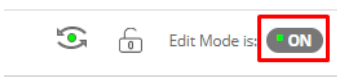


Create Content Folders

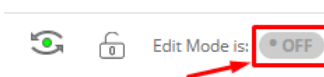
You can create content folders to hold weekly materials or materials that are under the same topic.

**Make sure edit mode is on
(Top right of screen)
Click to toggle.**

Edit Mode is ON

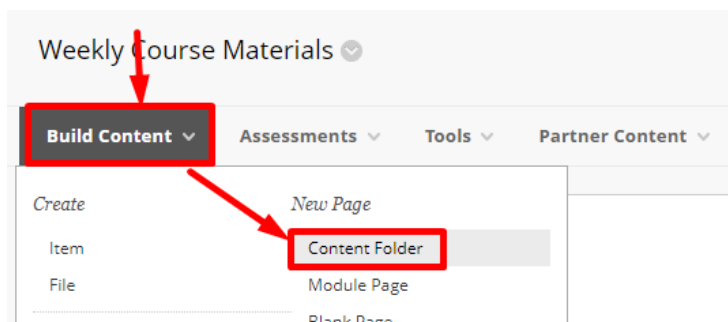


Edit Mode is Off



CLICK TO TOGGLE EDIT MODE ON.

1. Navigate to your course content page on the left menu.
2. Click Build Content and choose Content Folder.



3. Choose a name for your content folder.

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

CONTENT FOLDER INFORMATION

* Name

Color of Name



4. Make sure you have permitted users to view the content. You can also set a display after or display until date to hide the folder outside of specific dates.



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/dd/yyyy. Time may be entered in any increment.


Display Until  
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Your multiple content folders will be on your course content page.

Weekly Course Materials 

Build Content  **Assessments**  **Tools**  **Partner Content** 

Week 1 

Week 2 

Interested in more educational tools? Check out our How-To Guides at: www.ufv.ca/myclass/faculty-centre/faculty-tutorials or email us at asktlc@ufv.ca

