



Content Building

Creating a Folder

Issues and Answers

Issue: I end up with a very long Web page with too much scrolling once it is filled with content.

Answer: There are several ways to address this based on your exact circumstance. Here are a few ideas:

- Try breaking a large collection of items into smaller groups of similar items placing each into a separate folder.
- Consider using a Learning Module (see the **Creating a Learning Module job aid**) to separate the items onto separate pages.
- If there are several videos or audio files, consider using a single viewer with a playlist. Contact the CTLT at ext. 2982 to setup this process.
- Contact the CTLT at ext. 2858 if you are still not sure.

Folders are used to assist organizing the course content for your students. They can be used to group up similar items such as videos, Powerpoints, or other items or they can be used to group up all resources for a specific chapter, unit, or week's content. It is suggested to be familiar with the **Organizing Your Course Content** job aid to understand various organizational methods before proceeding.

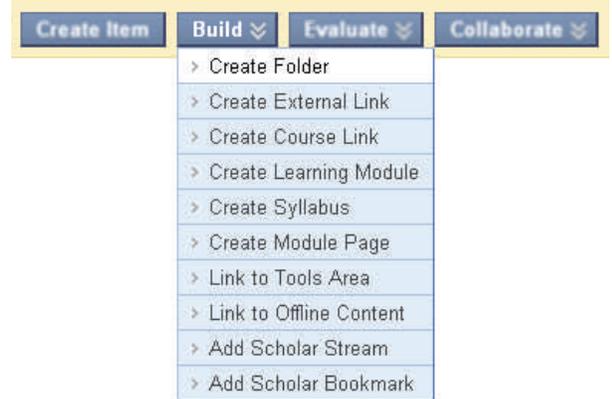
Creating a Folder:

You will need to either open an existing Content Area or Folder to create a new folder.

Move your mouse over the **Build** menu item to reveal the drop down menu then click on **Create Folder**.

You will then need to provide a Name for the Folder and click submit to complete the process.

Note: The text box allows you to place information (shown in the green box) that is viewable by the students before they click to open the folder.



Opening a Folder:

Click on the Name of the Folder to open it and see its contents.

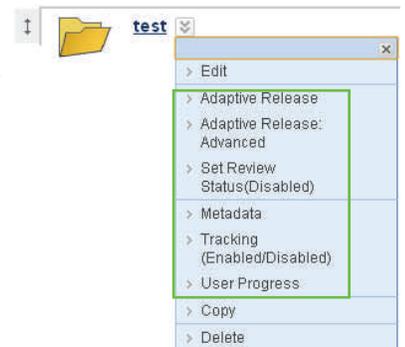
Modifying a Folder:

Folders have two sets of options off the action menu. The menu shown to the right is what you get when the Folder is not open.

Edit provides access to the same information you could choose when you created the Folder. Copy allows you to either copy or move the folder and its contents to another location in this or some other course you are an instructor. Delete will remove the Folder and its contents from the course.

The menu items in the green box will be covered in future, advanced job aids.

The menu to the right shows that Edit and Delete are the only options available when the Folder is open. They work exactly as described above.





Tips and Tricks

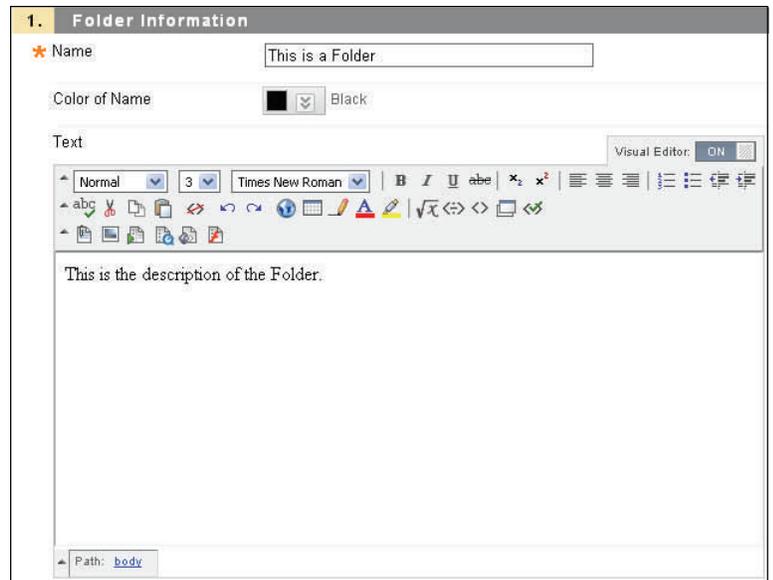
Tip: Keep in mind that if you enable an option that disables the view of a Folder, all items inside that area will be disabled as well including links that you may have to those items from another area.

Tip: A Folder can be a useful tool to hold course documents that you need access to but want to keep hidden from the students. You can create a Folder for 'Instructor Resources' and place files and information that you need with privacy by choosing the **No** button for **Permit Users to View the Content Item**.

Options for Folders:

These options are available when you click on the Action Menu then the Edit drop down menu item.

Section 1 provides the option to change the Name and the description for the Folder.



Section 2 provides options relating to viewing the Folder. You can choose if the students can view (access) the Folder, if you want to track the number of times this Folder is accessed, and set dates and times for when this Folder becomes available to students or when it is no longer available to students.

