

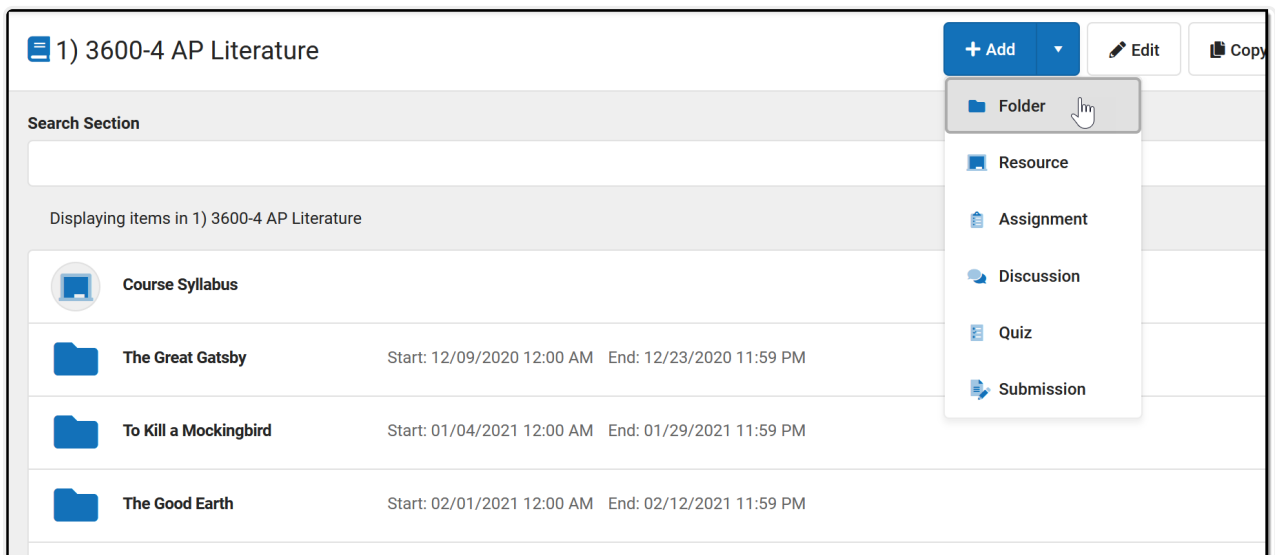
Folders (Instruction)

Last Modified on 01/14/2026 2:20 pm CST

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 Planner, 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

+ Add Edit Copy

- Folder
- Resource
- Assignment
- Discussion
- Quiz
- Submission

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.

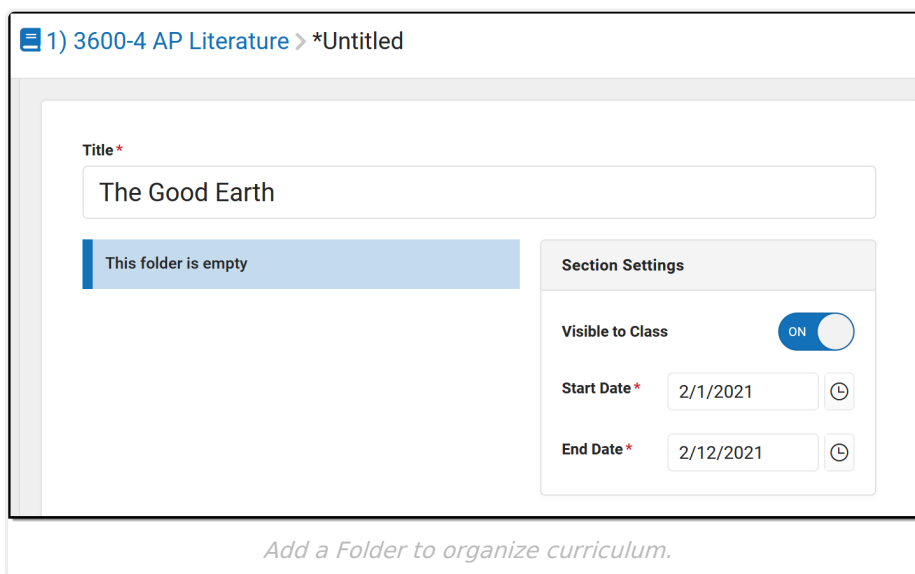
See the [List](#) article for more information about viewing curriculum.

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.

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

Suggestions for Folders

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](#).

1) 3600-4 AP Literature > To Kill a Mockingbird

Search Section

Displaying items in 1) 3600-4 AP Literature

Section Icon	Section Name	Start Date/Time	End Date/Time	Status
	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: 02/23/2021 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