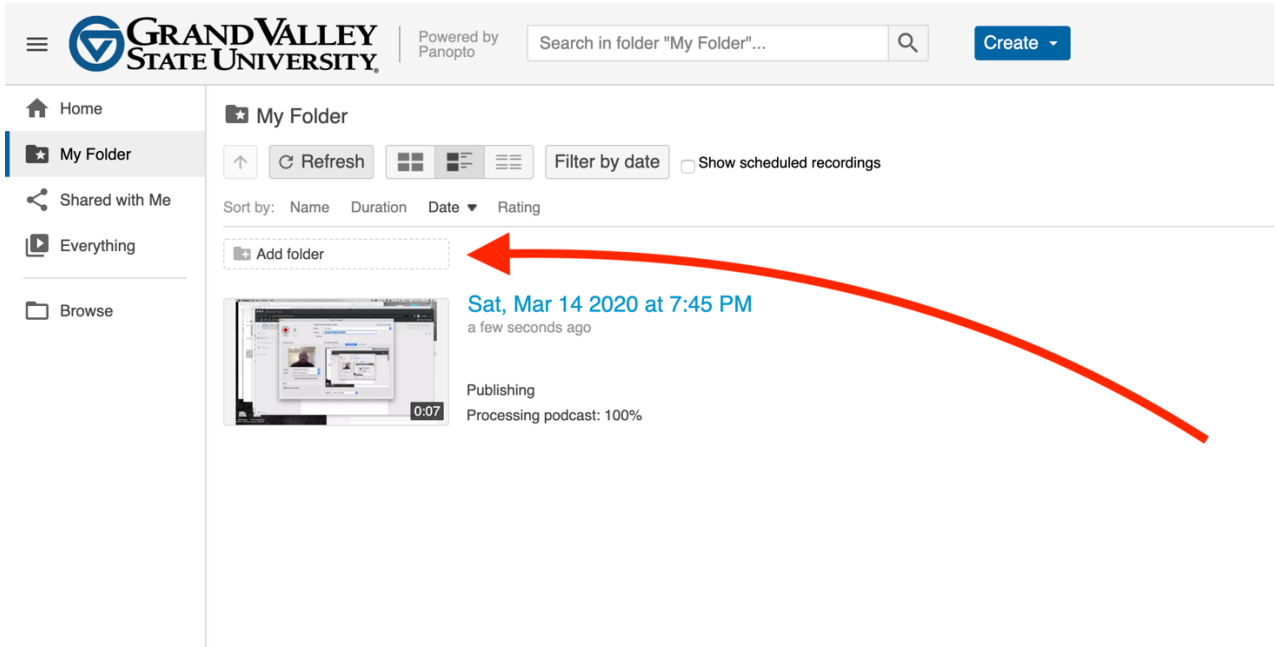
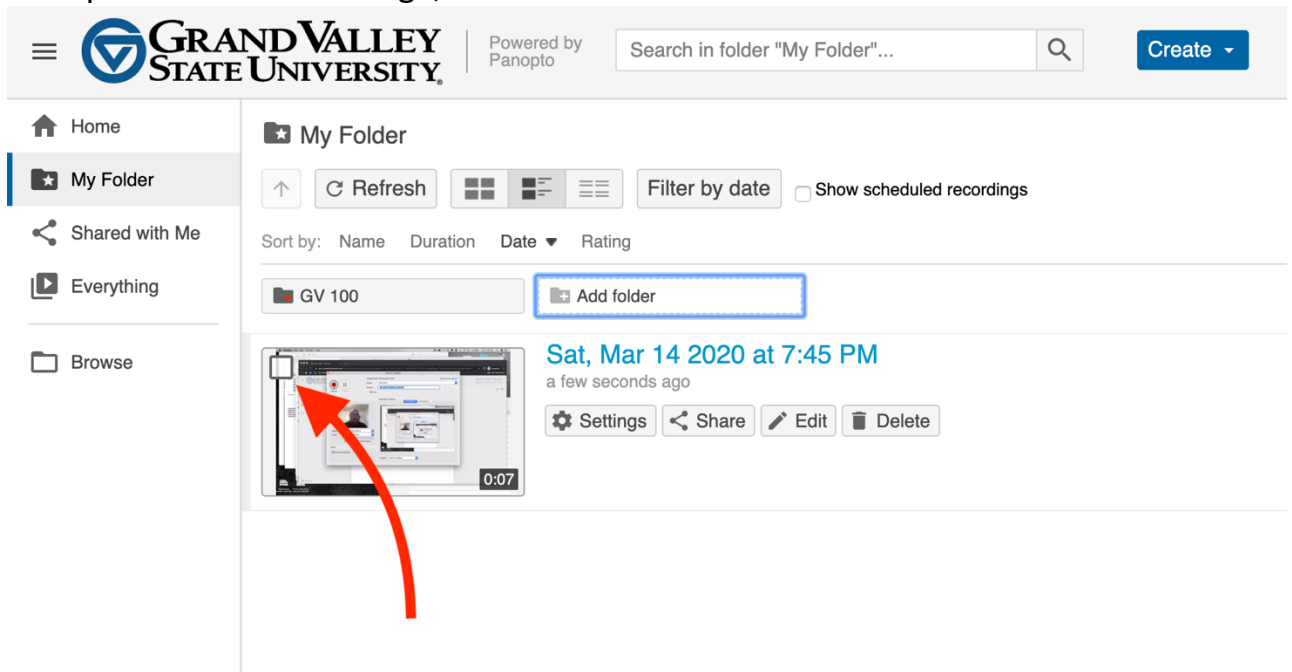


If you have videos in your My Folder area and not a sub-folder, your students will not be able to see them when you send them the video, either through a link or embedded in your BlackBoard Course. To fix this follow these steps to put your video in a sub-folder viewable to students.

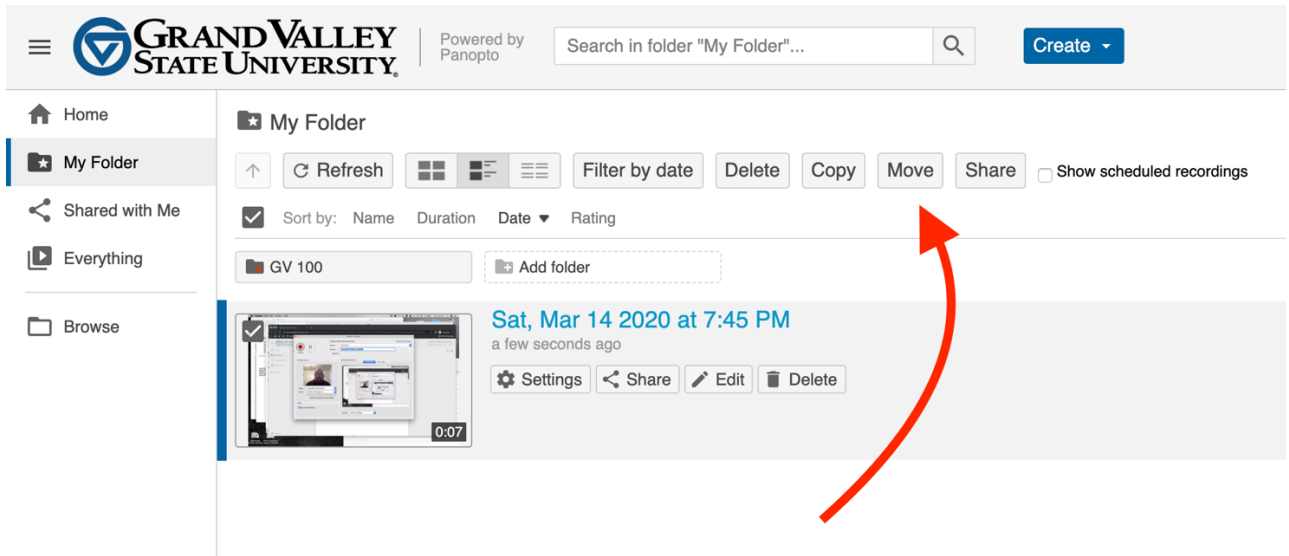
1. First, click where it says “Add folder” and give it a name. Then hit ENTER (for PC) or RETURN (for Mac). We suggest your course name and number.



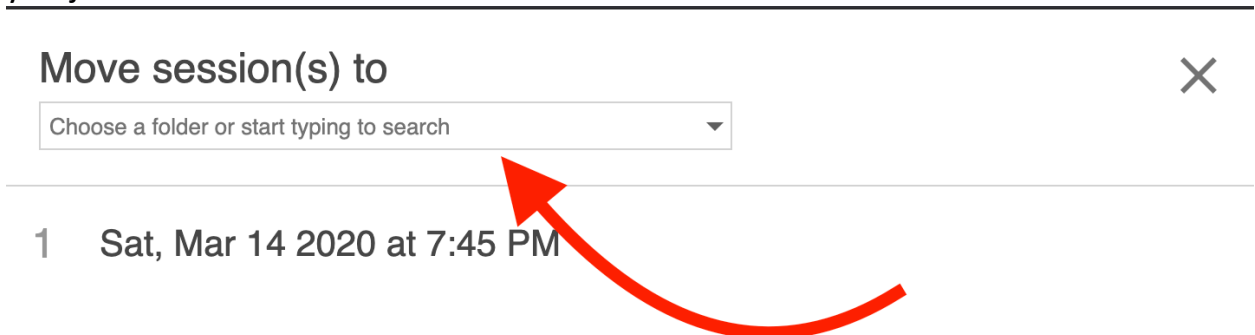
2. Then hover your cursor over the image for the video, find the small square box on the top left side of the image, and click it.



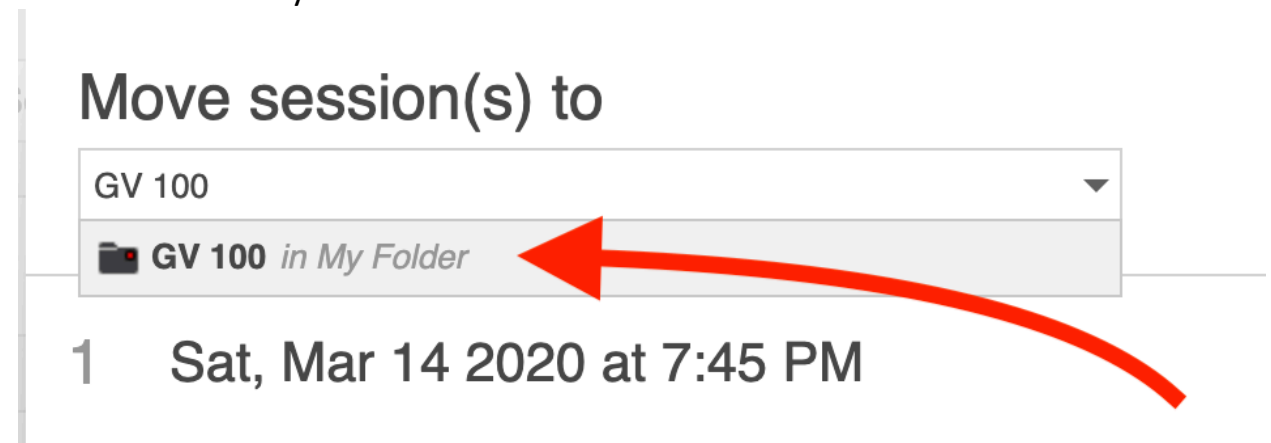
3. After you click that, notice the new options available to you: “Delete”, “Copy”, “Move”, and “Share”. Click on the “Move” button.



4. When you click “Move”, a new window will open up. Click where it says “Choose a folder or start typing to search”, and type in the name of the folder you just created.



5. Click on the folder you created earlier.



6. Once the folder is selected, click the “Move” button.

Move session(s) to **GV 100**

Anyone at your organization with the link can see items in this folder

Move



1 Sat, Mar 14 2020 at 7:45 PM



Your video will disappear from the My Folder area and be in the folder you created.