

Folders (Instruction)

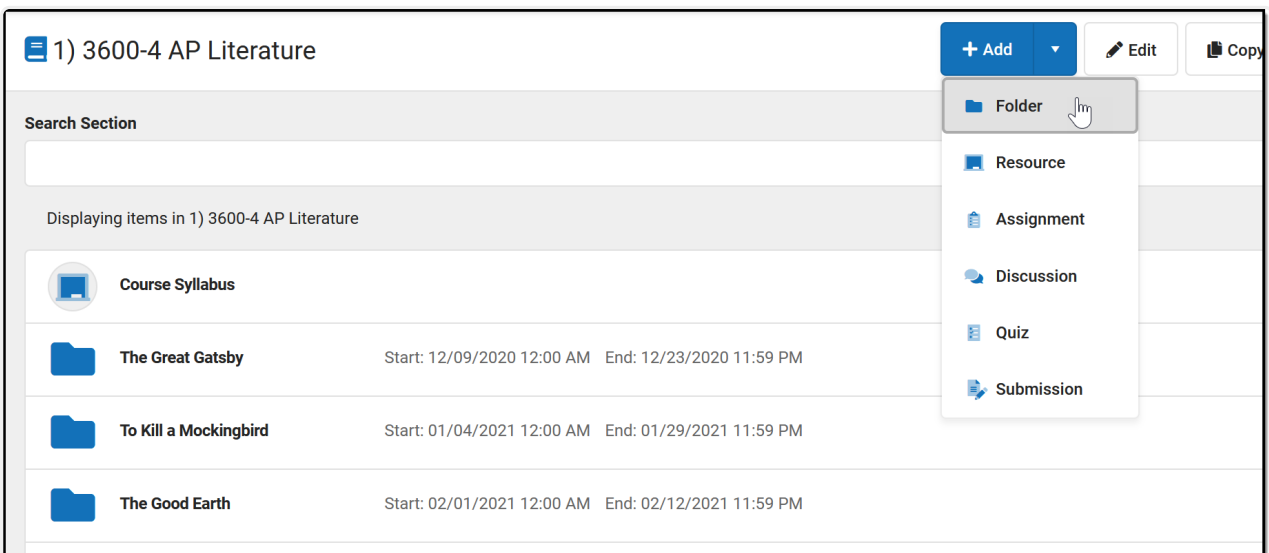
Last Modified on 05/15/2024 2:29 pm CDT

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

Folders are available as part of the [Campus Learning](#) premium offering and require the *Enhanced Curriculum* tool right.

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.



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.

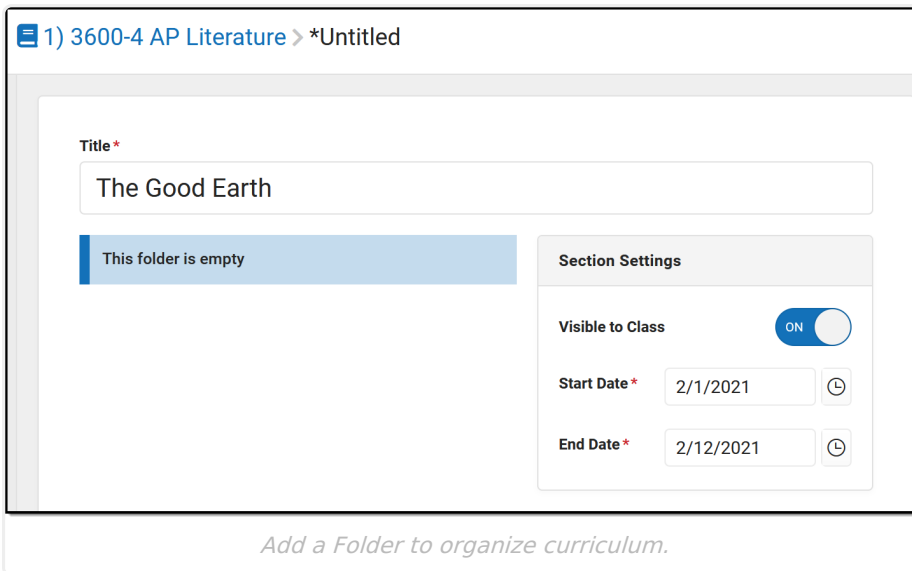
See the [List](#) article for more information about viewing curriculum.

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.

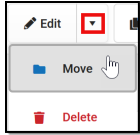


1. Enter a **Title** for the folder. This title must be unique in this section.
2. Indicate if the folder should be **Visible to Class** through [Campus Student](#) and [Campus Parent](#).
3. Enter **Start** and **End Dates**. To set both dates easily, click the date to open the calendar, then click 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.

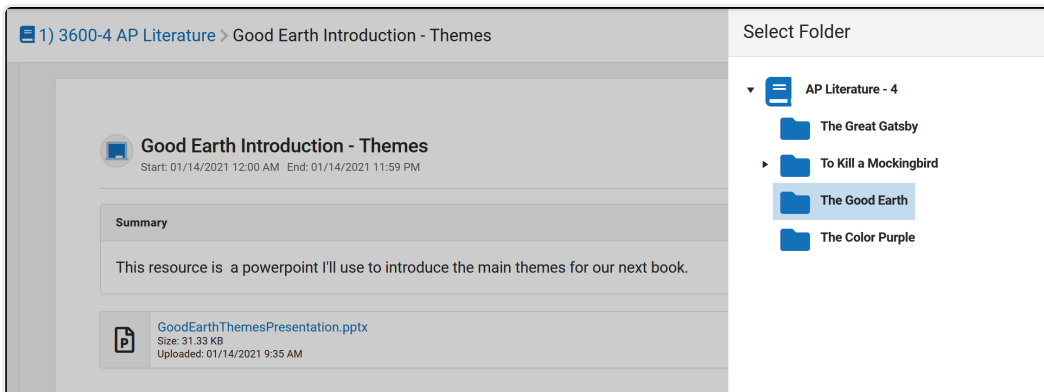
Organize Curriculum

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



You can also **Move** curriculum into a folder. To do so, open the item you'd like to move, click the arrow next to **Edit**, and select **Move**. Then choose a folder to add the item to it.

In the example below, I'm moving an existing resource (with a powerpoint presentation attached) into the folder I just created.



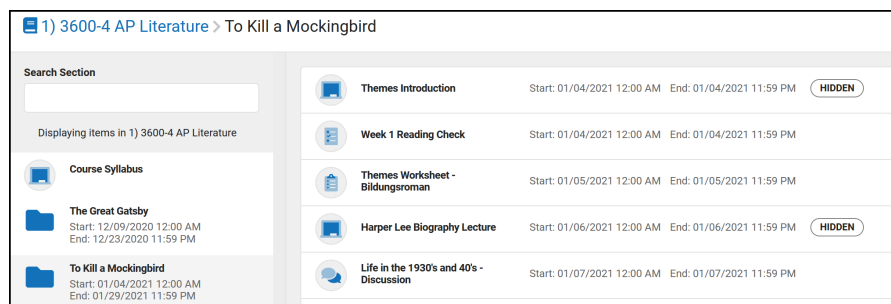
Click 'Move' and then choose a folder.

Suggestions for Folders

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

Create a folder at the top of your curriculum for "Course Resources" to collect frequently used resources, such as the course syllabus and a PDF of your [Scoring Rubric](#).

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



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: 03/26/2021 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