



## Show and Hide Folders in your Course

### Introduction

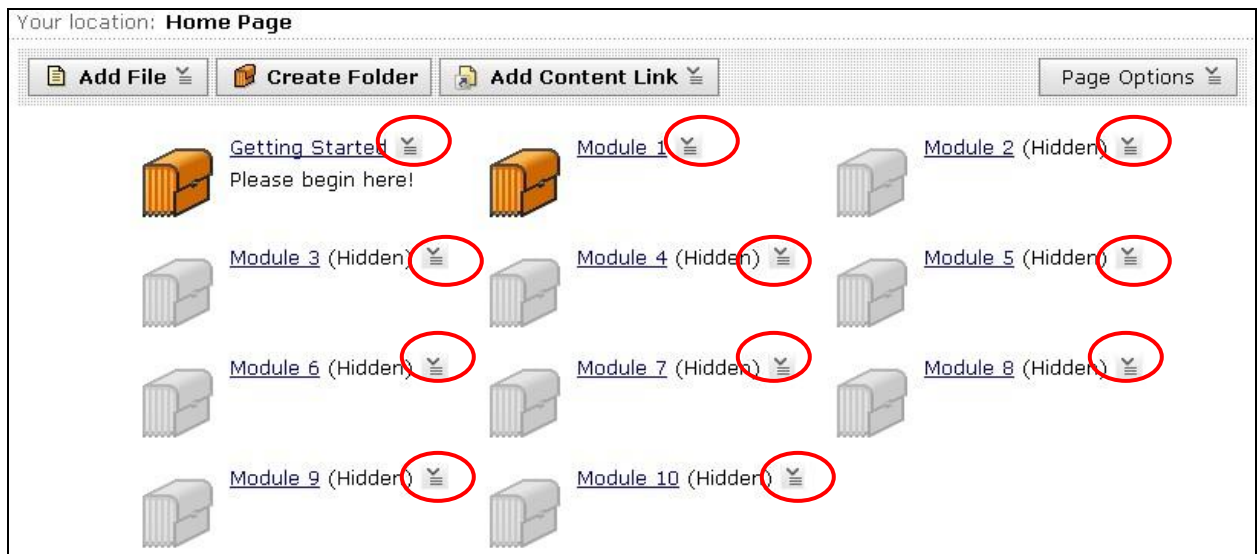
You can make content items available to users by showing the item in a folder that you have created. Alternatively, if you do not want certain content items to be available, you can hide them temporarily. This guide will demonstrate the steps involved with showing and hiding folders.

### Show and Hide Folders in your course

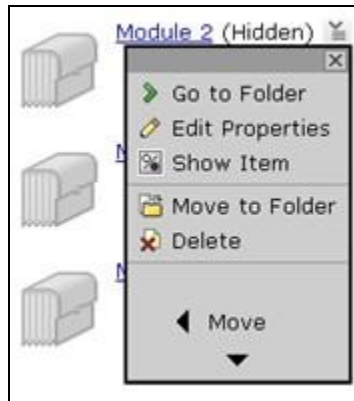
**Step 1:** To begin, click on the **Build** tab after you have logged into your course.



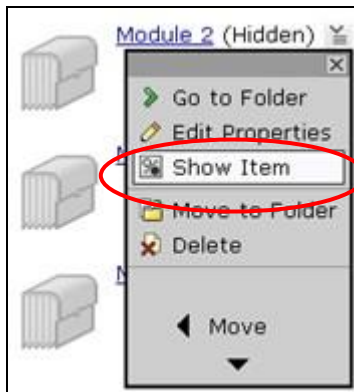
Notice that the Course Homepage appears and each folder (previously created) has a corresponding Action Link (drop down menu) that appears next to the folder title.



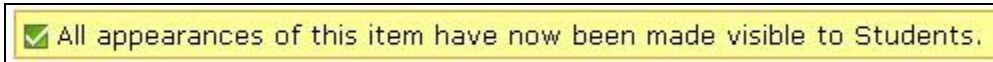
**Step 2:** Click on the **Action Link menu** for the Module 2 folder which is currently hidden from the student's view. Notice that a list of options will appear. Take a moment to familiarize yourself with the menu options. In this example, we will modify the visibility options.



**Step 3:** Select **Show Item** from the *Action Link* menu.



You will receive confirmation that all appearances of the item have now been made visible to students.



Notice that the Module 2 folder now appears visible (orange) to Students.

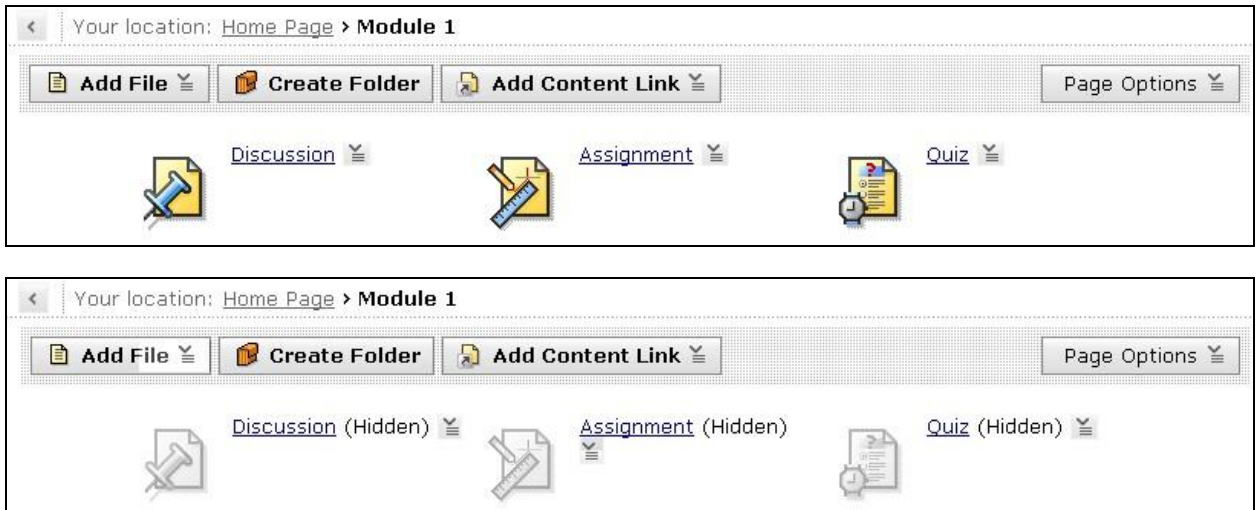


**Step 4:** Modify the visibility options for each folder in your course as needed. This process works the same when hiding items as well. However, instead of selecting Show Item, you would select Hide Item. Items icons that appear gray in color are hidden while item icons that appear orange in color are visible to students.

Keep in mind that this process works the same way when you want to show or hide other items (files and folders) in your course as well as Content Links (Discussions, Assignments, and Assessments).

However, with both the *Assignment* and *Assessment* tools you have an option of editing the properties of those items and modify the dates of availability (to your students) resulting in an automated process of showing and hiding the item on the time and date selected.

This will be discussed in more detail in related tutorials.



## Conclusion

We hope this guide, *Show and Hide Folders in a Course* was helpful.

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