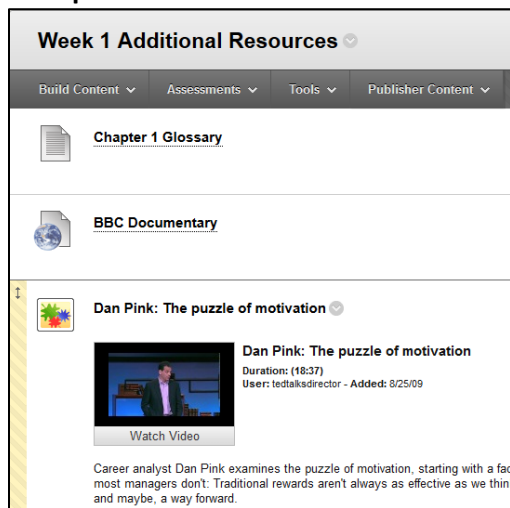


Creating a Content Folder

Content Folders are useful for organizing and structuring content in a Content Area. Any type of content that can be added to a content area can also be added to a content folder. Keep in mind that students must navigate each folder (and all folders underneath it). Try to organize your content content so that Students can access it easily with as few clicks as possible.

Example:



Week 1 Additional Resources

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

Chapter 1 Glossary

BBC Documentary

Dan Pink: The puzzle of motivation

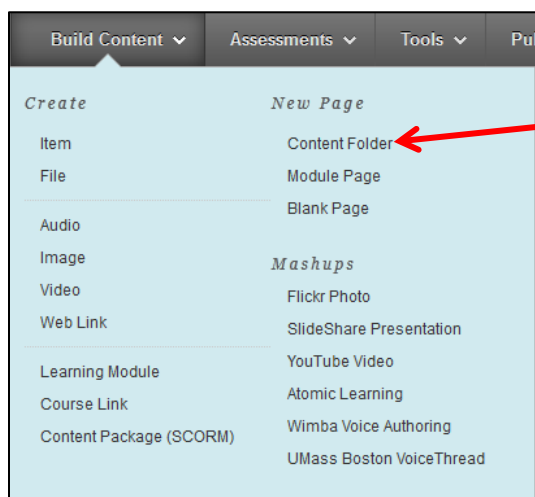
Dan Pink: The puzzle of motivation
Duration: (18:37)
User: tedtalksdirector - Added: 8/25/09

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.

Step 1:

To create a Content Folder place your mouse arrow over the “Build Content” button at the top of a content area and choose “**Content Folder.**”



Build Content ▾ Assessments ▾ Tools ▾ Pu

Create

Item

File

Audio

Image

Video

Web Link

Learning Module

Course Link

Content Package (SCORM)

New Page

Content Folder

Module Page

Blank Page

Mashups

Flickr Photo

SlideShare Presentation

YouTube Video

Atomic Learning

Wimba Voice Authoring

UMass Boston VoiceThread

Step 2:

Name the **Content Folder** according to the content or type of content it will contain and type a description explaining what students will find inside of this folder.

Name: Week 1 Materials

Color of Name: Black

Text: In this folder you will find the handouts and articles that I mentioned in class.

Path: p Words:15

Step 3:

Choose if you would like to make this visible to students after is uploaded (by default it will be) OR set an availability date to have the folder automatically appear and/or disappear at a certain date/time. Click **Submit** to finish creating your content folder.

Permit Users to View this Content: Yes No

Track Number of Views: Yes No

Select Date and Time Restrictions: Display After 05/07/2018 11:59 PM

Display Until

Cancel Submit