

## Creating folders in your ERes course page in ERes v5

Why use folders? Folders can organize large groups of related documents. Possible folder names may include *Homework assignments*, *Readings for Week of October 7*, *Web sites on election issues*, *Student projects*, and so on.

To create a folder:

1. Go to your course page on ERes.
2. Click the **Page Management** tab.
3. Enter your username and password.
4. Click **Manage Folders**.
5. Click **Add a Folder**.
6. Enter folder name. **This is what your students will see.**  
For example, "Lecture Notes".
7. RECOMMENDED: Skip the password; your course password is sufficient.
8. NEW TO VERSION 5! You may nest folders. New folders can be added to existing folders. Locate the new folder in desired level.
9. Add visibility dates if desired.
10. Click **Save**.
11. Add additional folders if desired.
12. Click **Close Window**.

Folders can be created after documents are added to a course page, with the option of moving the documents into a newly created folder. Do this under **Modify document entry**.

Questions? Call Reserve staff at 442-3609 or Brenda Hazard at 442-3578.