6. Click **Submit** (at the bottom of the page) and **OK** (on the next screen).