Creating folders to organize course materials

If you are uploading a large number of documents to your course site you should consider using folders to organize the content. Just like you can use folders to organize files on your personal computer so you can easily locate specific documents, you can use folders to organize digital content to make it easy for your students to find the document corresponding to a specific lecture, discussion, or assignment. In most areas of your course site you can add folders to organize content, so, for example, you can organize links pertinent to a specific writing assignment in one folder but those related to a lecture in another. Your students will be able to determine which materials to use for which purpose.

1. To create a folder, go to a content area such as Handouts.
2. On the content page (Figure 1), click on the Build Content button and select "Content Folder".

![Figure 1: Content area page showing Build Content menu.](image-url)
3. On the add folder page (Figure 2) enter a name for the folder. In the text box you can add a description of the contents.

1. **Content Folder Information**

   ![Folder Information Section of Create Content Folder page.](image)

   **Figure 2:** Folder Information Section of Create Content Folder page.

4. In the Options section (Figure 3) of the Create Content Folder page select the items you want to apply.

2. **Standard Options**

   Permit Users to View this Content

   ![Options Section of Create Content Folder page.](image)

   **Figure 3:** Add folder options section.

5. Click on submit to create the folder.

6. Click on OK to return to the content area.