

Create Folder in Content Area

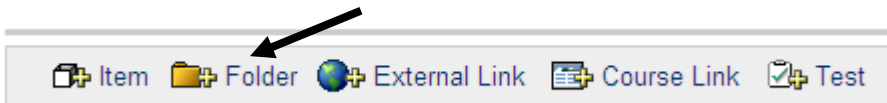
Folders are useful for organizing and structuring content in a course Content Area. For example, instructors may add folders for each chapter or each week of the course to a content area. You can use folders to organize the content area by content-type (e.g. Assignments, Assessments, Group Projects, etc.). Once a Folder is created, you can add content and additional subfolders to it. All of the content types available in content areas may be added to a Folder.

1. To create a folder, go to the **Control Panel** and then select the one of the content areas (e.g. Course Materials, Course Documents, Assignments, etc.) that you would like to add the folder to.

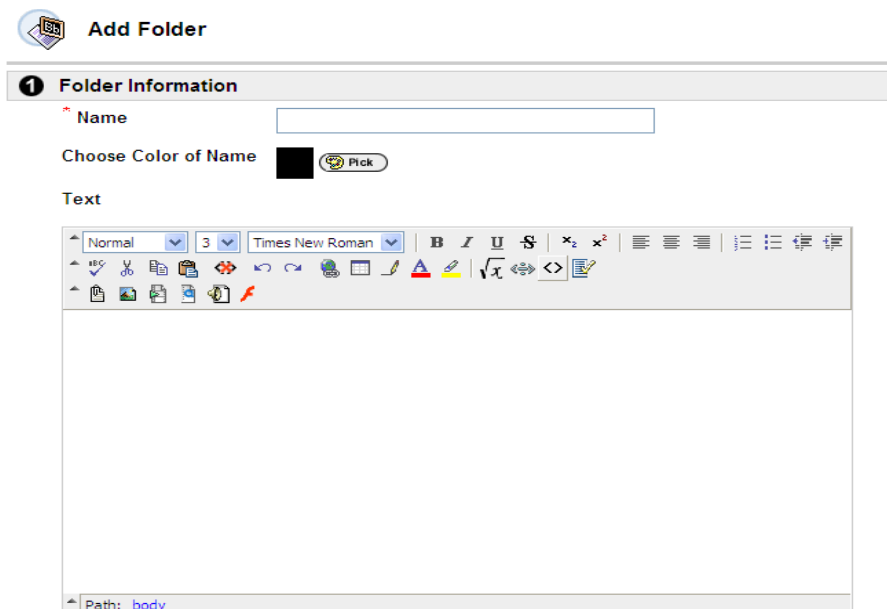


Note: If the content area you would like to add the folder to does not exist, you can create it by following the instructions for customizing the course menu.

2. Inside the content area you should click on the **Add Folder** button.



3. Enter a name for the folder in the Name box. You can choose a color for the folder name by clicking on the pick button and selecting a color from the color palette. In the text box you can enter a description or whatever information you want to appear below the folder name.

A screenshot of the 'Add Folder' form. The form is titled 'Add Folder' and has a 'Folder Information' section. The 'Name' field is empty. The 'Choose Color of Name' section has a black color swatch and a 'Pick' button. The 'Text' section has a rich text editor with a toolbar and a large text area. The 'Path' field is set to 'body'.

4. Under Options choose the appropriate options for content availability, tracking views and any date/time restrictions, then click submit.

2 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions

Display After

Dec 04 2009 11 40 AM

Display Until

Dec 04 2009 11 40 AM

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

