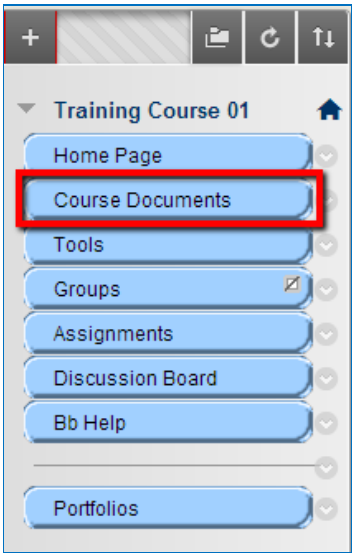
Adding Content: Folders

Folders are useful for organizing and structuring content in a Content Area. 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 folder for Assignments, Tests, and Group Projects.

Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

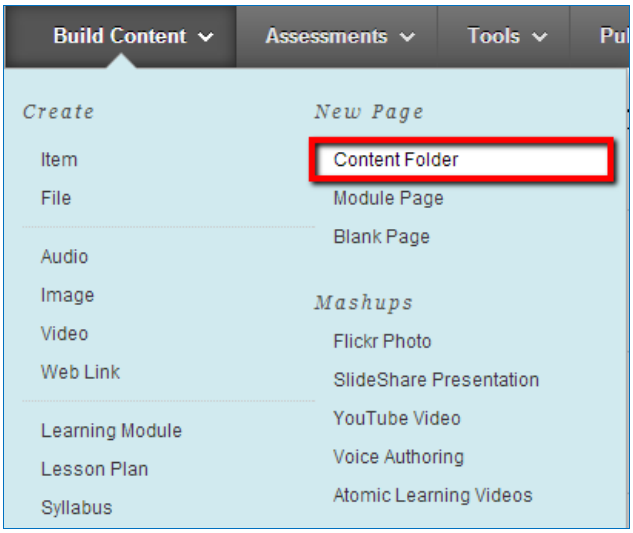
To create a Folder:

1. Open a Course Content Area.

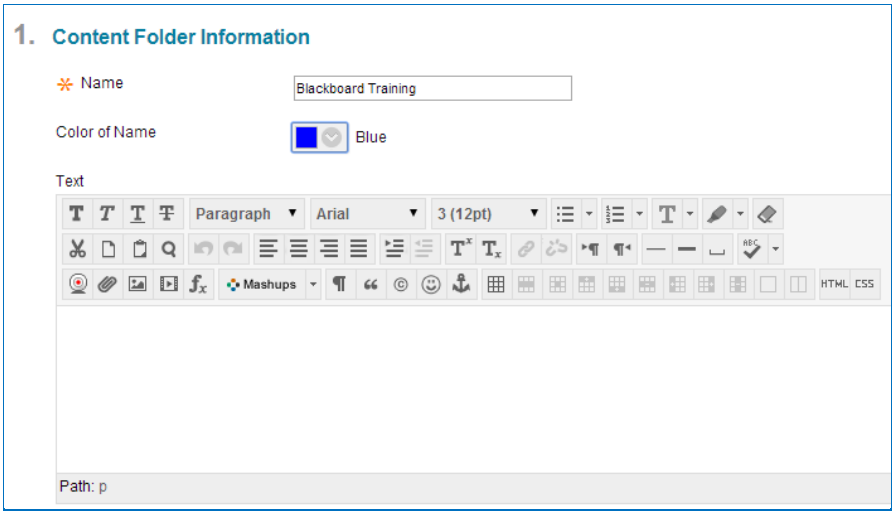


2. Edit Mode is ON.

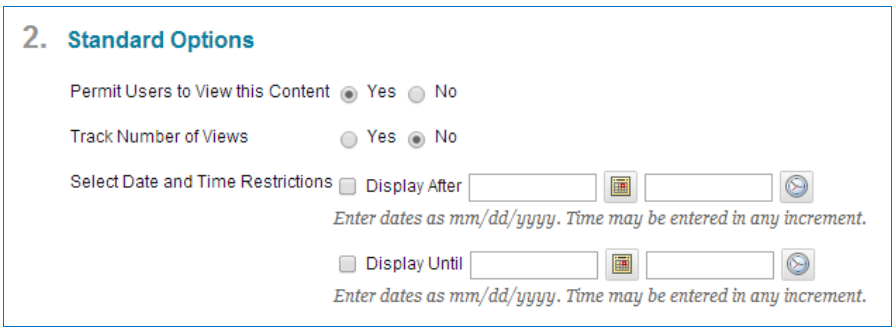
3. Point to **Build Content**, and select **Content Folder**.



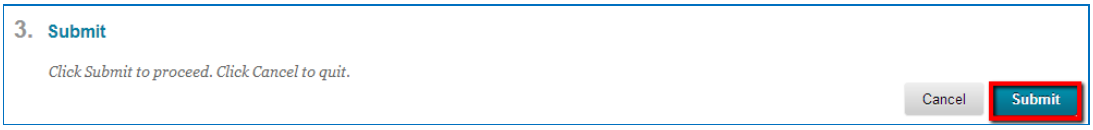
4. Type in the necessary Folder Information, and select appropriate Folder Options: name, color, descriptive text, visibility, tracking, date and time restrictions.



5. Permit users to view the content, within a specified date range if desired. Optionally, track views of the folder.



6. Click **Submit**.



Folder Content Availability

Availability of items in a Content Area is established on an item-by-item basis, but the actual display of items to users is contingent upon the availability of any parent folder on up to the root of the content area. If any parent folder is unavailable, the items within it are unavailable. For example, if a folder is set to **Unavailable**, but items within the folder are set to **Available**, users would be unable to view the items within the folder.

This is also true for items with Adaptive Release rules (a feature not covered in these tutorials). If a folder has a rule that makes it unavailable to a user or group, all content within that folder is also unavailable to that user or group.