Create a Content Folder

Folders can be used to further organize materials within a Content Area. Once a folder is created the Instructor can add items, folders, links, Learning Units, and course links within it.

Step 1  Make sure Edit Mode is ON.

Step 2  Access a Content Area.

Step 3  On the Action Bar, point to Build Content to access the drop-down list.

Select Content Folder.

Step 4  On the Create page, type a Name.

Step 5  Click Yes to Permit Users to View this Content.

Click Yes to Track Number of Views.

Use the Display After and Display Until date and time fields to restrict the availability of the Content Folder. Click both the Display After and Display Until check boxes to enable date and time settings.