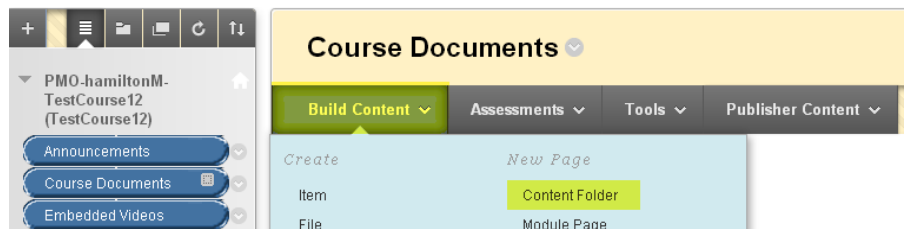


Creating & Managing Content

Instructors can create folders inside their Content Area pages to organize their course materials by week or topic. To begin building and managing folders of content in your course, first make sure that your course has its *Edit Mode* turned on. If *Edit Mode* is turned *off*, click the *Edit Mode* button to turn this setting *on*.

Edit Mode is: **ON**

1. In your course menu, click a button to view a Content Area page. On the Content Area page that appears, notice that there will be a horizontal menu of buttons for building and managing content on this page.



Roll your mouse over **BUILD CONTENT** and choose **CONTENT FOLDER** from the list of options.

2. A **CREATE CONTENT FOLDER** form will appear. Complete the following parts:
 - a. **Content Folder Information** – Give the folder a descriptive name and description.

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Content Folder Information

* Name

- b. **Options** – Indicate the availability and tracking settings you would like to use.
 - i. **Permit Users to View Content** – Turn this ON to allow students to view the folder.
 - ii. **Track Number of Views** – Turn this ON to gather viewing statistics
 - iii. **Display After/Until** – If you would like to further define when the folder becomes available to students use the date-picking tools to schedule a start and end time.

2. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

c. When you are done, click **SUBMIT**. The folder will now appear within the specified 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.

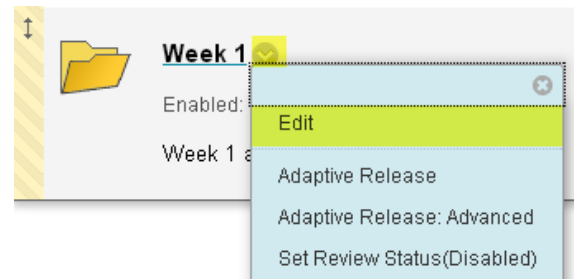


A folder that is available to students will display to you with a full color icon.



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.

