

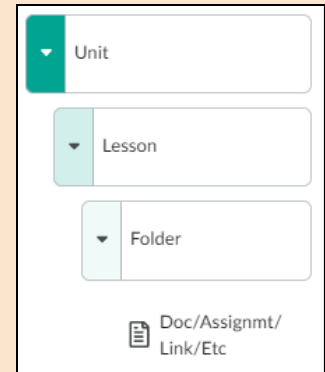
Organizing Options in brightspace by D2L

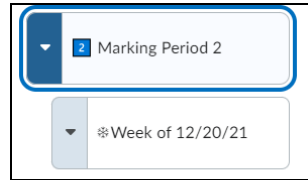
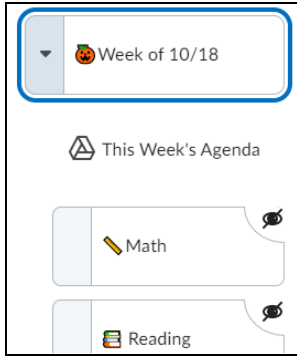
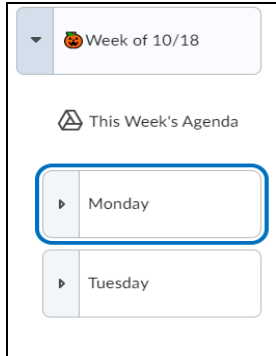
While designing your content area remember you can have up to 3 levels of information; unit, lesson, folder.

Unit: Label by quarter, unit or overarching topic.

Lesson: Contains a week's worth of content or a cluster of materials.

Folder: Contains Pages, assignments, weblink etc.



Examples of Units	Recommendation	Example(s)
Primary Elementary (K-2)	Unit labeled as Quarter/Marking Period. Lesson labeled as dated Weeks. Label any assignments/activities with dates or emojis.	
Intermediate Elementary (3-5)	Unit labeled as Quarter/Marking Period. Lesson labeled as dated Weeks/Topics. Folder Options: <ul style="list-style-type: none"> • By date or day of the week: Assignments/activities could include the subject/emoji • By subject: Assignments/activities put within subject folders should include the date/day 	<div>  </div> <div>  </div>

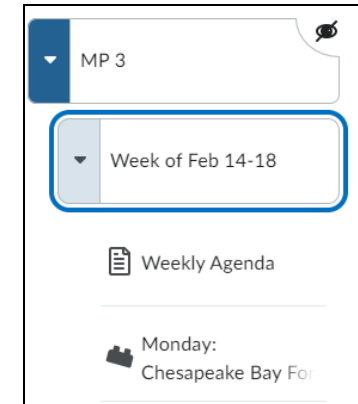
**Middle School
(6-8)**

Unit labeled as Quarter/Marking Period.
Lesson labeled as **dated** Weeks/Topics.

Options:

- Label the assignment/resource with the date/day.
- Folder: If including multiple items, label folder with the **date/day** (+ topic, if applicable).

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**High School
(9-12)**

Unit labeled as (Quarter) + Unit/Chapter
Lesson labeled as **dated** week/topic.

Options:

- Label the assignment/resource with the date/day.
- Folder: If including multiple items, label folder with the **date/day** (+ topic, if applicable).

For more examples [click here](#)

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