Creating folders and best practice

Library and Learning Support

Overview

Folders can be used to organise files and other content to improve navigation for students. Content such as lecture notes, activities and resources can be organised by subject, session or week.

Creating Folders

1. Ensure Edit Mode is **ON**

2. Go to the appropriate content area i.e. **Unit Information**, **Unit Materials**, **Assessment** etc.

3. Under **Build Content** select **Content Folder**

4. Type a **Name** for the folder you are adding i.e.

   Week 1 – Introduction. If adding lecture notes it is also a good idea to include the date so students can easily refer back.
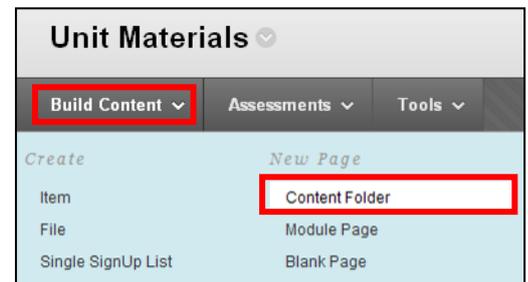
5. Add further **text** and information for the folder. This text can be formatted i.e. words marked in bold, underlined etc.

Folder Options

1. Set the appropriate access options for the folder:

   - **Permit Users to View this Content:**

     If you wish to work on content and **NOT** make it available to students until you are ready select **No** for this option (the default is **Yes**).

   - **Select Date and Time Restrictions:**

     You can choose to release content at a particular date and time by placing a tick in the **Display After/Until** boxes and selecting when you wish to make the content available and/or unavailable.

     Note: if the above **Permit User to View this Content** option is set to **No**, it will overwrite the **date and time restrictions** option and the content will not be displayed at the selected date/time.

2. Click on **Submit** to finish creating the folder.

Best Practice

Student feedback suggests that they prefer a 'simple clear layout which makes it easy to find information', and that they find problems with 'unit content not added consistently'. A clear, simple, and consistent approach to using folders is therefore of positive benefit to the student experience.

It may be that you do not need to use folders at all. If, for example, you are putting one PowerPoint file up each week, then simply naming these in a consistent and clear manner will suffice. Folders are useful where there are multiple files that need to be grouped together, to help students make sense of what to look at when, and to prevent the content areas of your unit, such as 'Unit Materials', from becoming overcrowded with a long list of files.

Once you begin to create folders, it is important to use them in an efficient and intuitive way that helps students to find what they are looking for. Folders are most effective when used to group materials in ways that will make sense to the students, for example by week.
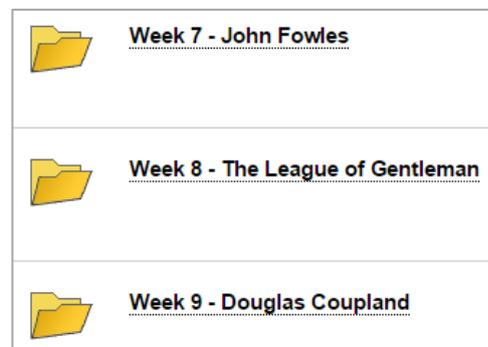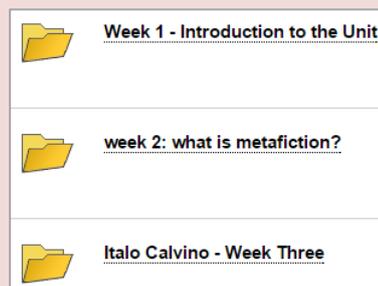
Folder Consistency

1. Decide upon a **naming convention** for your folders. This could be something like the week number, followed by the topic of that week's work. For example:

2. Keeping things such as **title construction**, **capitalisation** and the use of **hyphens** or **colons** consistent aids overall usability. For example, the above example is consistent, whereas the below example is less so.

It is preferable to keep **colours** consistent whenever possible. However, if a unit has a complex organisation of materials, for example when there are two weekly elements to a unit, then it may make sense to vary the colour of the text of a folder. However, this should still be done consistently, so that the colours **make sense** to the student.

If you do use different colours, ensure they are **consistent** and that they are **easy to read** against the background. Avoid red and green text as these colours are difficult for colour-blind individuals to read.

Folder Structure

1. Folders should be structured as **clearly** and **consistently** as possible. The use of subfolders should be kept to a minimum, and ideally there should only be one 'level' of folders within a unit area.

2. Within folders, you should name files in a similarly clear and consistent manner, as below.

Week 2 - What is metafiction?

Week 4 - Paul Auster
Attached Files: Week 4 - Paul Auster.docx (1.216 MB)

Week 5 - John Barth
Attached Files: Week 5 - John Barth.docx (482.916 KB)

Week 6 - Being John Malkovich
Attached Files: Week 6 - Being John Malkovich.doc (683 KB)

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit

- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.