

## Organizing & Using Folders

### Why Organize?

The way you organize course content can make a significant difference in the lives of your students. If students know exactly where to go to find materials, they can focus on the course content rather than looking for content. Likewise, a strong organizational system can help make your life easier because you can spend more time teaching rather than answering questions about “where to find this or that”.

### Organize Before you Begin?

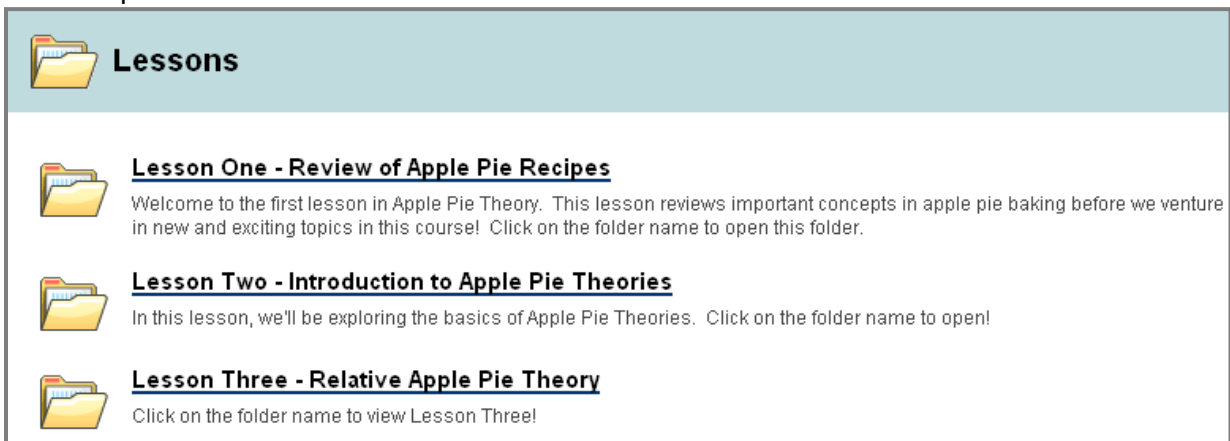
Finding and navigating between course materials should be easy and self-explanatory. Organizing your course before you begin building it can actually reduce the building time you spend on your course. It may take some time up-front, but it is HIGHLY recommended to outline your course structure and folder structure before creating your activities and assignments. If you have a plan for what content materials will go under what button and what folder, it will make developing your course so much easier. It will also help ensure consistency.

### Best Practices




Our best recommendation is using the Lessons or Module organizational method to organize materials. Within the Lessons button, you can create different folders for each lesson within your course. This allows you to include everything a student would need to do for given lesson within one folder, such as activities, readings, quizzes, and etc.

### An Example of Clear Consistent Navigation

- There are three lessons present within this site. Each folder is labeled and has instructions on how to open the folder.



**Lessons**

-  **Lesson One - Review of Apple Pie Recipes**  
Welcome to the first lesson in Apple Pie Theory. This lesson reviews important concepts in apple pie baking before we venture in new and exciting topics in this course! Click on the folder name to open this folder.
-  **Lesson Two - Introduction to Apple Pie Theories**  
In this lesson, we'll be exploring the basics of Apple Pie Theories. Click on the folder name to open!
-  **Lesson Three - Relative Apple Pie Theory**  
Click on the folder name to view Lesson Three!


- Each Lesson folder contains the resources, materials and activities which need to be completed during a given time frame.

 **Lesson One - Review of Apple Pie Recipes**




**Objectives - Lesson One**  
Upon successful completion of this lesson, students will be able to:

- Introduce yourself to your classmates.
- Identify ingredients used to bake an apple pie.



**To Do List - Lesson One**

1. Post to the "Tell Us About Yourself" forum to introduce yourself to your peers.
2. Go to the website [allrecipes.com](http://allrecipes.com). Take notes regarding the different ingredients used in various apple pie recipes.
3. Participate in the **Apple Pie Activity** to practice identifying ingredients.
4. Take the brief **Apple Pie Quiz** to test your knowledge



**Tell Us About Yourself**  
This is an introductory forum for you to get to know your peers. Be sure to respond to at least two other students. See the Syllabus for the grading rubric.



**[Apple Pies on allrecipes.com](http://allrecipes.com)**

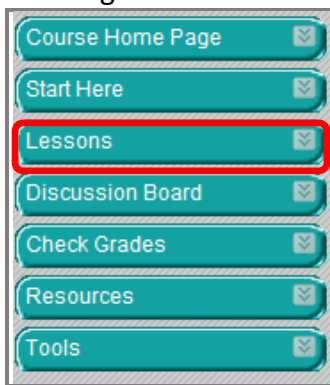


You'll also notice at the top of each lesson, the lesson objectives are also included with a comprehensive "To-Do" list. This is helpful to most students, as it helps manage expectations.


## Reorganizing Your Course Site


Reordering Items within a Content Area or Folder:


1. To reorganize and reorder, click on the Content area you want to edit (such as "Lessons").



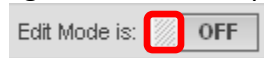
2. The Lessons content area will open.

 **Lesson One - Review of Apple Pie Recipes**  
 Welcome to the first lesson in Apple Pie Theory. This lesson reviews important concepts in apple pie baking before we venture in new and exciting topics in this course! Click on the folder name to open this folder.

 **Lesson Two - Introduction to Apple Pie Theories**  
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 **Lesson Three - Relative Apple Pie Theory**  
 Click on the folder name to view Lesson Three!




3. Turn Edit Mode *On* by clicking the shaded box. The Edit Mode button is located in the top-right corner of the page.









4. When Edit Mode is on the indicator switches to On.









5. Change the position of the Lessons by dragging to the up/down arrows attached to each folder to the appropriate position.




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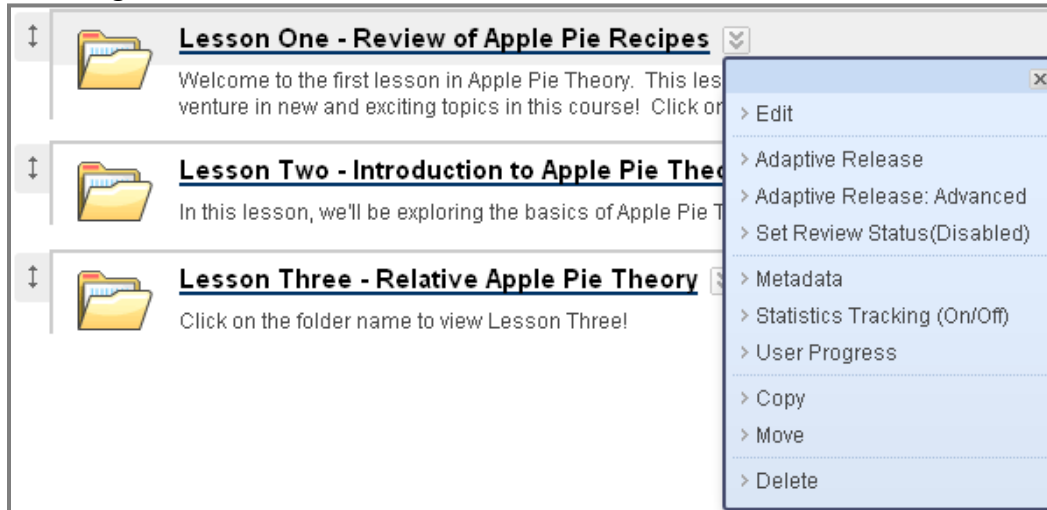
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6. Instructors can delete, move, copy and edit the contents of folders by using the Action Link to the right of the folder title.



7. Instructors can also set parameters on how the information in a folder will be accessed using Adaptive Release, and set parameters on whether statistics for this item's use will be tracked.