

## To create voice recording folders in a combined classroom

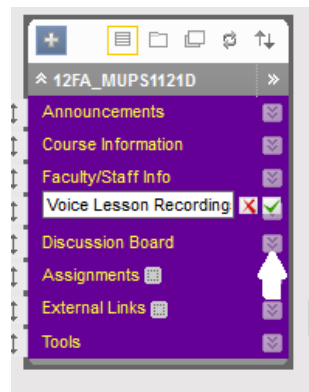
This folder creation will allow students to view only their personal folder in a classroom of multiple participants. Everyone can view common content.

### Create a content area: "Voice Lesson Recordings"

This can be done by renaming an already created content area such as course document or assignments.

Click on the action button to the right of the item on the course menu and select rename link.

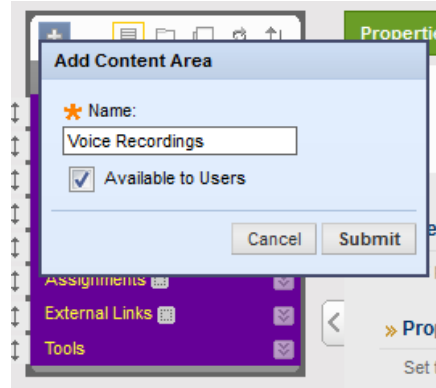
Type the preferred name and click on the green check mark.



Or adding a new content area that is available to students

Click on the blue and white + sign to the upper left of the menu and add content area. Type in name and be sure to check "available to users" or the students will not be able to view it.

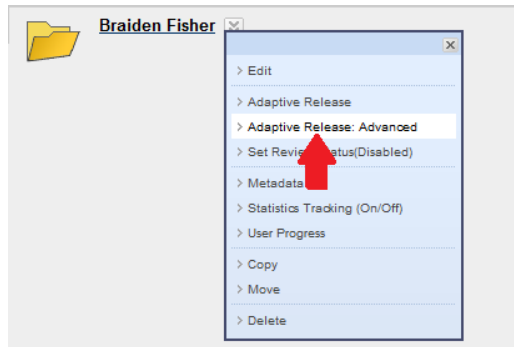
Click submit.



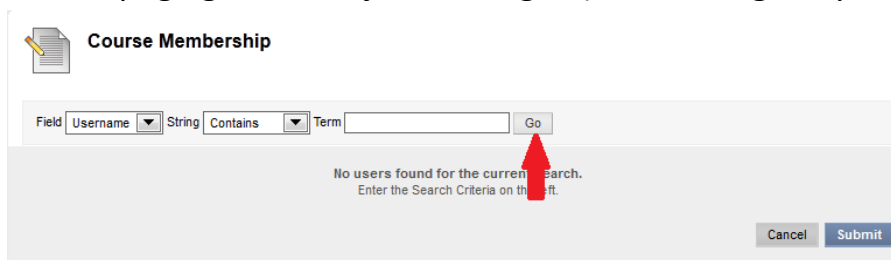
### Creating folders to hold student recordings.

- Click on the menu tab "Voice Lesson Recordings" (or tab you just created)
- Mouse over the action button to the right of "Build Content", and select "content folder" from the second column of choices.

- Name the folder with one of the student names
- Click Submit in lower right corner of page. (all defaults are preset and fine).
- Click on the action button to the right of the newly named folder and choose "Adaptive Release: Advanced"



- The screen generated will have a blue and white button named "create rule". Click on it.
- Rule name = Rule 1 is already defaulted so click **Submit**
- Mouse over button "Create Criteria" and choose "Membership"
- The page generated is one where you can select a particular user for this folder under this rule #1. **Click Browse.**
- On the page generated just click "go" (don't change anything)



- A list of students in this course will be generated.
- Place a checkmark in the box to the left of the student name that matched the folder name you just created above. (Don't check any other names or you will end up allowing two students in the same private folder)

<input checked="" type="checkbox"/>	Braiden	Fisher	btfisher	Student
<input type="checkbox"/>	Amanda	Hollis	alhollis	Student
<input type="checkbox"/>	Jordan	Juarez	jjuarez	Student
<input type="checkbox"/>	Jacob	Frost	jafrost	Student
<input type="checkbox"/>	Trish	Trifilo	ptrifilo	Instructor

Displaying 1 to 18 of 18 items

Show All Edit...

Cancel Submit

- Click Submit
- This places the student's username in the Rule one box.
- Submit
- click OK in lower right corner
- Click OK again
- Now you are back in the student's folder. It is empty.
- Click on the menu "Voice Lesson Recordings". You will see the folder with the words "Enabled: Adaptive Release"