



Blackboard 8.0 Quick Reference Guide

Content Management Series

Standard Six DAU Blackboard Folders

All course content stored on Blackboard should be stored in one of the following six folders:

- 1) **Archives:** old and/or previous versions of documents no longer used in the course, but saved for future reference.
- 2) **Course_Documents:** documents used for accreditation and Plan of Instruction (POI).
- 3) **Instructor_Materials:** materials used by instructors only. Materials placed here are generally not appropriate for public release, but may be shared with DAU's partners with proper authorization.
- 4) **References:** documents used as a reference either during course creation or delivery, such as public laws (PL), FAR/DFAR citations, news articles, white papers, etc.
- 5) **Restricted:** generally, all DAU faculty and staff members have access to all course content stored in the Deployed area. For accreditation and control purposes there are documents that must be restricted from even this small population. These documents should be placed in the **Restricted** folder.

Examples of such documents include exams, answer keys, sensitive case studies, license restricted and certain copyrighted materials which are restricted from general access; i.e., not shared with anyone. Access to these materials will be controlled by the Course Manager. This includes DAU partners or other government agencies with which we frequently share courses or content.

- 6) **Student_Materials:** materials that students use to complete course requirements, e.g., Pre-course materials; Assignments including readings, instructions, and templates; Syllabus; study guides; videos; and schedules. All materials placed here should be appropriate for public access.



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