

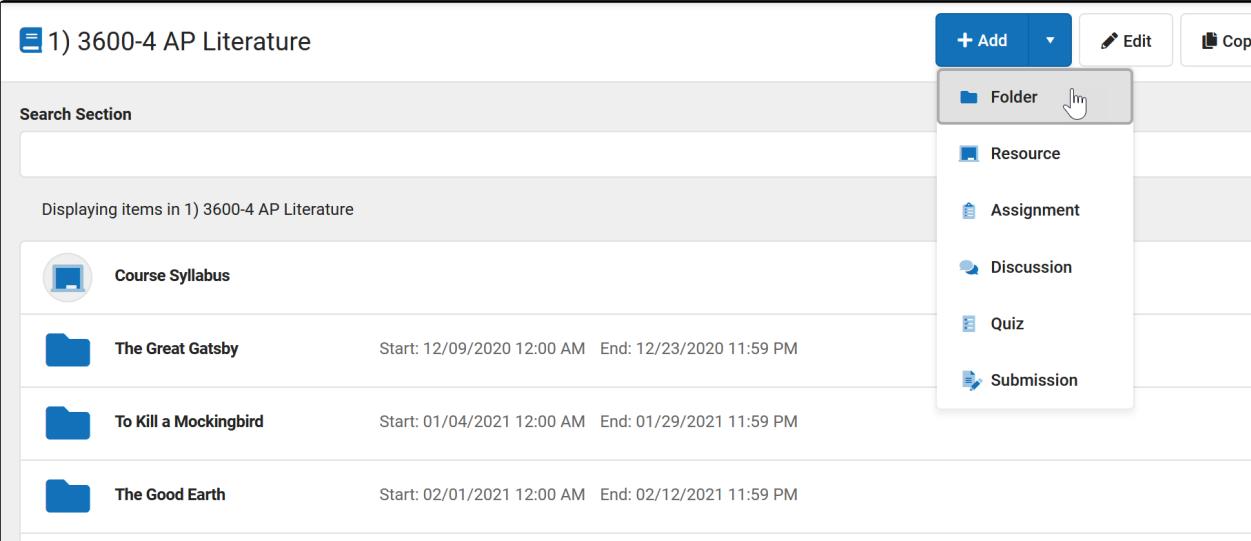
Folders (Instruction)

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.



The screenshot shows a list of assignments within a folder. The assignments are:

- 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)

A context menu is open, with the 'Folder' option highlighted, indicating it is the selected tool right.

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) 3600-4 AP Literature > *Untitled

Title*
The Good Earth

This folder is empty

Section Settings

Visible to Class **ON**

Start Date * 2/1/2021

End Date * 2/12/2021

Add a Folder to organize curriculum.

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.

1) 3600-4 AP Literature > Good Earth Introduction - Themes

Good Earth Introduction - Themes
Start: 01/14/2021 12:00 AM End: 01/14/2021 11:59 PM

Summary

This resource is a powerpoint I'll use to introduce the main themes for our next book.

GoodEarthThemesPresentation.pptx
Size: 31.33 KB
Uploaded: 01/14/2021 9:35 AM

Select Folder

AP Literature - 4

- The Great Gatsby**
- To Kill a Mockingbird**
- The Good Earth** (Selected)
- The Color Purple**

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.

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

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

| | | | |
|--|---|---|---|
| | 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 | |

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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 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 | 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 |
| Chapter 8 Start: 01/26/2021 12:00 AM End: 02/16/2021 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 |