In Blackboard, content is organized within learning modules and/or content folders. This tutorial will explain how to use both.

How to Create Learning Modules

Learning modules provide an option to create a table of contents, which many faculty find useful. Content folders that you place in a learning module are automatically added to the table of contents. Modules also give you the option of forcing students to progress through the content sequentially. Below is an example of a learning module.

1. Click on Build Content.
2. Select Learning Module.
3. Enter a Name and set the Options you want.
4. Scroll down and click on Submit.
How to Create Content Folders

A **content folder** can contain specific content as well as additional sub-folders. For example, you can create a folder for each week of your course that contains subfolders containing your content.

![Example of a Content Folder](image)

1. Select **Content** from the Course Menu page.

   ![Course Menu](image)

   **Please note:** *As the instructor you can change the name of any item located in this section of the course menu.*

2. Click on **Build Content**.

3. Select **Content Folder**.

4. Enter a **Name** and set the **Options** you want.

5. Scroll down and click on **Submit**.

**Creating Sub-Folders**

You can also include sub-folders within content folders and learning modules. The example on the next page shows a learning module, Unit II: Informal Writing Styles, containing a sub-folder, Readings for Week 2.
Content Options

1. To view the options of a learning module, content folder, or content type, point to its name and access the down arrow.

2. Select **Edit** to make changes.