Set Up a Web Folder for your Unit Resources

This is your first step in setting up your workflow environment for working in Bb this semester.

This enables you to maintain a Content Collection folder on your PC enabling you to manage resources locally
Set Up Web Folders in Windows 7

• Open Start > Computer.
• In the empty area at the bottom of the right-hand pane, right-click and select Add a network location.
• The Add Network Location Wizard will open. Click Next.
• When asked where you want to create the network location, select Choose a custom network location. Click Next.
• When asked for the location of your website, paste the link to your CC from this list:
  • If you are editing units for 2014 MBChB or 2015 MBChB the get your address here
• When prompted to enter a username and password, type your University IT Account username and password. Click OK.
• You will be prompted to enter a name for the location. Enter a name and select Next.
• On the Completing the Add Network Location Wizard page, click Finish.
• The web folder will open. It will now be listed in Computer under Network Location.
• When you open your web folder the first time you will be asked for your username and password.

• Enter your details and click the ‘Remember my credentials checkbox’

• You will now see the folders that exist in the Bb Content Collection for your unit.

You can now drag and drop materials to the appropriate folder, ready to be added to the student-facing Bb folders.
Of course there’s nothing stopping you adding resources directly to your folder in the content collection.