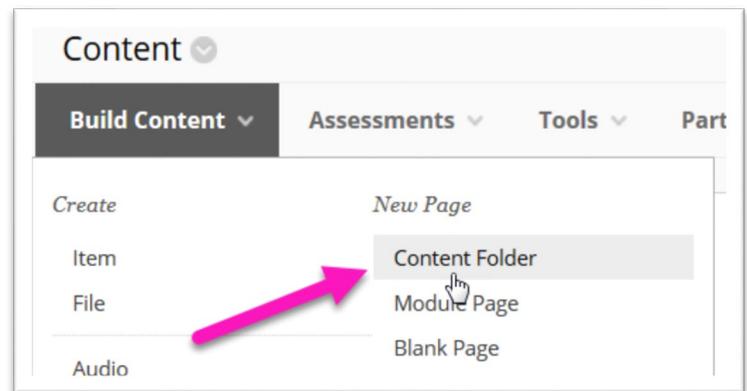


## INTRODUCTION

Folders are a type of course area that you can use to organize content. You can create folders right on the main content page in your course or create sub-folders within existing folders to further organize content. Best practices in online course design, however, advises against having too many “nested” folders as to limit the number of clicks it takes a student to get to course content for accessibility purposes. With that said, the use of folders to organize content does make materials easier to find and reduces the amount of scrolling necessary in a course area.

## CREATING A CONTENT FOLDER

1. Making sure **Edit Mode is ON**, navigate to the area of the course in which you would like to create the folder.
2. Click the **“Build Content”** option on the Action Bar and select **“Content Folder”**



3. Enter the following information for the newly created Content Folder (See screenshot on the next page):

**Name (1):** This will be the link the students will click on to open the folder.

**Text (2):** This field is optional and, if used, should be a brief description on what the folder contains.

**Permit Users to View this Content (3):** This MUST be set to “Yes” for the folder to be visible to students (even if date restriction settings are used)

**Track Number of Views (4):** Set to “Yes” to be able to run reports to verify which students have accessed the folder.

**Select Date and Time Restrictions (5):** This allows you to release the folder to students at a later date. If using this option, you MUST be sure to not only to enter the date and time, but also click the checkbox for the “Display After” setting. You MUST also be sure that the **“Permit Users to View this Content”** is also set to “Yes”. The folder will then become visible to students on the date you specify.

4. When finished click the **Submit** button (6). You should then see the folder in your Content Area.

**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.

**CONTENT FOLDER INFORMATION**

\* Name  (1)

Color of Name  (2)

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).  
  
This folder will contain items required for completion of this workshop.  
Path: p Words:11

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No (3)

Track Number of Views  Yes  No (4)

Select Date and Time Restrictions (5)

Display After 07/03/2019 09:49 AM  
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.

Click **Submit** to proceed.   (6)

 **Practice Folder**

Enabled: Statistics Tracking  
This folder will contain items required for completion of this workshop.

## ONLINE@SUNYBROOME

Please visit the Online@SUNYBroome website ([www.sunybroome.edu/online](http://www.sunybroome.edu/online)) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

