

Community College of Rhode Island
Distance Learning Program

Blackboard Student How-To Guide

Finding Content With the Menu Folder View in Blackboard

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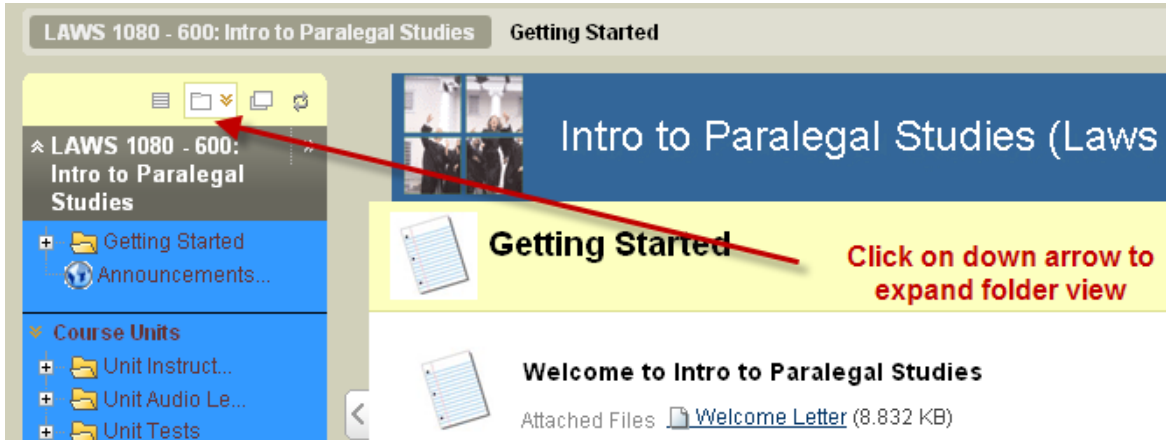
The Blackboard Learning Management System in use at CCRI is generally navigated through the menu that appears on the left side of the screen. This menu provides links to the various pages of the course. This menu can be in one of two modes: list view or folder view. In most cases, the menu will be in “list” view when you first sign in. The screen shot below is in “list” mode as it just lists all the pages the instructor created. You simply click on the menu choice to find what you are looking for:



At times, however, students may have trouble locating content, tests, or assignments using the list view, so Blackboard provides a “folder” view as an option. At the top of the menu is a button to click for “folder” view as shown in the next screen shot:



Once you are in folder view for the menu, each menu item will have a “+” sign next to it indicating that there is further content or folders within that item. You can expand a menu item individually by clicking the “+” sign next to it, or you expand the entire menu by clicking the down arrows shown on the next screen shot:



Once you click on the down arrows and select “Expand All”, the menu will look like the next screen shot that shows all the content and folders within each menu item.

