This handout contains the exact same information as the corresponding Blackboard Learn Moving Content videos which are available at http://www.youtube.com/playlist?list=PL734412C4E0AD1DB4.

**Using Web Folders in Blackboard Learn**

- **Step-by-step**
  - The “Web Folders” feature in Blackboard Learn allows you to mount a folder on your computer which is linked to your Blackboard content collection.
  - To get started, **login** into Blackboard Learn and **enter** a course. Once inside the course, **locate** the grey, “Course Management” menu. Then, **locate** and **click** on the **Content Collection** link. Several links will appear. **Click** on the first link, which leads to the course-specific content directory. For this tutorial, the course name appears as “Wl_master_test_104_callaha0”.

![Course Management Menu](image)

- **The Course’s Content Collection page appears.** **Locate** and **click** on the **Set Up Web Folder** tab. **Note**: Mac users will see a different tab, labeled “Set Up Shared Location”, and the page will contain instructions on how to set it up.

![Content Collection Page](image)

- **The Using Web Folders page appears.** The page displays instructions on how to set up web folders for the Windows 7, which for this tutorial will be detailed below.
**Note:** If Blackboard Learn does not detect your operating system correctly, you can click the **Show Instructions For All Operating Systems** tab and the page will reload with instructions for all OS’s.

### Using Web Folders

Web Folders is used for sharing files over the Internet and is compatible with most operating systems. When you log in with Blackboard Learn, Web Folders is a means to access content from files stored on your own computer and on other shared computers or drives. When Blackboard Learn, or a Web Folder, is not part of your course, the files can be managed from your dashboard. Changing the content from multiple drives and folders and organizing it as needed. Files can also be added directly to the Web Folder, without understanding the drive, adding files, and uploading them.

1. **First,** locate and click on the **Start** button in the bottom left of the screen and a menu will appear. Then, click the **Computer** link.
2. **Second,** when the window opens, right-click in the white space. A menu will appear. Select **Add Network Location**.

   The “wizard dialog box” appears. Click the first and second **Next** buttons. Then, click in the **Internet or Network Address** text field, paste the web address found on “Using Web Folders” page. Click the **Next** button once more.

   **Current Web address:**

   ```
   https://mycourses.purdue.edu/bbcswebdaw/courses/wl_master_test_104_callaha0
   ```
✓ A few seconds will pass, and the dialog box will ask for your Purdue Career Account username and password. Click OK once these are entered.

✓ Now, the dialog box will request that a name be given for this web address. For this tutorial, “ITaP 2001 is entered”. Once finished entering the name, click Next.
The next screen of the dialog box will confirm the completion of the “Add Network Location” wizard. Optionally, click the checkbox to have the network location open after clicking finish. Click the Finish button.

The Blackboard Learn “Web Folder” on your computer will allow files to be put into and be taken out of your course’s content collection, without needing to login to Blackboard Learn in a browser.