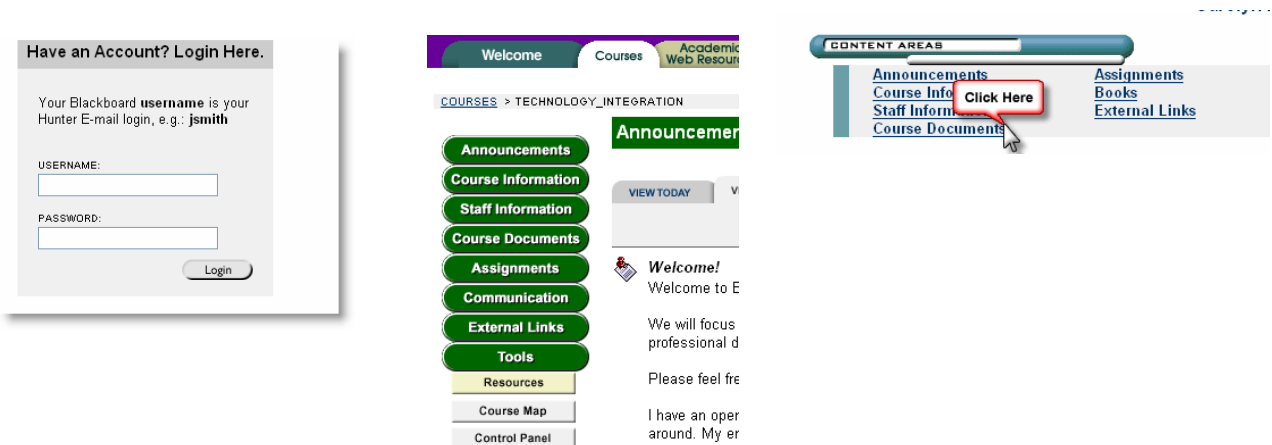# Blackboard: organizing your folders

Introduction

This HOWTO explains how to organize your folders. Folders are found in assignments, course documents, and a host of other modules in blackboard.
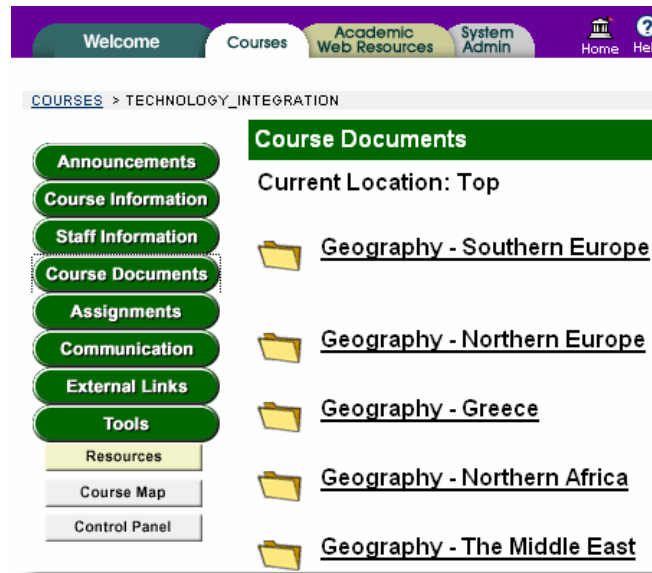

HOWTO

1) Login in
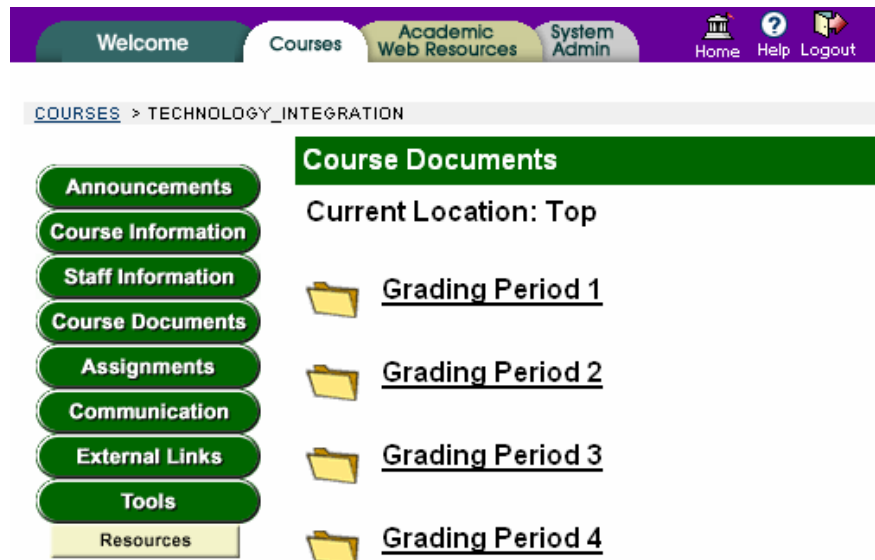2) Click on control panel
3) Click on the module you want to use

Almost all the modules have an [Add Folder] add folder button.

Folders are very helpful for organizing your blackboard content. The two ways I've seen effective organization is **thematically**:

And by **grading period**:

There are some cautions when using folders: you cannot move something once it's inside a folder, and if you delete a folder, you delete everything inside of it.

To add a folder your module, click the add folder button.

Choose a name, or simply type in your own name.

In the text box, you can describe the folder, but most people leave it blank - the folder name is description enough.

If you are inclined, you can control **when** the folder is visible. This control is rather straight-forward (nothing really fancy).

Finally, click the submit button.

❸ Submit

Click **"Submit"** to finish. Click **"Cancel"** to abort this process.

Cancel   Submit