

# BLACKBOARD TIP OF THE WEEK

## How to create a Student Folder

Students can share files with one another on Blackboard in several ways, for example, via their groups or in message boards.

However, it is rather useful to provide the students with one (or several) separate folder(s) in which they can view or share files – a so-called Student Folder.

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### Teaching

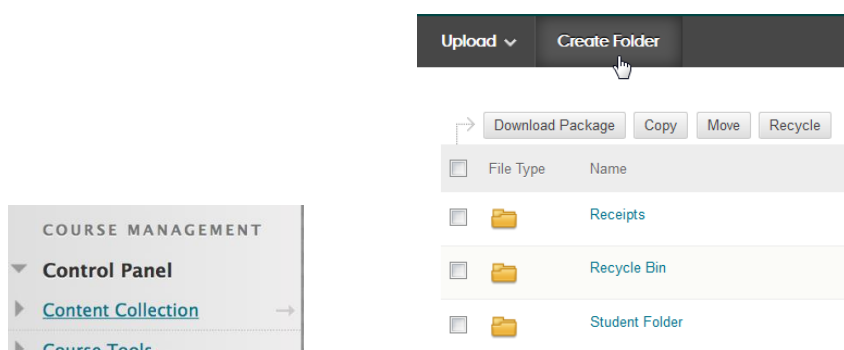
#### Student Folder


**Here is how you create one:**

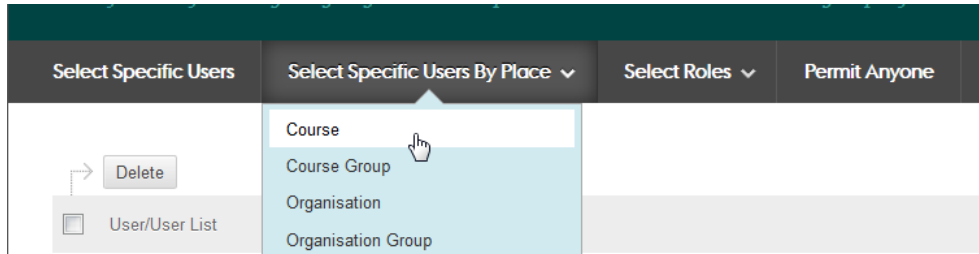
First, the folder needs to be created and the rights need to be adjusted. Afterwards, the folder has to be made visible to the students.

#### Create the folder

- Go to the Content Collection of the course and create a folder



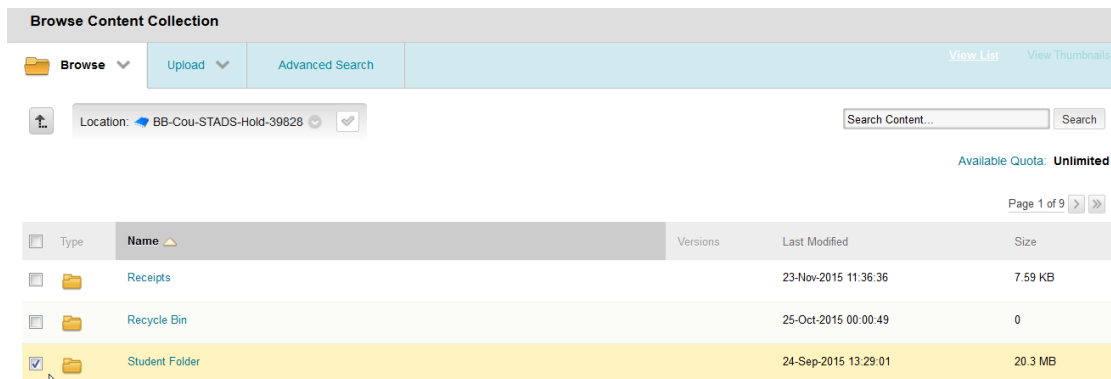
- Click on the permissions icon of the folder (the “hand and paper” in the column named “Permissions”  )
- Select “Course” under the item "Select Specific Users by Place"



- Select in which course the folder should be visible
- Select “Student” below “Select Roles”
- Select “Read” and “Write” below “Permissions”
- Click “Submit”

### Display the folder in the course


For students to see the newly created folder, you need to create an Item in a content area of your choice (or perhaps even create a new content area as seen in the first image), and below *Attachments* select *Browse Content Collection*. Now, select the folder you just created. Notice that you need to put a tick next to the folder you want to mark and not click on the folder itself.




The Item that you have created will now have a link to the folder in which the students can upload and read files.

Student Folder ●

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **Projekt**

Attached Files:  Projekt (20.225 MB)

Happy Blackboarding and have a nice weekend.

Kind regards,  
ST Learning Lab