Transferring files to Blackboard Learn using Web Folders

☐ Setting up Web Folders

✓ Log in to http://mycourses.purdue.edu using your Purdue career account.

✓ Enter the course you want to connect to.

✓ In the “Control Panel,” click Content Collection.

✓ Click the first item below Content Collection.

✓ Click Set Up Web Folder, located on the right side of the screen:

Set Up Web Folder

✓ A new window will open, containing instructions on setting up Web Folders. Follow the instructions.

✓ The Web Folder will open. Drag and drop files into the folder, and they will be copied to your Blackboard Learn course content collection.