

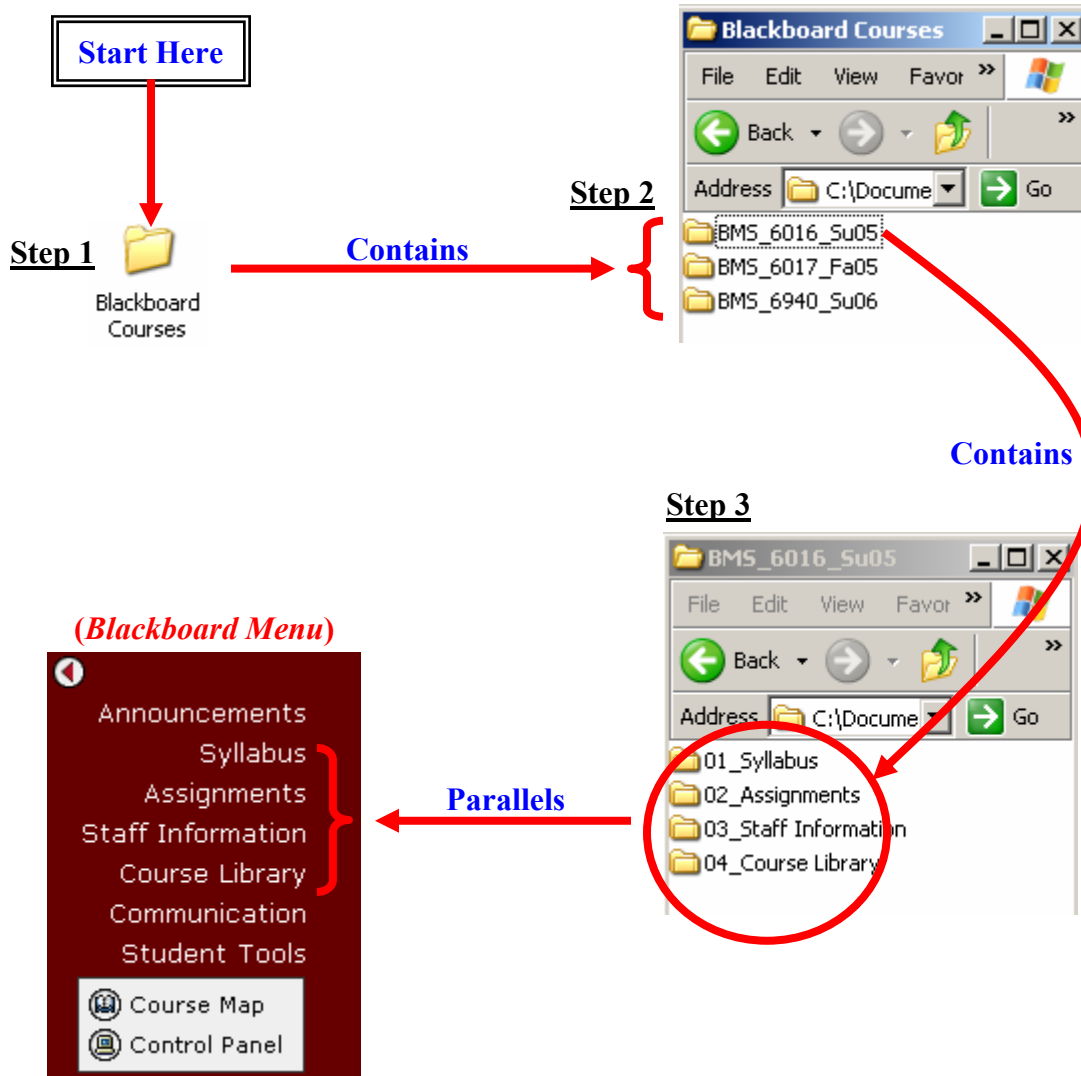
Organizing your Computer Files

An effective way to organize your computer files that you will use for Blackboard course development is by creating a set of folders that parallels the structure of your Blackboard courses. To do this, follow the steps below.

Step 1. To do this you should first create a folder called “Blackboard Courses” into which you will place all of your materials for all of your Blackboard courses.

Step 2. Next, create a separate folder for each Blackboard course, naming each folder using the course prefix, course number, and the semester and year the course is being taught. These folders are called “**Course Folders**.”

Step 3. Next, within each **Course Folder**, create a folder for each Blackboard menu item that you will add content to. See the figure below for an example.



Organizing your assignments folder

Instructors and students often find it helpful to have the Blackboard course assignments organized using a weekly structure. If you choose to do this, then you should consider organizing your **Assignments** folder using this same structure by creating a separate folder for each week within the **Assignments** folder as shown on the figure below.

