

How do I keep my Blackboard course well structured?

Uploading documents into content areas within your Blackboard space with no structure can start to look overloaded and unmanaged. Using folders and making effective use of the areas in the content menu can help keep your course well organised and easy for students to navigate.

Using your "Content Collection" effectively to manage your files and content will also help maintain a well-structured Blackboard course. This link to [Blackboard guides](#) will help you to copy, move, overwrite and organise the files in your course content collection.

The eLearning Team also offer training in content management which you may be interested in attending. For more details on our courses, please search the term **FSEELT** with the Staff Learning and Development's [Training Catalogue](#).

