

How to Customize the Course Folder Structure

Getting Started

Once you have progressed through the Design phase of the Kent State Online Framework, you should have completed the **Organizing Your Course Guide** worksheet from the "Essential Design" section on the Design page of the Kent State Online Framework. Using the structure from the worksheet you can quickly create the course folder structure in your online course in Blackboard Learn.

The Kent State Online template is pre-populated with an example course folder structure comprised of five content folders, each of which contains an Introduction and Overview content item. You can edit the title and text of each folder, create additional copies or delete unnecessary folders depending on your course structure.

Step 1. Review the Example Course Folder Structure

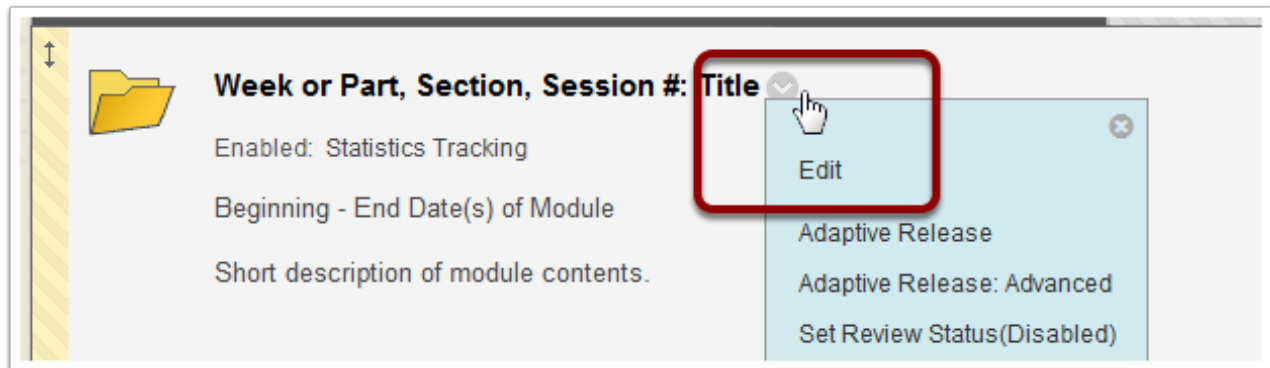
Click on the **Learning Materials** link in the course menu to review the example course folder structure.

The screenshot shows a course management interface. On the left is a navigation menu for 'Kent State Online Template v2.5.2'. The 'Learning Materials' link is highlighted with a red rectangle. The main content area is titled 'Learning Materials' and contains two identical example folder entries. Each entry includes a folder icon, a title 'Week or Part, Section, Session #: Title', and details such as 'Enabled: Statistics Tracking' and 'Beginning - End Date(s) of Module'. Below each entry is a placeholder for 'Short description of module contents.' The interface also features a top navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content' options.

Step 2. Edit a Week / Module Organizing Folder

To edit the name and description text of the folder, click on the Item Option icon then select **Edit**.

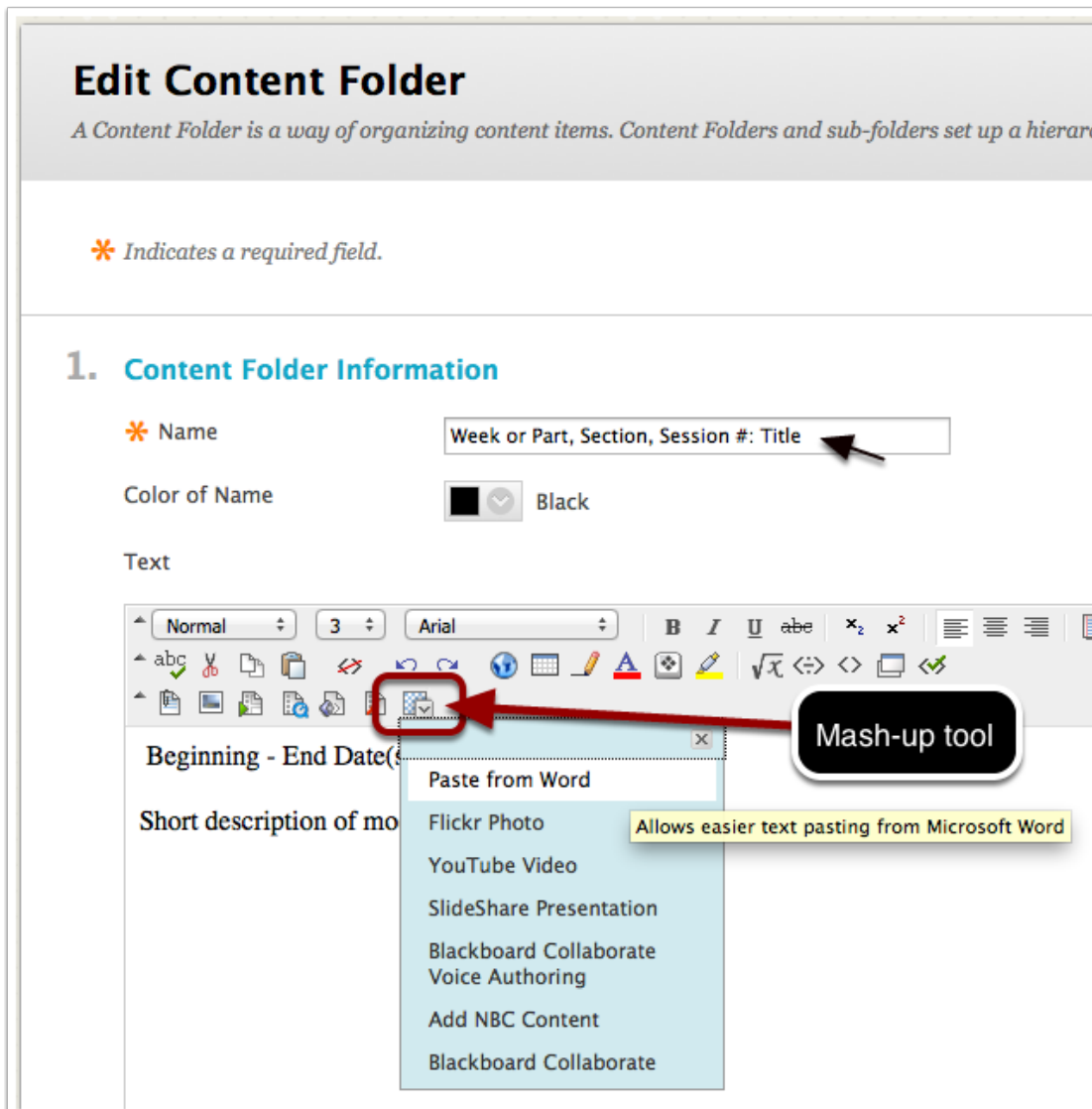
Note: As you review the course example folder structure, consider using one folder as a "template" that can be copied multiple times to create your course folder structure. This can be especially useful if you use a weekly organizing folder structure for a 16 week course in which each weekly folder contains similar or the same sub folder structure. You can hide the template folder from students or simply delete it once all the folders have been created.



Step 3. Name the Folder and Edit the Text

Click in the **Name** field to edit the name of the folder. Type in the the **Text** field using the text editor to both edit and format the text. Review the editing options below and choose as needed. Click **Submit**

NOTE: You may experience formatting issues when copying from Microsoft Word. Best practice is to use the Mash-up tool to paste text copied from Microsoft Word .doc files. An alternative method is to copy text from a .doc file into a text editor, such as Notepad++ or Text Edit, so that the MS Word formatting tags are stripped from the text, then copy and paste from the text editor into Blackboard Learn. Best practice is to use the formatting tools in the Blackboard Learn text editor. This will ensure that your text is properly rendered in the web browser and appears to students as you intend.



Step 4. Create Additional Organizing Folders as Needed

You may create additional folders as needed for your individual course. To copy the desired folder, click on the Item Option icon then select **Copy**.

The screenshot displays a list of three folders in a course management system. Each folder entry includes a yellow folder icon, a title, and several options. A context menu is open over the second folder, listing various actions. The 'Copy' option is highlighted with a red rectangular border.

Folder Title	Enabled: Statistics Tracking	Beginning - End Date(s) of Module	Short description of module contents.
Week or Part, Section, Session #: Title	Enabled: Statistics Tracking	Beginning - End Date(s) of Module	Short description of module contents.
Week or Part, Section, Session #: Title	Enabled: Statistics Tracking	Beginning - End Date(s) of Module	Short description of module contents.
Week or Part, Section, Session #: Title	Enabled: Statistics Tracking		

Context Menu Options:

- Edit
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- View Statistics Report
- User Progress
- Copy**
- Move
- Delete

Step 5. Select the Destination Folder

To select the destination where you want the copy of the item to appear in your course, click on the browse button. A navigation tree will appear in a pop-up window. Select the destination from the navigation tree (see the screenshot in the next step).

2. Destination

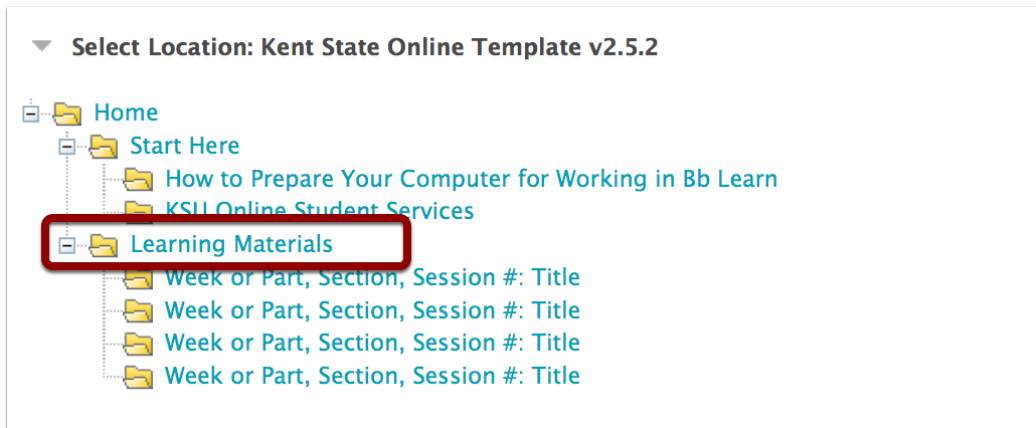
Destination Course

Destination Folder

Create links for items which cannot be copied Yes No

Step 5 (Continued)

Click on the link to the location in which you would like the copy to appear.



Step 6. Review the Copy Destination

The location you selected will appear in the destination field.

2. Destination

Destination Course: Kent State Online Template v2.5.2

Destination Folder: /Home/Learning Materials

Create links for items which cannot be copied: Yes No

Step 7. Submit to Save Your Changes

Repeat the process as many times as necessary to create your course folder structure.

