

Folders (Instruction)

Last Modified on 10/22/2022 9:30 am CDT

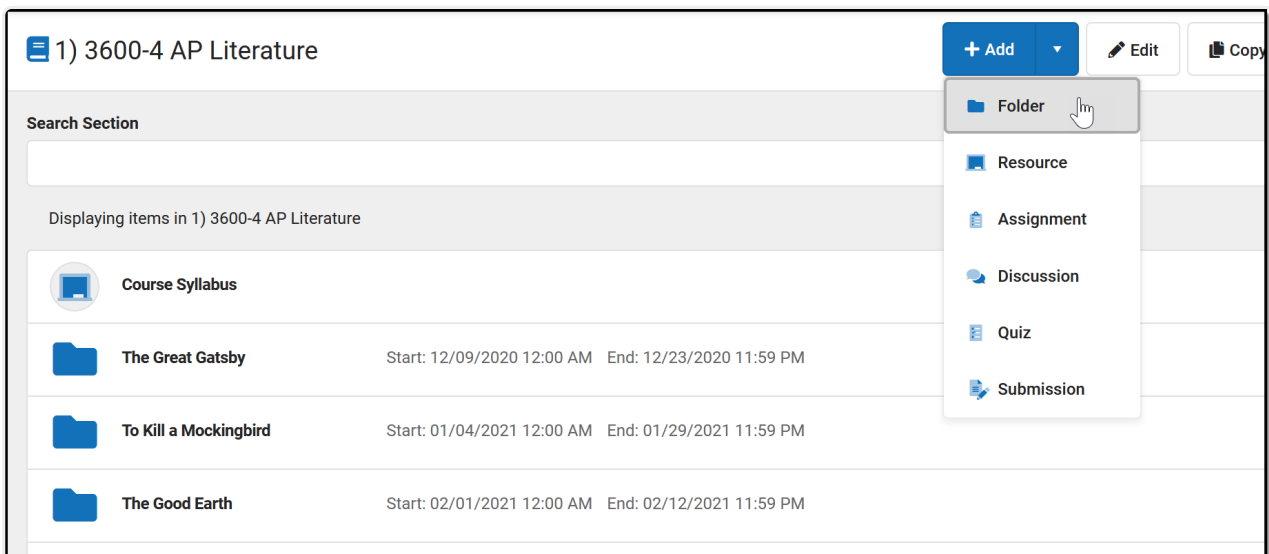
[Add a Folder](#) | [Organize Curriculum](#) | [Suggestions for Folders](#)

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.

Classic View: Tools throughout Instruction where the or button displays, including *Grade Book*, *Planner > My Curriculum*, and *Progress Monitor*

Search Terms: [Grade Book](#), [Planner](#), [Progress Monitor](#)

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.

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

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 

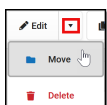
Add a Folder to organize curriculum.

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

Select Folder

- AP Literature - 4
 - The Great Gatsby
 - To Kill a Mockingbird
 - The Good Earth**
 - The Color Purple

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

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	

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

<p>Chapter 7 Start: 01/04/2021 12:00 AM End: 01/26/2021 11:59 PM</p>	<p>pg 197 1, 3, 7, 9, 13 Start: 01/05/2021 12:00 AM End: 01/05/2021 11:59 PM</p>
<p>Chapter 8 Start: 01/26/2021 12:00 AM End: 02/03/2021 11:59 PM</p>	<p>pg 208 3, 5, 7, 11, 15 Start: 01/08/2021 12:00 AM End: 01/08/2021 11:59 PM</p>
	<p>pg 214 1, 3, 5, 7, 9 Start: 01/12/2021 12:00 AM End: 01/12/2021 11:59 PM</p>
	<p>pg 227 3, 5, 9, 13, 15 Start: 01/15/2021 12:00 AM End: 01/15/2021 11:59 PM</p>