



Adding a Folder

Most of your course content will be added in one or more of the *Content Areas* listed below or a new area that you create. Determining how you will present the information for your students is an important decision. Please take time to think about the layout of your content.

Content Areas	
Course Information	Assignments
Course Documents	External Links

[Remember that you can add new content areas or modify the names of existing content areas by going to the **Manage Course Menu** link in the *Control Panel*.]

Adding a Folder



1. In the *Control Panel*, select a course content area [*Course Information*, *Assignments*, or an area you have created].
2. Click the **Folder** button.
3. In the Folder name area, select one of the available names or create one for your folder [Example: Week 2 (Oct. 1-7) World Banking Economy].
4. Click the **Pick** button, to select a color for the letters of your folder name.

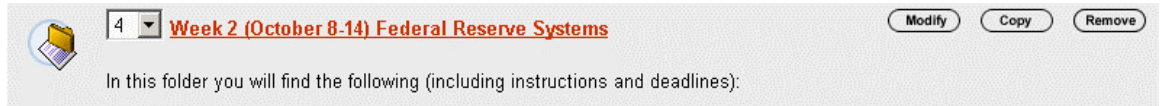
Choose Color of Name:



5. A box with colors options will pop-up. Select the color [dark / rich colors show up best] Your selection will replace the black font.
6. The *Text* area can be left empty or you can use the space to set the stage for the folder.
Examples:
 - List what the students will find in the folder.
 - Include an estimated amount of time to complete the assignments in the folder.
 - List assignment due dates.
7. The folder is visible/available to students by default. You can select to make it unavailable to students.
8. You can also select dates that you want the folder available.
9. Click the **Submit** button to create the *Folder*.

Adding Content to Your Folder

1. Your *Folder* has been created. Now you need to go back into the folder and add the content.



2. Click the folder name and you will be able to add the content. [Notice that you have the same options to select from inside the folder.]



3. Click the link for the item that you want to add to your folder.
 4. Follow the instructions for that item and be sure to click the **Submit** button to complete the process.
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