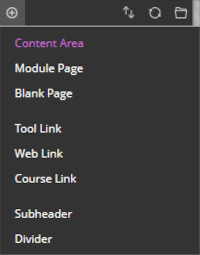
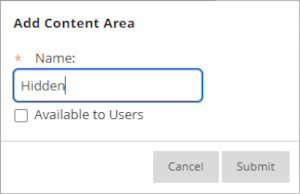
# Creating a hidden Content Area in Blackboard

In the scenario where colleagues need to share documents or prepare an area in Blackboard for External Examiner access; the following steps should be followed to ensure such an area remains hidden from students.

1. Move the mouse over the Add Menu Item icon and select Content Area.

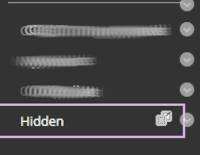
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid1.jpg)

2. In the Name field, type the desired name as it will appear in the navigation and click Submit.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid2.jpg)

The Note iconPlease **do not** select Available to Users.

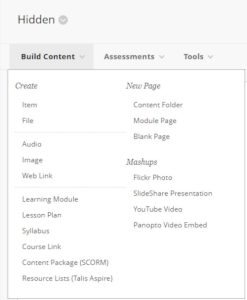
3. The new Content Area will now appear toward the bottom of the navigation.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid3.jpg)

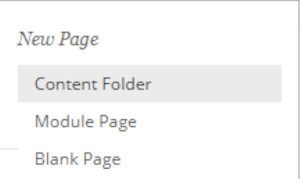
The Note iconThe ‘This link is hidden from students’ icon is displayed next to the new Content Area.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid4.jpg)

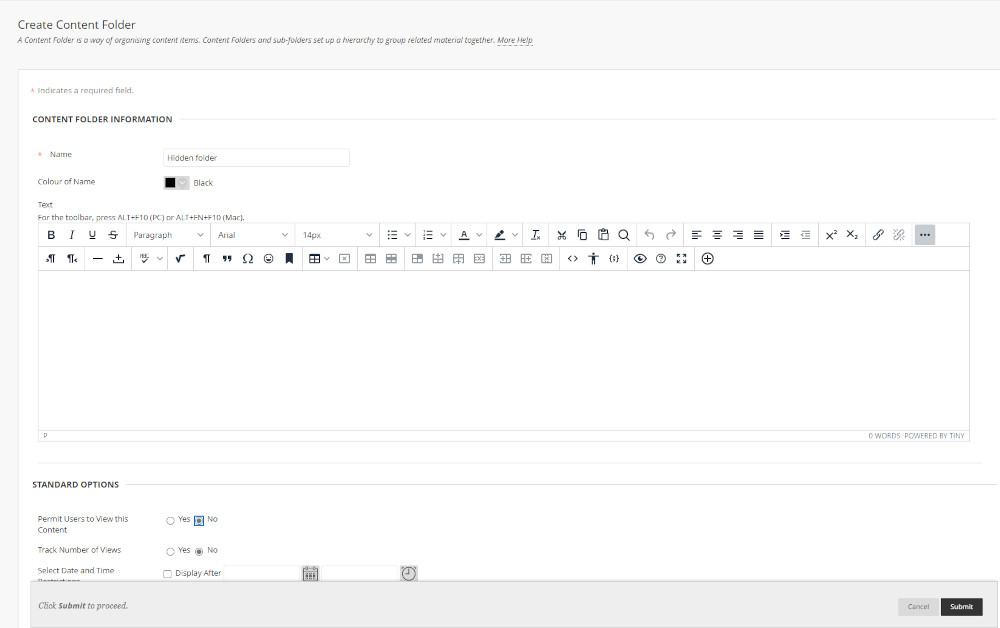
4. Click into the new Content Area and move the mouse over Build Content.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid5.jpg)

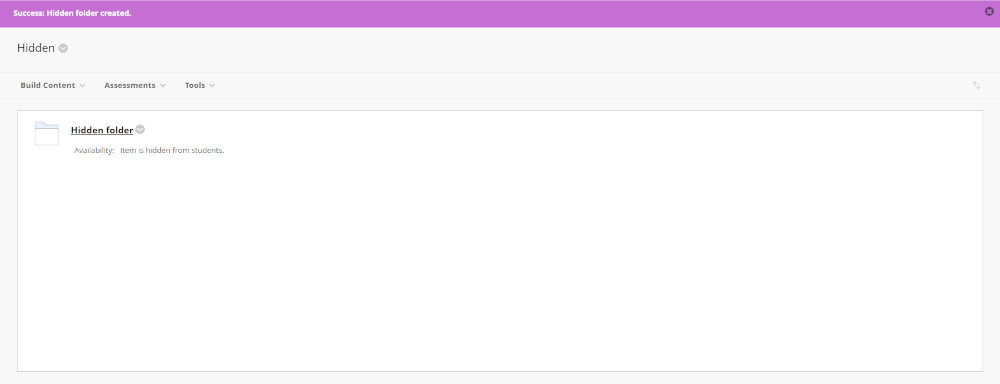
5. Below New Page, select Content Folder.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid6.jpg)

6. Provide an appropriate name for the folder and ensure that Permit Users to View this Content is set to No. Click Submit.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid7.jpg)

7. The hidden folder now exists within the hidden Content Area.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2022/06/Hid8.jpg)

The Note iconAny documents that are uploaded to this folder should be saved with password protection enabled and passwords shared under separate cover.