

# Adding Folders to a Course Reserves Page

From the **Main Menu**, select **Course Reserves Pages**.

The screenshot shows the 'Course Reserves Page List' interface. At the top, there are radio buttons for 'Default View', 'Show Search Options', and 'Show Display Options'. Below this are four buttons: 'Add Course Reserves Page' (with a plus icon), 'Modify Selected' (with a document icon), 'Delete Selected' (with a red X icon), and 'Export Data' (with a download icon). A status bar indicates 'Displaying 10 of 1 Matching Course Reserves Pages' and 'Page 1 of 1'. Below the status bar is a table with three columns: 'Course Number', 'Course Name', and 'Instructor'. The table contains one row with the following data: Course Number: H001, Course Name: Demo, Instructor: Wiemer.

<input type="checkbox"/> Course Number	Course Name	Instructor
<input type="checkbox"/> H001	Demo	Wiemer

Click on the **Course Number** next to the course into which you wish to add documents. Click **Accept** on the Copyright Notice screen that appears. A new screen will appear with three tabs across the top:

The screenshot shows the course reserves page for 'H001 - Demo (Fall 2004) - Wiemer'. At the top, there are three tabs: 'Course Info', 'Documents', and 'Page Management'. Below the tabs is a message box that says: 'This course reserves page does not have any visible documents at this time.'

**Course Info:** This tab will provide you with an overview of the information you added when you created your course page.

**Documents:** This tab will display a list of all the documents currently associated with your course.

**Page Management:** This tab will provide you with the tools necessary to add/remove/edit documents and other settings for your Course Page.




Click on the **Page Management** tab.

The screenshot shows the 'Page Management' tab interface. At the top, there are three tabs: 'Course Info', 'Documents', and 'Page Management'. Below the tabs is a list of settings and their descriptions:

<a href="#">Course Reserves Page Settings</a>	Manage the basic properties of this course reserves page, including course number, course name, term, year, etc.
<a href="#">Crosslistings</a>	List this course reserves page under another name or department.
<a href="#">Documents &amp; Copyright</a>	Add, modify and delete documents and manage copyright information.
<a href="#">Re-order Documents on Course Reserves Page</a>	Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering.
<a href="#">Manage Folders</a>	Add folders to your course reserves page, or manage existing folders.
<a href="#">Student Email List</a>	View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address.

Select **Manage Folders**.

**Folder List**

 Add Folder
  Modify Selected
  Delete Selected

Displaying  of 6 Matching Folders
 
 << Page  of 1 >>

<input type="checkbox"/> Title	Password

Click on **Add Folder**.

**Step 1: Enter Information**

Folder Title   
 Password (optional)   
 Location  ▾  
 Limit Visibility Dates?  -  -   
 -  -

**Step 2: Save or Cancel Changes**

Enter a title for your folder. Passwords at this level of your course page are optional since you have a Course Reserves Page password already set. If you plan to have your folder within an existing folder, select the **Location** for your new folder.

Click **Save** to create the folder.

Repeat this process for each folder that you wish to create. Once you have completed creating all your folders, click on **Close Window**.