How to Organize Content
A DEITutorial adapted from ANGEL® 7.3 Instructor Reference Guide

One of the best ways to organize content in ANGEL is to use folders and add content items within the folders. This allows you to organize your content into whatever type of unit is best suited for your course, such as Modules, Units, Lessons, Weeks, Chapters, and so on. Note the following example.

1. Go to Lessons > Add Content > Folder.

2. Add the Settings for the Folder. You can use the Subtitle to add the dates for the unit.
By using Advanced Settings, you will have access to the inline HTML Editor. This allows you to add some text to the folder by which you could give instructions for the unit. When students click on the folder and open it, they will be presented with the instructions and information about that unit, as well as any content that pertains.

There is a token used in the above example ($FIRST_NAME$). When users view that area, they will see their own names instead of the token’s text. There are a variety of tokens that can be used.

The example above will appear like this when the student opens the folder:
3. Add any content items needed to the folder using Add Content. In the above example, you need to add a Discussion Forum, an assignment Drop Box, and a Quiz.

4. Continue to add and set up all content items.

5. If you want to rearrange the order of the content items, click Rearrange.
6. Then on the next screen, use the mouse to drag and drop the items into the desired order.

7. You can use the **Section Heading** content item to add any additional text between content items. Go to **Add Content > Add Section Heading**.
8. Add the Settings for the Section Heading and **Save** it. You can use the **Page Text** area to add additional text, images, and/or hyperlinks. In this instance, you are only using the Title.

After saving, the Section Heading is visible.

You may need to use the Rearrange option again to place the Section Heading where you want it.

If you have other content items that do not pertain to any one particular module, you may want to create a folder for those on the main **Lessons** page. For example, if you have a project that is to be done over several weeks, you could create a folder for that and place it outside any of the unit folders.