Creating Folders in Content Area Pages

Teaching Learning Community

Creating & Managing Content

Within a [Content Area](#) in the course menu, an instructor can create folders of materials organized by week or topic. This tutorial assumes that you have [Edit Mode](#) turned on and that you have created a Content Area link in your course menu.
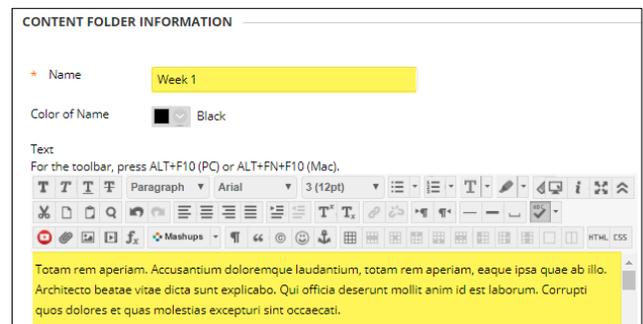
1. In your course menu, navigate to a Content Area page (Example: Course Documents).

2. On the Content Area page that appears, roll your mouse over **BUILD CONTENT** and choose **CONTENT FOLDER** from the list of options.
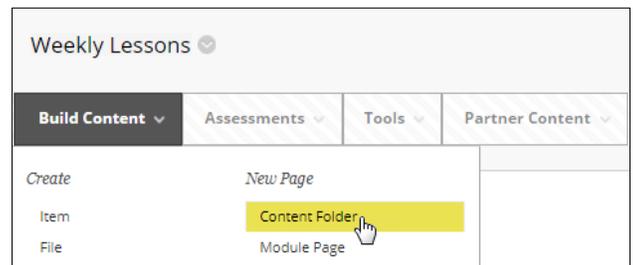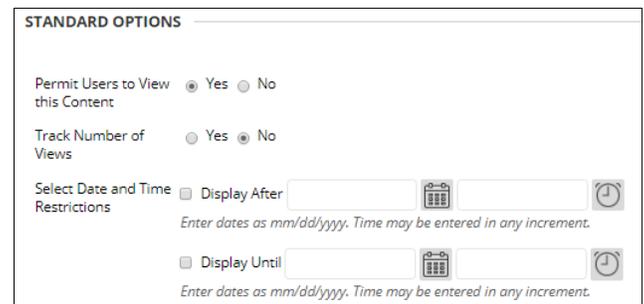
3. A **CREATE CONTENT FOLDER** form will appear. Complete the following parts:
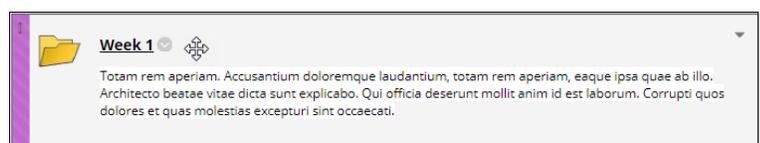
    a. **Content Folder Information** – Give the folder a descriptive name and description.

    b. **Options** – Indicate the availability and tracking settings you would like to use.

4. When you are done, click **SUBMIT**. The empty folder will now appear on the page.

Folder Availability

A folder that is *not available* to students will appear to instructors as a grayed out folder icon and display a message stating the folder is not available. Students do not see unavailable folders. A folder that is available to students will display to you with a full color icon.
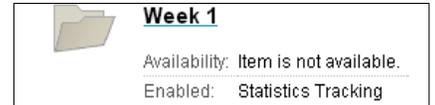

Editing Folder Information

When EDIT MODE is turned on in the course, you may edit a folder's name, description, and availability settings by rolling your mouse over the name of the folder, clicking the gray context button that appears, and selecting EDIT from the context menu.
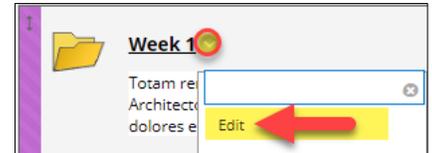
Adding Content Directly into a Folder

To add content *directly into* the folder, click the folder's link to view the folder. Then, when viewing the folder, use the menu of tools at the top of the folder's page to add content, assessments, and tools to it.
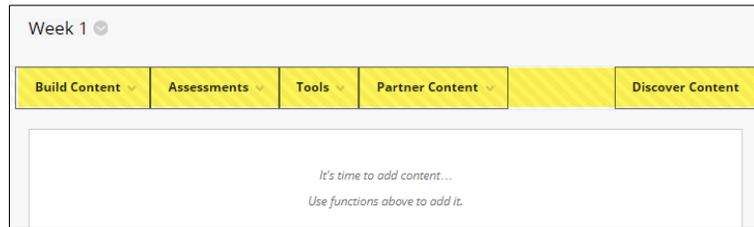
Moving Content from Another Course Location into a Folder

To move a content item from another location in the course into a folder, access the item's context menu and select "Move". On the "Move" page, use the "Destination" tools to select the desired folder. Then, click "Submit".