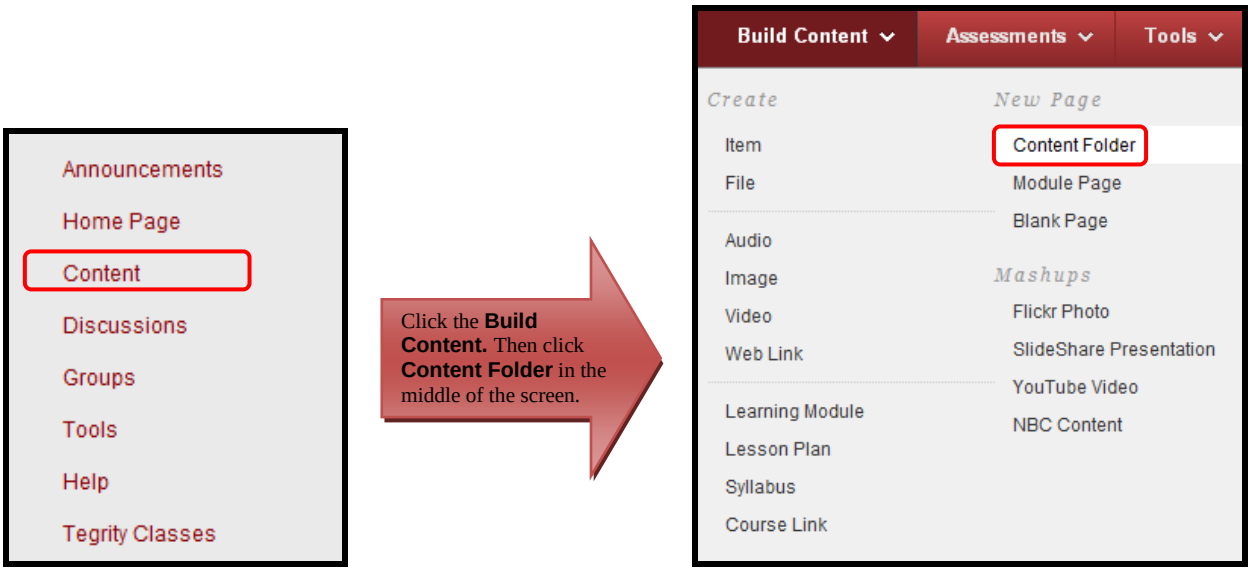
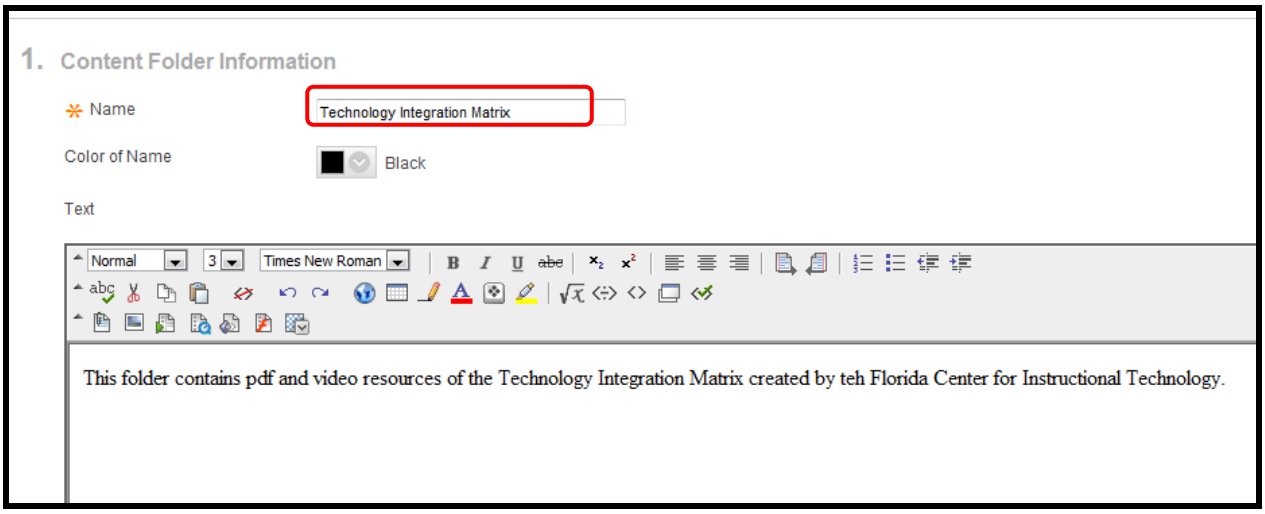
Organizing Blackboard Course Materials

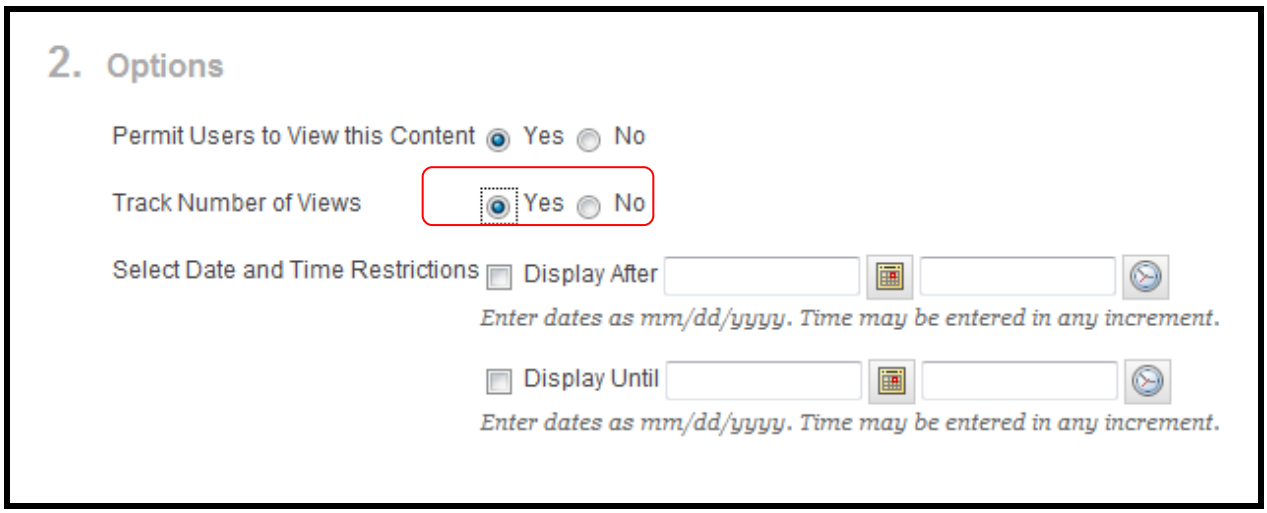
1. Log in to Blackboard https://eaglebb.coppin.edu
2. Go to your course site.
3. Click the **Course Documents** (or other content area that contains documents or other materials you would like to organize into folders).



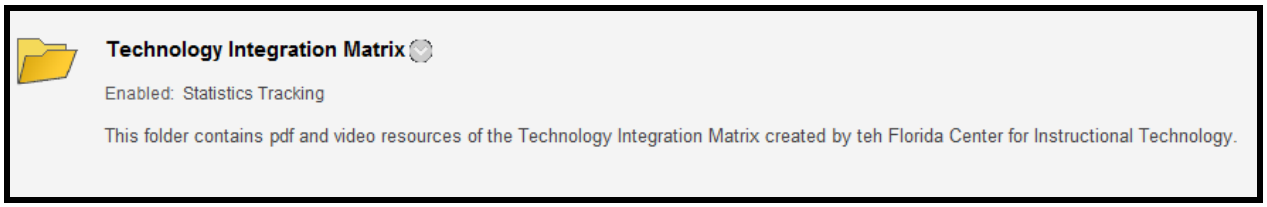
5. Type in a name for your new folder and any relevant description or text.



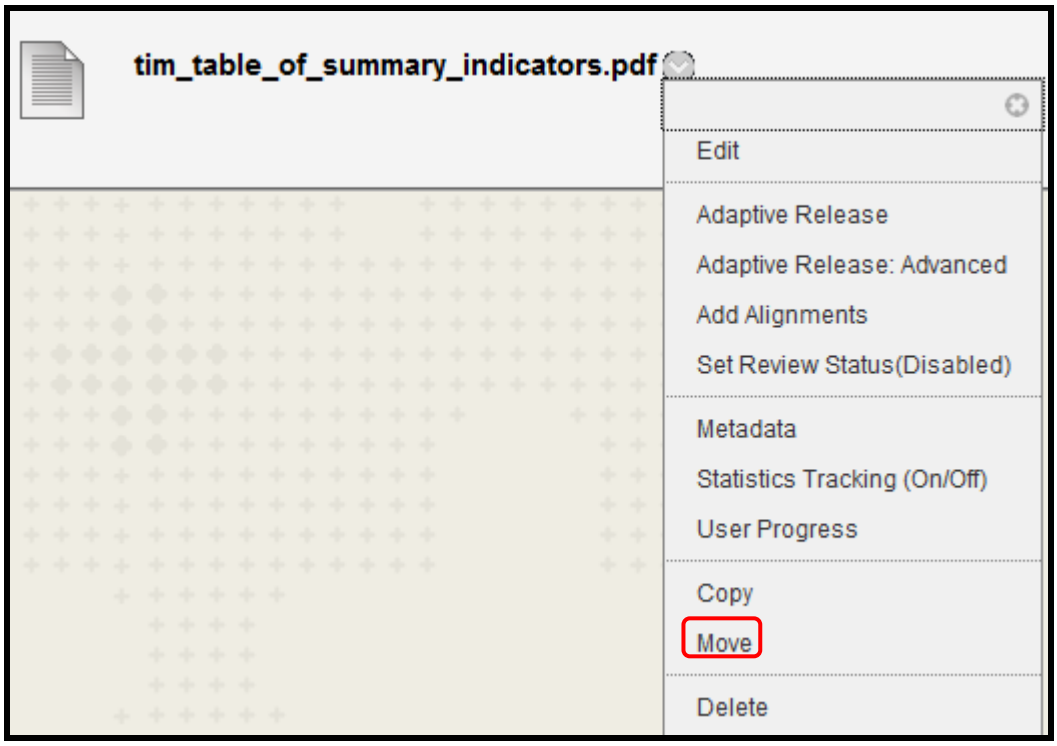
6. Select your **Options**. Selecting "**Track Number of Views**" allows you to keep data that shows the number of times the folder has been accessed.



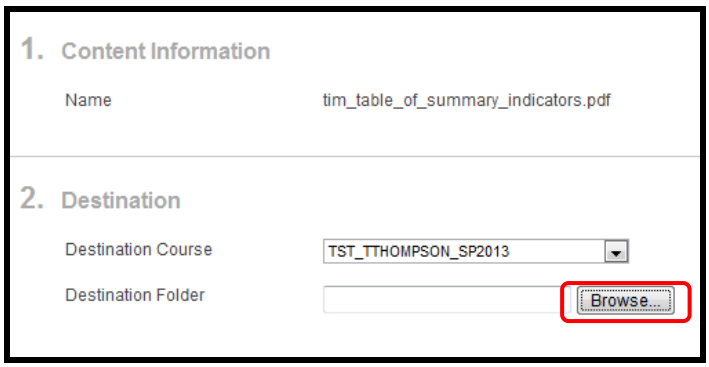
7. Click **Submit**. Your folder has now been created.

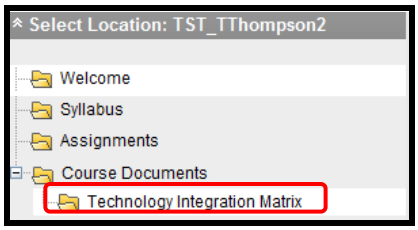


8. Click the double arrows next to the document that you would like to move to your new folder. Click **Move.**



9. Click browse to select the folder that you would like to move your document into. Then click **Submit**.





10. Your file has been moved to its new location.

11. **Repeat** steps 8 and 9 to move more files into the folder.

Congratulations, you have organized your files!

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**