



Add Content Folder

1. Make sure **Edit Mode** is on (Figure 1).
2. Select the **content area** which you'd like to add the folder to from the course menu (Figure 2).
3. Click on **Build Content** and select **Content Folder** (Figure 3).

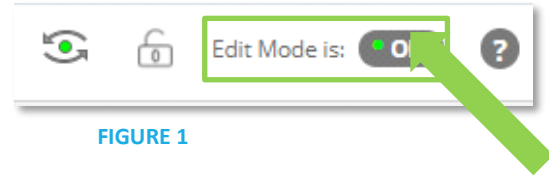


FIGURE 1

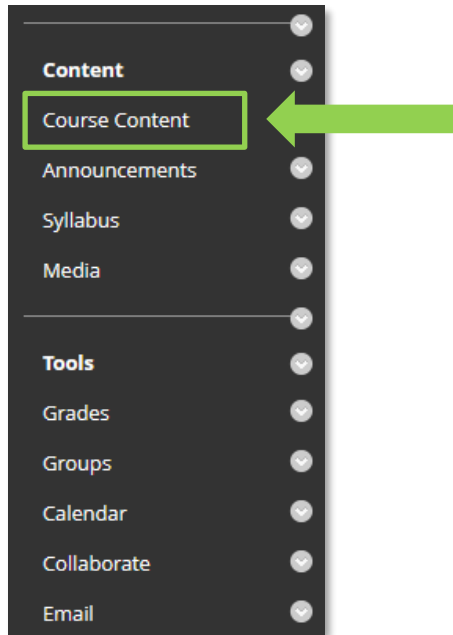


FIGURE 2

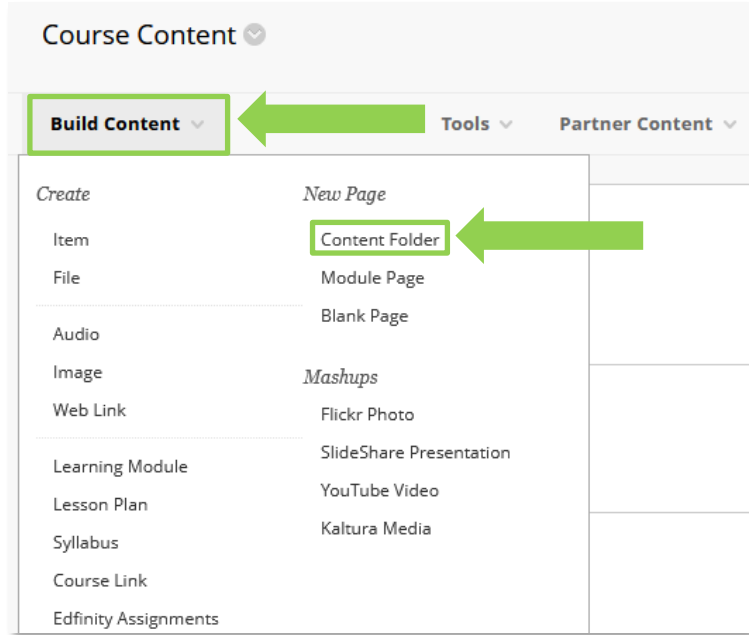


FIGURE 3

4. Type in a name for the folder. You can also add a description via the text field (Figure 4).
5. Scroll down to select options for the folder (Figure 5). Once you're done, click on **Submit** to create the folder.

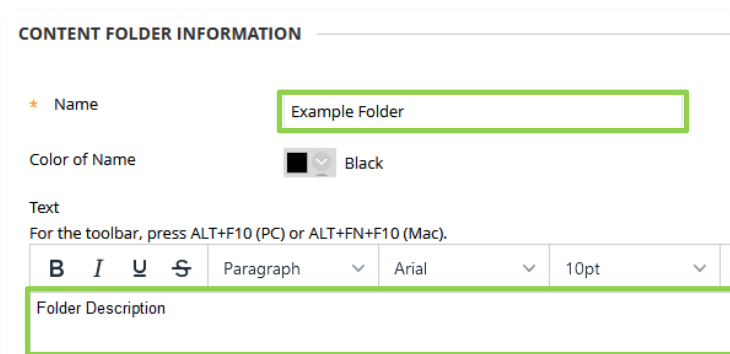


FIGURE 4

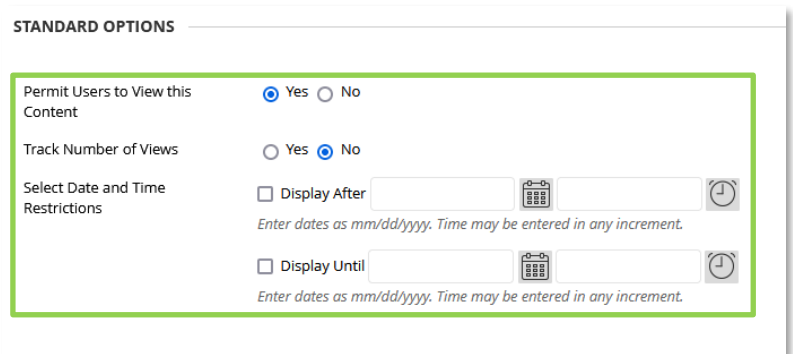


FIGURE 5