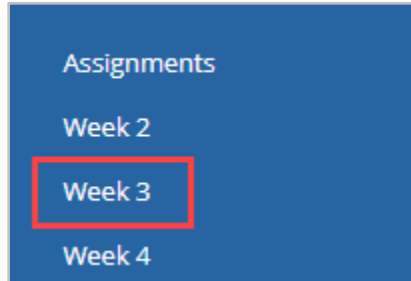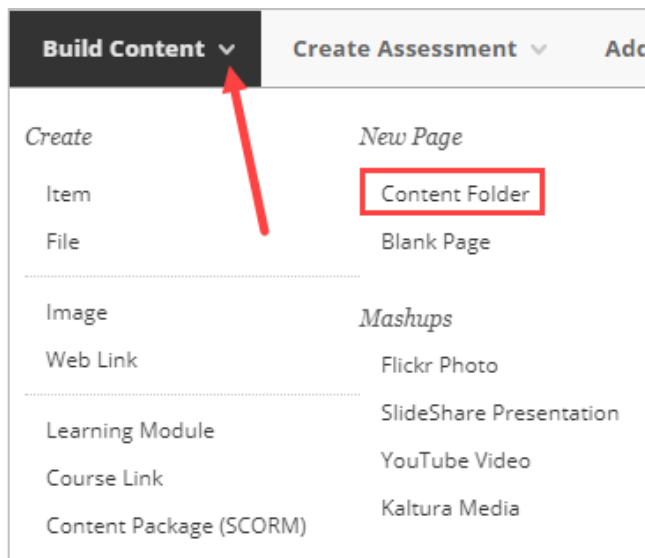# CREATE A CONTENT FOLDER

Organize course content by using content folders to group similar things, like YouTube videos, or articles. Avoid nesting things too deeply into ulearn and try to stick to the three-click rule.

Instructions

1. Navigate to the **Content** folder where you want to add a course link

2. From the **Build Content** menu click on **Content Folder.**

3. The Create Content Folder page appears. Enter a **Name** I the name box for the folder. If you want to add a description of content inside the folder enter it in the **text editor box**.

CREATE A CONTENT FOLDER

CONTENT FOLDER INFORMATION

* Name

Readings

Color of Name

Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Course readings from week 1 are in this folder.

4. In the **Options** section, turn student viewing off or on, determine if you want to track student views of the folder, and select viewing dates if you want the folder to be visible only for certain 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. Click **Submit.**

Cancel   Submit