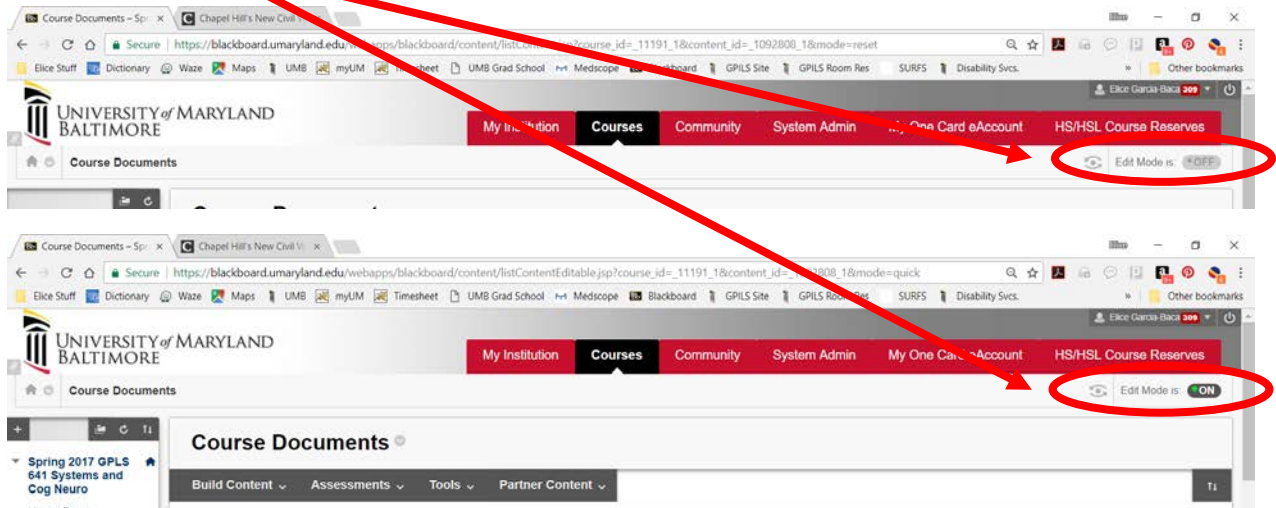


# How to Modify BlackBoard Pages

## Getting Started

When getting ready to modify your Blackboard pages, always make sure that the button 'Edit Mode' is switched to 'On'.



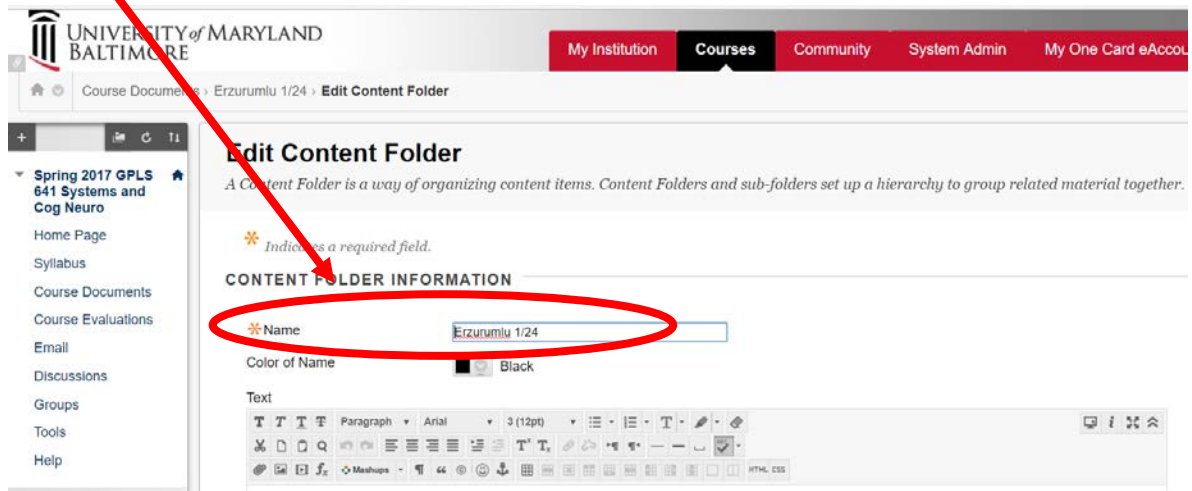
## Editing/Modifying Sections

From here you will see a gray dropdown menu appear when you hover your arrow over the folder that you would like to modify



As you will see, there are a few options listed here.

- Delete – Deletes the entire folder (content and all).
- Edit – Takes you to the following page, and allows you to modify the existing folder name as needed



UNIVERSITY of MARYLAND  
BALTIMORE

My Institution Courses Community System Admin My One Card eAccou

Course Documents > Erzurumlu 1/24 > Edit Content Folder

### Edit Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together.

\* Indicates a required field.

#### CONTENT FOLDER INFORMATION

\* Name

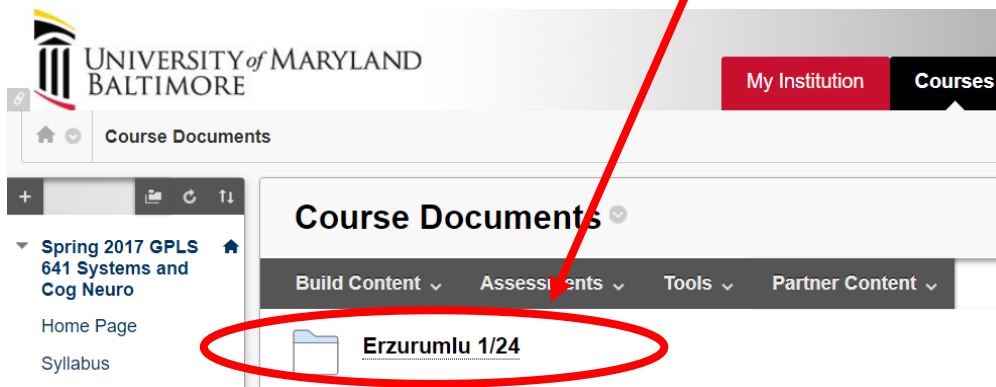
Color of Name  Black

Text

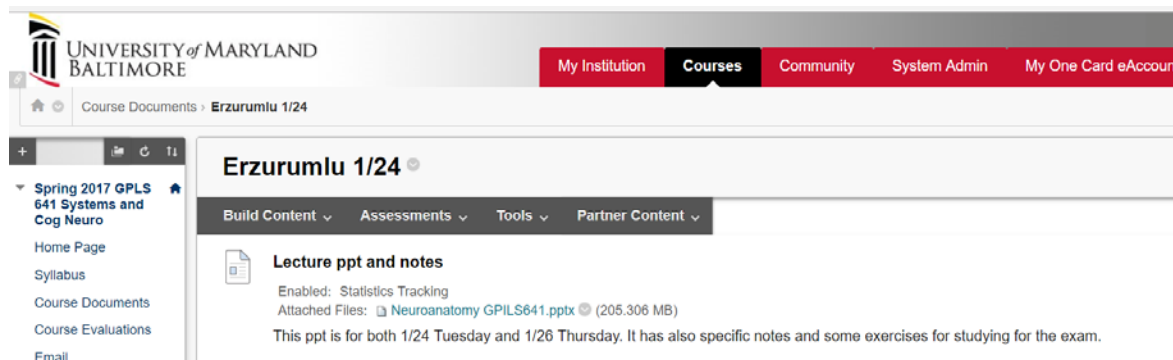
Paragraph Arial 3 (12pt)

HTML CSS

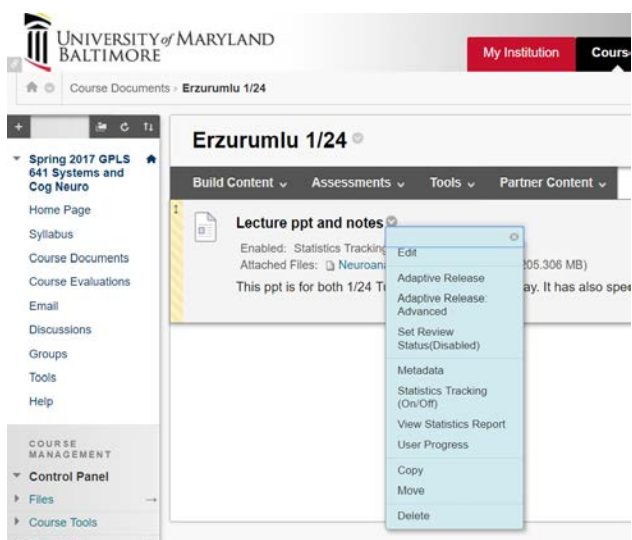
To view the contents of a folder, click on the folder name.



The next screen you see will be the following



Again, be sure to click on the gray dropdown menu that appears when you hover your arrow over the folder that you would like to modify.



After selecting 'Edit' you will see the next screen

The screenshot displays the 'Edit Item' interface for a course document. The top navigation bar includes 'My Institution', 'Courses', 'Community', 'System Admin', 'My One Card eAccount', and 'HS/HSL Course Reserves'. The left sidebar shows course management options like 'Spring 2017 GPLS 641 Systems and Cog Neuro', 'Home Page', 'Syllabus', 'Course Documents', 'Course Evaluations', 'Email', 'Discussions', 'Groups', 'Tools', and 'Help'. The main content area is titled 'Edit Item' and contains a 'CONTENT INFORMATION' section. This section has a required 'Name' field (indicated by an asterisk) containing 'Lecture ppt and notes', a 'Color of Name' dropdown set to 'Black', and a 'Text' area with a rich text editor. The text in the editor reads: 'This ppt is for both 1/4 Tuesday and 1/26 Thursday. It has also specific notes and some exercises for studying for the exam.' Two red arrows point to the 'Name' field and the 'Text' area. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Here you will be able to edit the content name if you would like as well as modify the text box with information you might provide regarding the content.

After making the desired modifications, be sure to click 'Submit'. All changes show up instantaneously.