

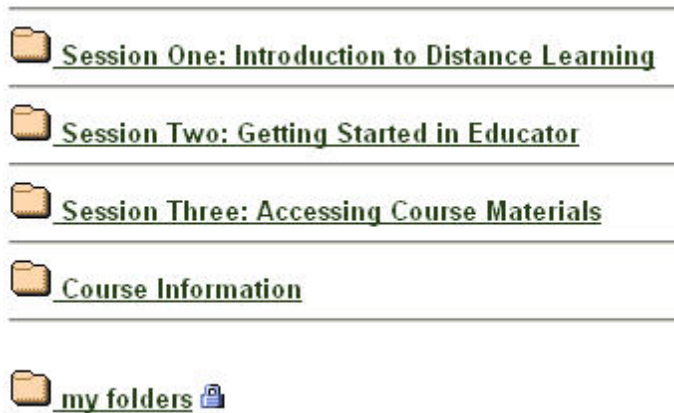
Folder Method

The folder method is the simplest form of storing and distributing course materials. The basic concept is to put all documents pertaining to a class session into one folder and subfolders. If your course is structured as folders, you can access your course materials by following these simple steps -

- Click on the '**Course Materials**' link. Then click on the sublink '**Course Folders**'



- You will see a list of Course Folders which contain all your course materials. Along with the course folders that your instructor has created, you will also see a link for '**My Folders**'. Click on the 'My Folders' link to access your personal Student Folder.



- Course Folders can also contain sub-folders.
- When you access a folder, you will see a list of all the files that it contains. Click on each file name to view it.

Item	Item Type	Size
File: Student_helpcenter.pdf Last Modified: Mon Dec 20 13:16:32 2004	PDF	3975665 Bytes
File: Welcome.html Last Modified: Mon Dec 20 13:20:52 2004	HTML Document	94 Bytes