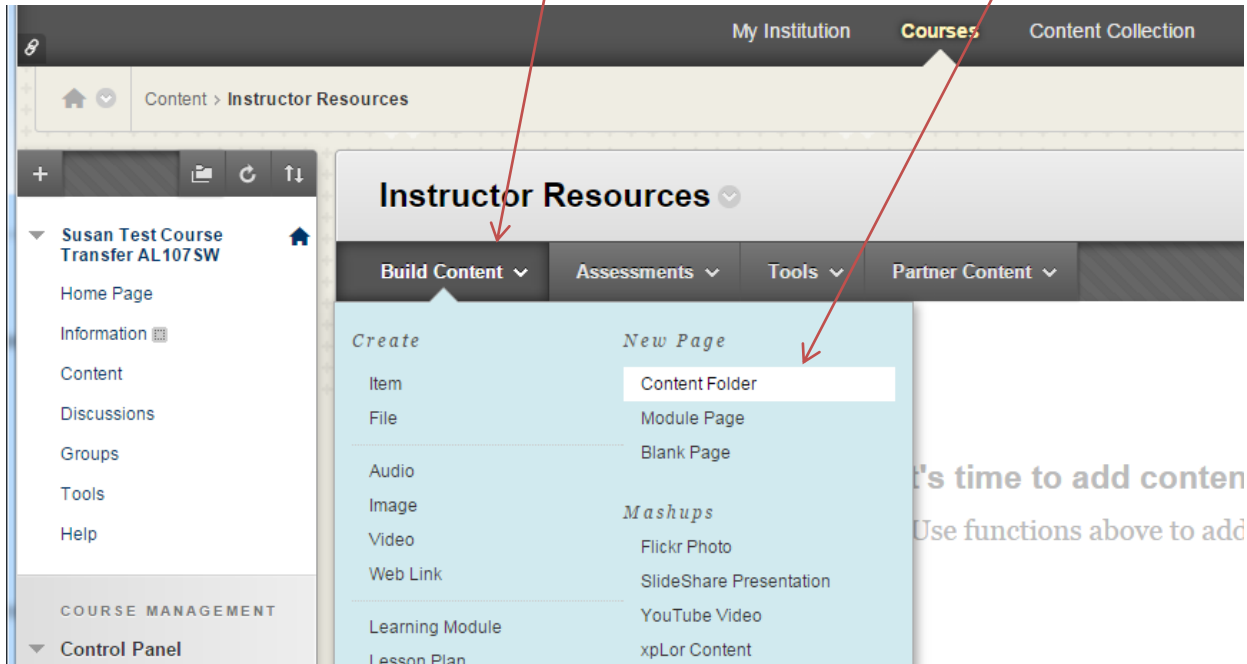


Creating a folder

1. Create a folder.

- a. In the content pane, hover mouse over the Build Content area, and then click on Content Folder.



- b. Enter the name of the folder, a description (if desired) and permit users to view the folder. If you want the folder hidden from students, click No. Then click Submit.

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Content Folder Information

* Name

Color of Name Black

Text

Description of folder

Path: p Words: 2

2. Standard Options

Permit Users to View this Content Yes No

- c. You've now created a folder.

