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 (PC) or Set Up Shared Location (Mac), located on the right side of the screen:

Set Up Web Folder  Set Up Shared Location

☑ 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.