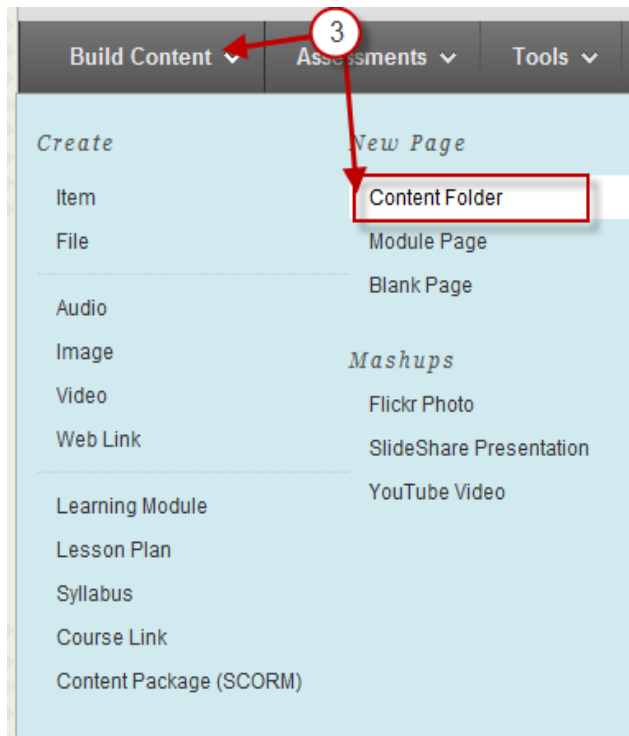# Add a Content Folder

1. Make sure that the Edit Mode is turned ON.

2. Navigate to the content area where you want to add a Content folder

3. From the action menu, choose Build Content and then Content Folder

4. Type a name for the Content Folder
5. Edit any of the Standard Options if necessary or applicable

6. Click Submit

7. Click on the name of the Content Folder to access it and being adding materials within it.

For more help on using Blackboard 9.1 go to **http://tinyurl.com/csng4wk**
or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**