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).

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.