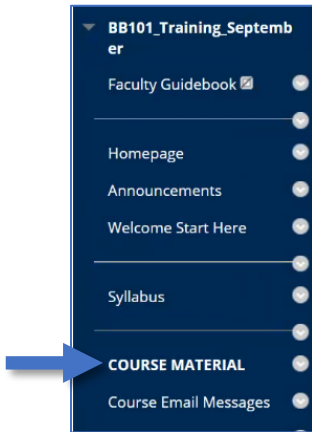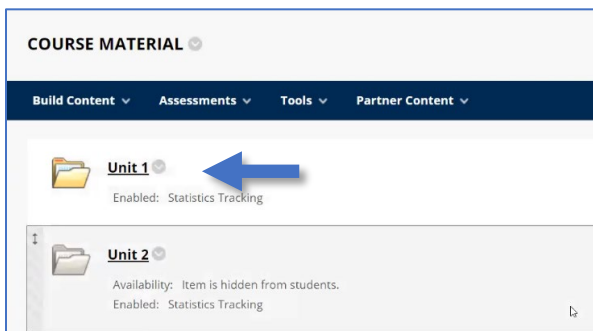# Course Material

1. Click on **Course Material.**

2. Click on the gray drop down arrow to the right of **Unit 1 folder** to customize the folder. **Tip:** Note that the gray arrow is used when editing all items in Blackboard.

   Tip: Adding a description or changing the name of the folder, you can provide students a brief overview or introduction on what to expect for that particular week or unit. Students can also use this information as future reference when needing to review course material.

3. Select **Edit.**
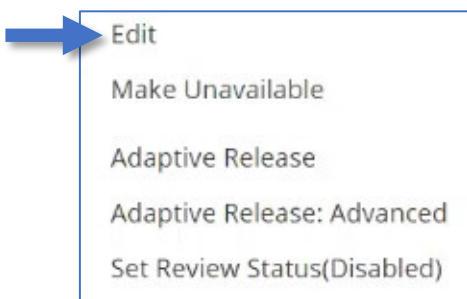
4. You can change the **Name** of the folder based on the week number or a course topic. There is also the option to change the font color of the name.

5. Below the **Name**, there is a text box to enter a brief description of the folder.

   Tip: Include a brief overview of what is going on in that week, such chapter readings, assignments, or exams.

6. Below the Attachments section are the **Standard Options**. By default, **Permit users to View the Content** will be set to **Yes**. If that is set to **No**, students will be unable to see the section.

7. Set **Track Number of Views** to **Yes**. This allows you to do reports and get data on whether or not students have viewed the section.

STANDARD OPTIONS

Permit Users to View this Content

◉ Yes ○ No

Track Number of Views

◉ Yes ○ No

8. In the **Select Date and Time**, you can enter a **Display After** date and time to make the folder available to students. If you would like to keep the folder available throughout the course, do not enter a **Display Until** date and time.

Select Date and Time Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

9. Click **Submit** to save your changes.

Cancel   Submit