



Create a Folder

Introduction

The Course Home Page is the default entry point of the course and serves as the top level where you should organize and structure your material.

For example, if you are organizing content chronologically, you can create a different folder for each module, week or unit of your course. Students would then click on a folder and access all of the corresponding material for that module.

Create a Folder in your course

Step 1: To begin, click on the **Build** tab after you have logged into your course.



Step 2: Next, click **Create Folder** from the Course Homepage.



Step 3: Enter the **Title** of the folder in the field provided.

*Title:	Getting Started
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Step 4: Enter a **Description** in the field provided (optional).

Description:	Please begin here!
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Step 5: Select the desired Item Visibility option. In this example, we will select **Show Item** (the default selection). Item Visibility always refers to the student's perspective. Therefore, Show Item will make the folder visible to the students, while Hide Item will keep the folder hidden to students.

Item Visibility: Show Item
 Hide Item

Step 6: Next, click **Add Another Folder** in order to create another folder on the Home Page.

 A rectangular button with a green plus sign icon on the left and the text "Add Another Folder" in a bold, black font.

Step 7: Once again, enter the **Title** of the folder in the field provided.

*Title:

Step 8: Enter a **Description** in the field provided (optional).

Description:

Step 9: Select the desired Item Visibility option. Once again in this example, we will select **Show Item** (the default selection).

Item Visibility: Show Item
 Hide Item

Step 10: Once again click **Add Another Folder** and we will create a third and final folder.

 A rectangular button with a green plus sign icon on the left and the text "Add Another Folder" in a bold, black font.

Step 11: Enter the **Title** of the folder in the field provided.

*Title:

Step 12: Enter a **Description** in the field provided (optional).

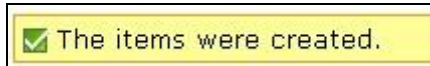
Description:

Step 13: Select the desired Item Visibility option. In this example, we will select **Hide Item**.

Item Visibility: Show Item
 Hide Item

Step 14: Click **Save** when finished.

You will receive confirmation that the items were created and you will return to the Course Home Page.



Notice from the Course Home Page that the first two folders that we created are showing (orange) while the third folder is hidden (gray).



Step 15: Click on the **Student View** Tab to view the course from the Student's perspective.



Notice that the hidden folder, Module 2, **does not appear** from the Student's perspective

Your location: **Home Page**

	Getting Started Please begin here!		Module 1
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Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLITC or contact us via email at tlitc@bhcc.mass.edu.