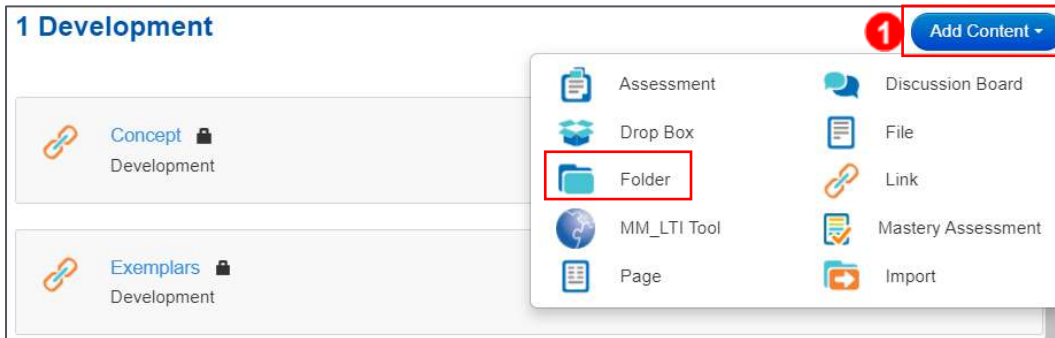


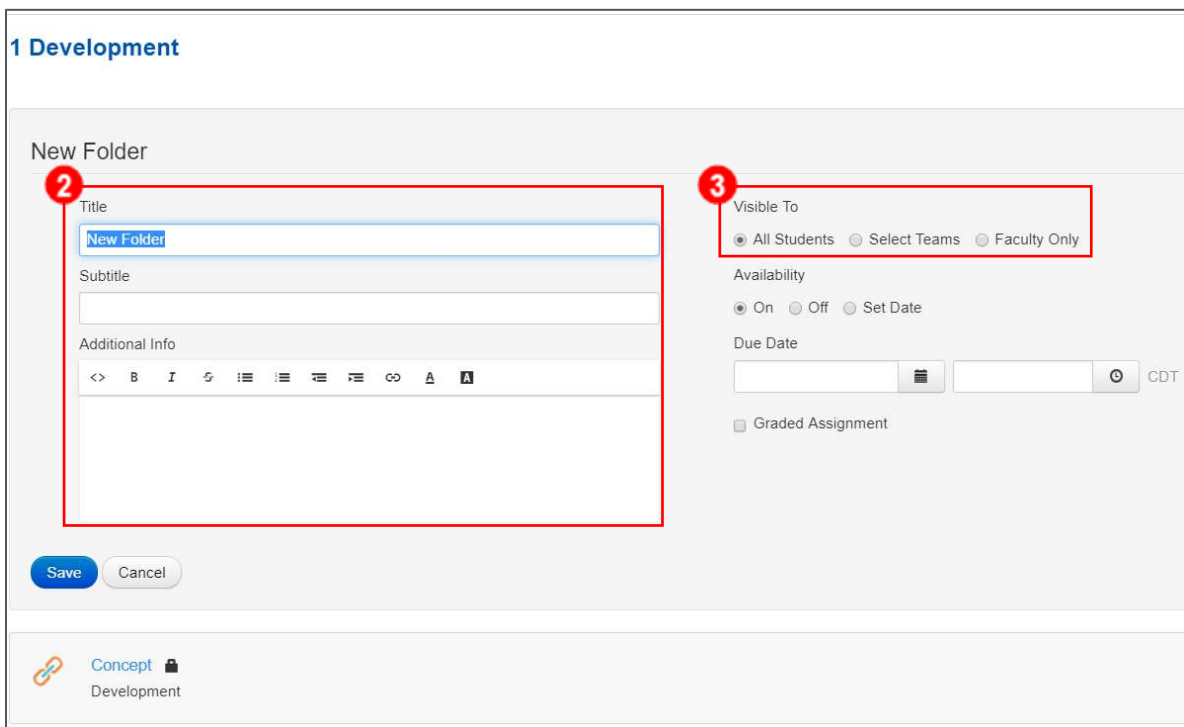
Nursing Concepts Online – Folder Settings

This guide will explain the basic functionality for Nursing Concepts Online (NCO) Folder Settings.

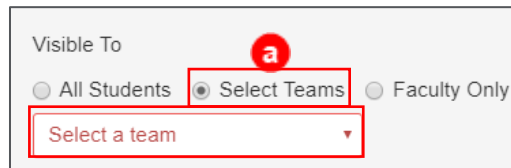
1. To create new folders while in Course Content, click the **Add Content** button in the upper-right corner and select **Folder**.



2. This creates a new folder inside your current folder and opens its settings. Here, you can enter the Title, and optional Subtitle and Additional Info.
3. Next, you can adjust the visibility to All Students, Faculty Only, or Select Teams (if you have previously created teams.) Let's look at Select Teams as it has additional options.



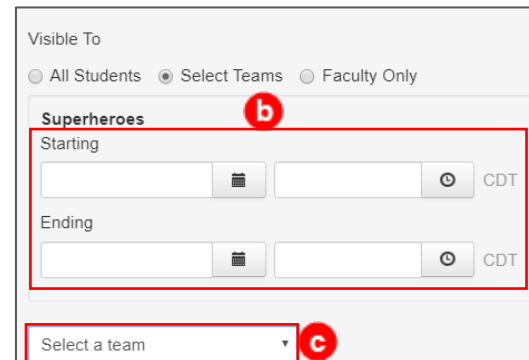
- a. If you choose *Select Teams*, you will be prompted to select a team. Only members of this team and faculty will have access to the folder and its contents.
- b. After a team is selected, a starting and ending date will appear below the team. If the *start date* is left blank, it will be available immediately, and if the *end date* is left blank, it will be available indefinitely after the start date.
- c. If you desire to have additional teams have access to the folder, you may give access to additional teams with the drop-down selection and repeat the process as needed.



Visible To

All Students **a** Select Teams Faculty Only

Select a team



Visible To

All Students Select Teams Faculty Only

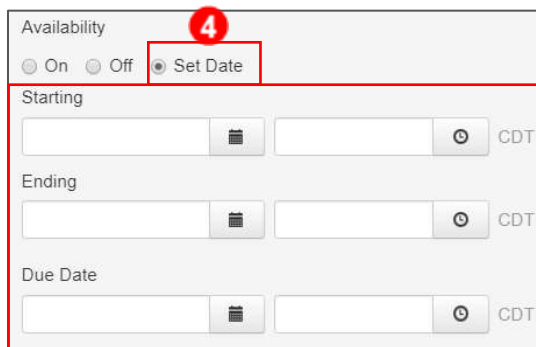
b Superheroes

Starting

Ending

Select a team **c**

4. Next, you can adjust the Availability to *On*, *Off*, or *Set Date*. If you choose **Set Date**, a starting and ending date will appear below the team. If the *start date* is left blank it will be available immediately, and if the *end date* is left blank, it will be available always after the start date.



Availability

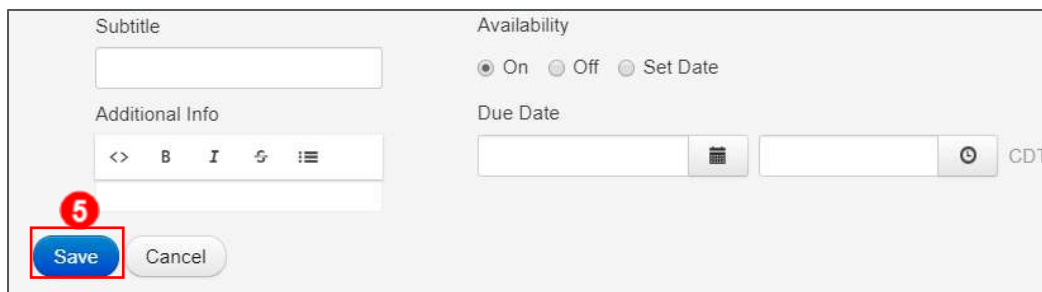
On Off **4** Set Date

Starting

Ending

Due Date

5. When you are finished adjusting the *Visibility* and *Availability Settings*, click **Save**.



Subtitle

Additional Info

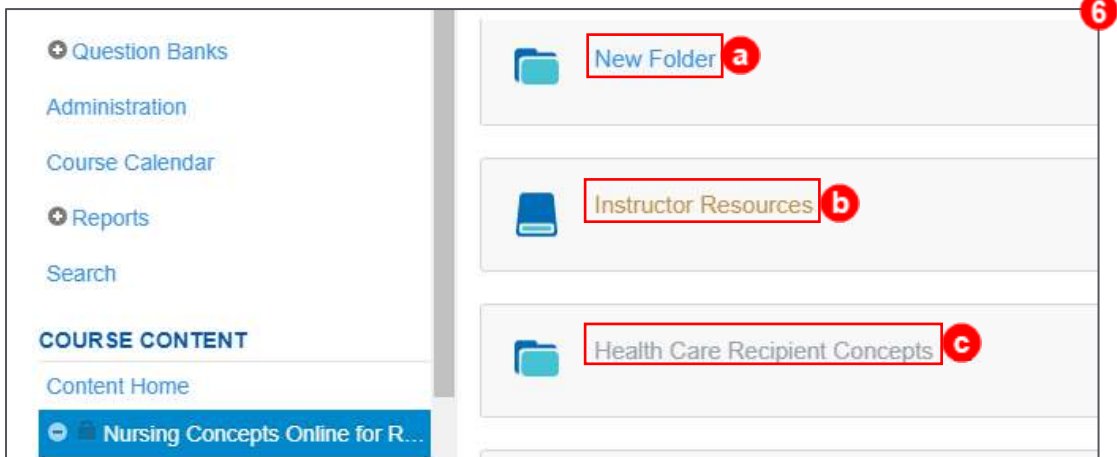
Availability

On Off Set Date

Due Date

5 Save Cancel

6. The availability settings are color coded for your convenience:
 - a. **Blue** means *available to all students*.
 - b. **Orange** means *only available to faculty*.
 - c. **Grey** means the *Availability Start Date* has not arrived.



7. If you need to change the settings of a folder, you can get to the *Settings* of any folder by clicking the **Edit** button next to the folder and selecting **Settings**.



END OF GUIDE