



CITS

Instructional  
Development

## Adding Content Folders


### Introduction


Folders are useful for organizing and structuring content in a Content Area, Learning Module, Lesson Plan, or in another folder. For example, Instructors may add folders for each week of the Course to a Content Area, or organize the Content Area by topic, such as separate folders for Assignments, Tests, and Group Projects. All of the content types available in Content Areas can be added to a folder.


Once a folder is created, content and additional subfolders may be added to it. Folders can be nested to provide a way to display many levels of content. Using folders to organize content can help make materials easier to find and reduce the amount of scrolling in the Course area. Be aware that each folder and all nested folders must be navigated through to find content in the last subfolder. Organize content so that Students can access it easily with as few clicks as possible.


**Week 1 Additional Resources** ▾

Build Content ▾ | Assessments ▾ | Tools ▾ | Publisher Content ▾

 **Chapter 1 Glossary**


 **BBC Documentary**

 **Dan Pink: The puzzle of motivation** ▾

 **Dan Pink: The puzzle of motivation**  
Duration: (18:37)  
User: tedtalksdirector - Added: 8/25/09

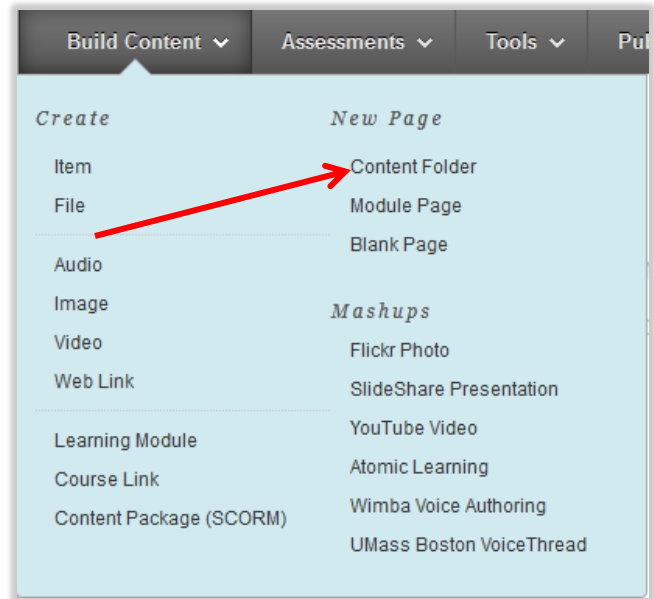
Watch Video

Career analyst Dan Pink examines the puzzle of motivation, starting with a fact most managers don't: Traditional rewards aren't always as effective as we think and maybe, a way forward.

 **Audio Lecture**

**Step 1:** To start creating **Content Folder** click, **Building Content** in the left-hand corner of the course space.

**Step 2:** Click, **Content Folder**.



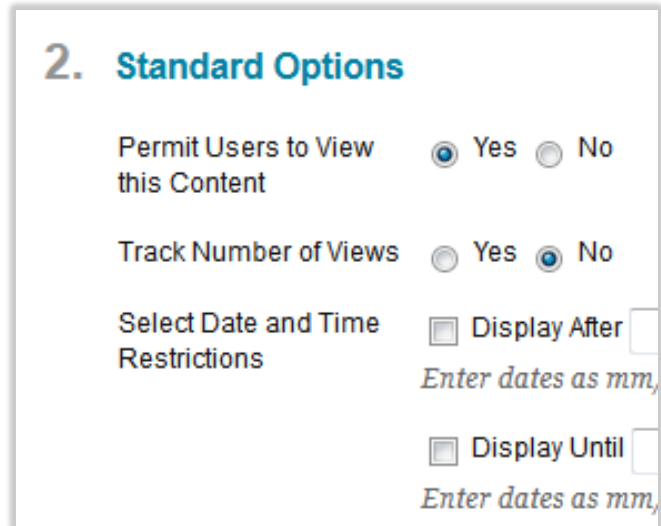
**Step 3:** Name the **Content Folder** according to the content or type of content it will contain.

A screenshot of a form titled '1. Content Folder Information'. It contains a text input field for 'Name' with the value 'Week 1 Additional Resources'. Below it is a 'Color of Name' dropdown menu set to 'Black'. There is a 'Text' editor with a rich text toolbar and a large text area. At the bottom, there is a 'Path: p' label and a 'Words:0' counter.

**Step 4:** Include any description or instruction for this folder within the text box editor.

**Step 5:** Choose options to be enabled for the **Content Folder**.

- a. Selecting Yes to Permit Users to View this Content allows students to see this page.
- b. Select Yes to Track Number of Views if you would like to see how many views this page receives.
- c. For Enter Date and Time Restrictions, you can set the blank page to display on a specific date and time and to stop displaying on a specific date and time. Display restrictions do not affect blank page availability, only when it appears.



**2. Standard 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,yy*

Display Until   
*Enter dates as mm,yy*

**Step 6:** Click, **Submit**.

## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).