

# Folders (Instruction)

Last Modified on 04/22/2024 4:20 pm CDT

[Add a Folder](#) | [Organize Curriculum](#) | [Suggestions for Folders](#)

Folders are available as part of the Campus Learning premium offering and require the *Enhanced Curriculum Editor* tool right. Visit [What is Campus Learning?](#) to learn more.

**Location:** Tools throughout Instruction including Grade Book, Planner > My Curriculum, and Progress Monitor > click the arrow next to the Add button > Folder

Folders are used to structure curriculum. They are simple and flexible, allowing you to organize your curriculum in a way that makes sense for your course and students. This article includes suggestions for ways you could use folders.

1) 3600-4 AP Literature

Search Section

Displaying items in 1) 3600-4 AP Literature

- Course Syllabus
- The Great Gatsby Start: 12/09/2020 12:00 AM End: 12/23/2020 11:59 PM
- To Kill a Mockingbird Start: 01/04/2021 12:00 AM End: 01/29/2021 11:59 PM
- The Good Earth Start: 02/01/2021 12:00 AM End: 02/12/2021 11:59 PM

Use folders to organize assignments and resources.

The **Enhanced Curriculum** tool right in Additional Access Rights > Instruction Tools grants access to this option. See the [Instruction Tool Rights](#) article for more information.

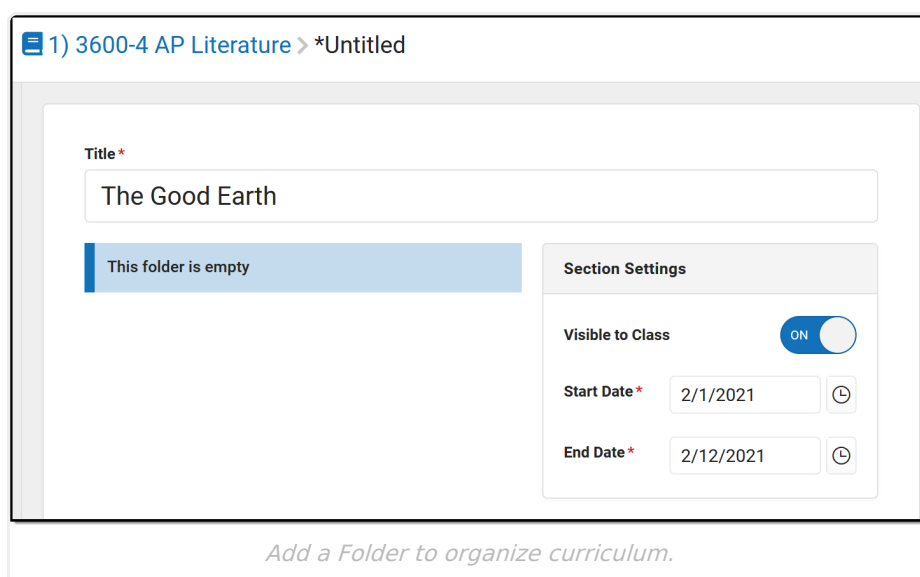
See the [List](#) article for more information about viewing curriculum.

### Additional Options:

- Click **Library** to view the [Curriculum Library](#) where you can [add curriculum](#) to your section that other teachers have shared.
- Click **Edit** to edit the item you're viewing.
- Click **Copy** to open the [Curriculum Copier](#).
- Click **Share** to [share curriculum to the Library](#)

## Add a Folder

To create a folder, click the arrow next to the +Add button and click Folder. This button displays in the Grade Book, Planner, or Progress Monitor, or while viewing any existing folder, assignment, or resource.



1. Enter a **Title** for the folder. This title must be unique in this section.
2. Indicate if the folder should be **Visible to Class** through [Campus Student](#) and [Campus Parent](#).
3. Enter **Start** and **End Dates**. To set both dates easily, click the date to open the calendar, then click the Start Date you want and then the End Date, without closing the calendar.

Click **Save** when finished. Use the **Preview** at the bottom of the editor to view how the folder will look to students or parents, or to other teachers.

## Organize Curriculum

Once you've created a folder, add assignments and resources to it. See the [Assignments & Resources](#) article for more information about these curriculum items.

Click 'Move' and then choose a folder.

Use folders in whatever way makes sense to you and your class. Here are some examples of ways you could structure your curriculum.

In this example, I created folders for the novels we're reading. I then added hidden resources to store my lecture notes and powerpoints.

1) 3600-4 AP Literature

To Kill a Mockingbird

Search Section

Course Syllabus

The Great Gatsby

Start: 12/09/2020 12:00 AM

End: 12/23/2020 11:59 PM

To Kill a Mockingbird

Start: 01/04/2021 12:00 AM

End: 01/29/2021 11:59 PM

Themes Introduction

Start: 01/04/2021 12:00 AM

End: 01/04/2021 11:59 PM

HIDDEN

Week 1 Reading Check

Start: 01/04/2021 12:00 AM

End: 01/04/2021 11:59 PM

Themes Worksheet - Bildungsroman

Start: 01/05/2021 12:00 AM

End: 01/05/2021 11:59 PM

Harper Lee Biography Lecture

Start: 01/06/2021 12:00 AM

End: 01/06/2021 11:59 PM

HIDDEN

Life in the 1930's and 40's - Discussion

Start: 01/07/2021 12:00 AM

End: 01/07/2021 11:59 PM

4) 3700-3 American & British Literature > Quarter 3

Search Section

Displaying items in 4) 3700-3 American & British Literature

**Quarter 2**  
Start: 10/26/2020 12:00 AM  
End: 12/23/2020 11:59 PM

**Quarter 3**  
Start: 12/28/2020 12:00 AM  
End: 03/26/2021 11:59 PM

**Quarter 3 Resources**

**Week 1**  
Start: 01/01/2021 12:00 AM End: 01/01/2021 11:59 PM

**Week 2**  
Start: 01/04/2021 12:00 AM End: 01/08/2021 11:59 PM

**Week 3**  
Start: 01/15/2021 12:00 AM End: 01/15/2021 11:59 PM

**Week 4**  
Start: 01/18/2021 12:00 AM End: 01/22/2021 11:59 PM

Here, the teacher organized curriculum by quarter and then week.

Another option would be creating folders for units or textbook chapters.

6) 1800-3 Pre-Calculus A > Chapter 7

Search Section

Displaying items in 6) 1800-3 Pre-Calculus A

**Chapter 7**  
Start: 01/04/2021 12:00 AM  
End: 01/26/2021 11:59 PM

**Chapter 8**  
Start: 01/26/2021 12:00 AM  
End: 02/03/2021 11:59 PM

**pg197 1, 3, 7, 9, 13**  
Start: 01/05/2021 12:00 AM End: 01/05/2021 11:59 PM

**pg 208 3, 5, 7, 11, 15**  
Start: 01/08/2021 12:00 AM End: 01/08/2021 11:59 PM

**pg 214 1, 3, 5, 7, 9**  
Start: 01/12/2021 12:00 AM End: 01/12/2021 11:59 PM

**pg 227 3, 5, 9, 13, 15**  
Start: 01/15/2021 12:00 AM End: 01/15/2021 11:59 PM