Transcript: How to Create a Content Folder

This tutorial will show you how to create a Content Folder in WebCampus. A Content Folder is a container for course materials presented in a linear format. Content Folders can include individual items, such as links to files, activities and assessments as well as other folders.

**TIP:** A Content Folder is one of the options for presenting weekly course content and activities to the students.

To begin, enter your course and make sure that the Edit Mode switch in the top right hand corner of your course page is turned ON.

**TIP:** A Content Folder can be added from a Content Area, Learning Module, Lesson Plan or from another Folder.

Let’s start by creating a Content Area that will host our Folder. Click on the Create New Item plus sign above the Course Menu. From the dropdown menu that appears, click on the Create Content Area link.

Give the new Content Area a name and make it available to students. Click Submit when done.

The new Content Area will appear on the bottom of the Course Menu list.

Next, let’s create a Content Folder. Click on the name of the Content Area. A Content Area page will appear. Hover over the Build Content button and click on the Content Folder link.

In Step 1, enter the name for the Content Folder and enter the description into the provided text box.

In Step 2, chose if you want this item to be visible to students right away and apply date restrictions if desired. You can also select the option for tracking the number of views.

Once you are done, click Submit.

A new content folder will now appear on the page. You can add as many other folders to this page as desired.

Now let’s talk about adding items to a Content Folder. To begin, click on the name of the folder.
Just as with the Content Area, you can build content by uploading files; creating pages, items or other folders; or including mashups. You can also add various types of assessments, include interactive tools, or assign a textbook.

To start adding content to our folder, let’s create an Item.

**TIP:** Adding an Item is equivalent to creating a short text entry from scratch.

Hover over the Build Content button and click on the Create Item link.

In Step 1, enter the name for the item and enter your text into the text box. This text will appear directly on the content folder page.

In Step 2 you can attach a file to this item.

In Step 3, set the options. You can chose to hide this item temporarily or make it available to the students right away. You can also select to Track Number of Views. You can also set restrictions on when the item will be visible to the students.

When you are done, click on the Submit button.

You will now be able to see the text of the item on the folder page. To preview the folder from the student’s view turn the Edit Mode OFF.

You can add as many various items and activities to the folder as desired.

Here is what a complete Content Folder can look like.

If you have any questions about this tutorial or need additional help, please contact the Instructional Design Team at WebCampus@unr.edu or (775) 682-6798.