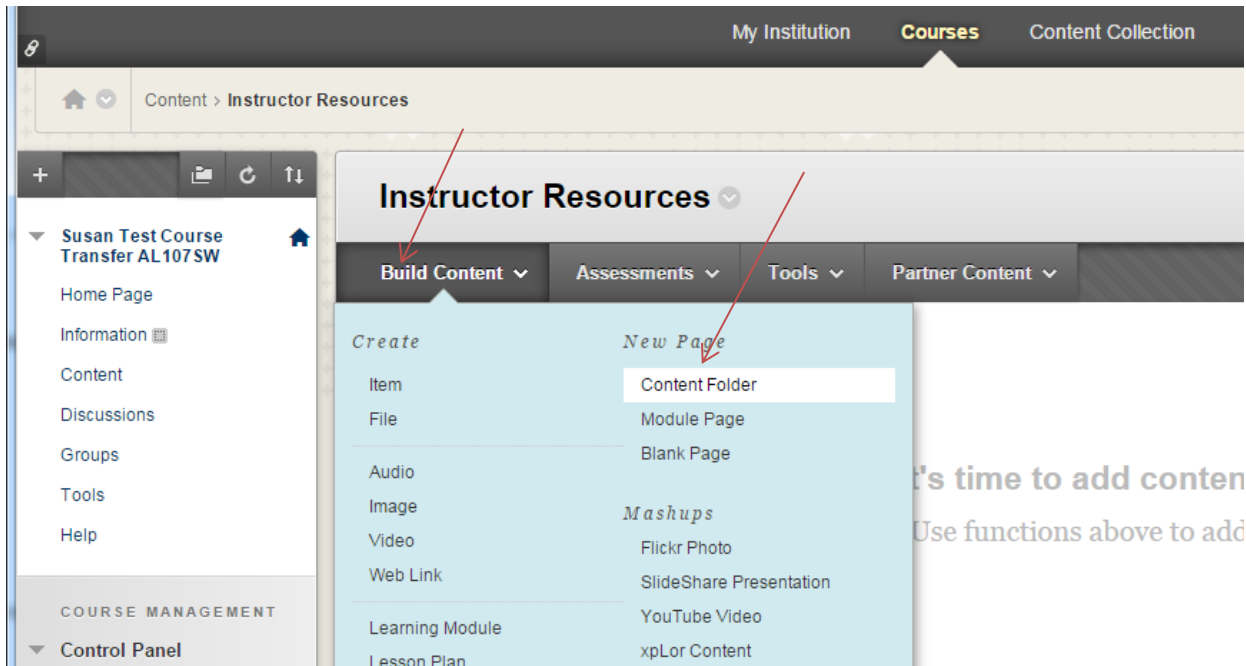
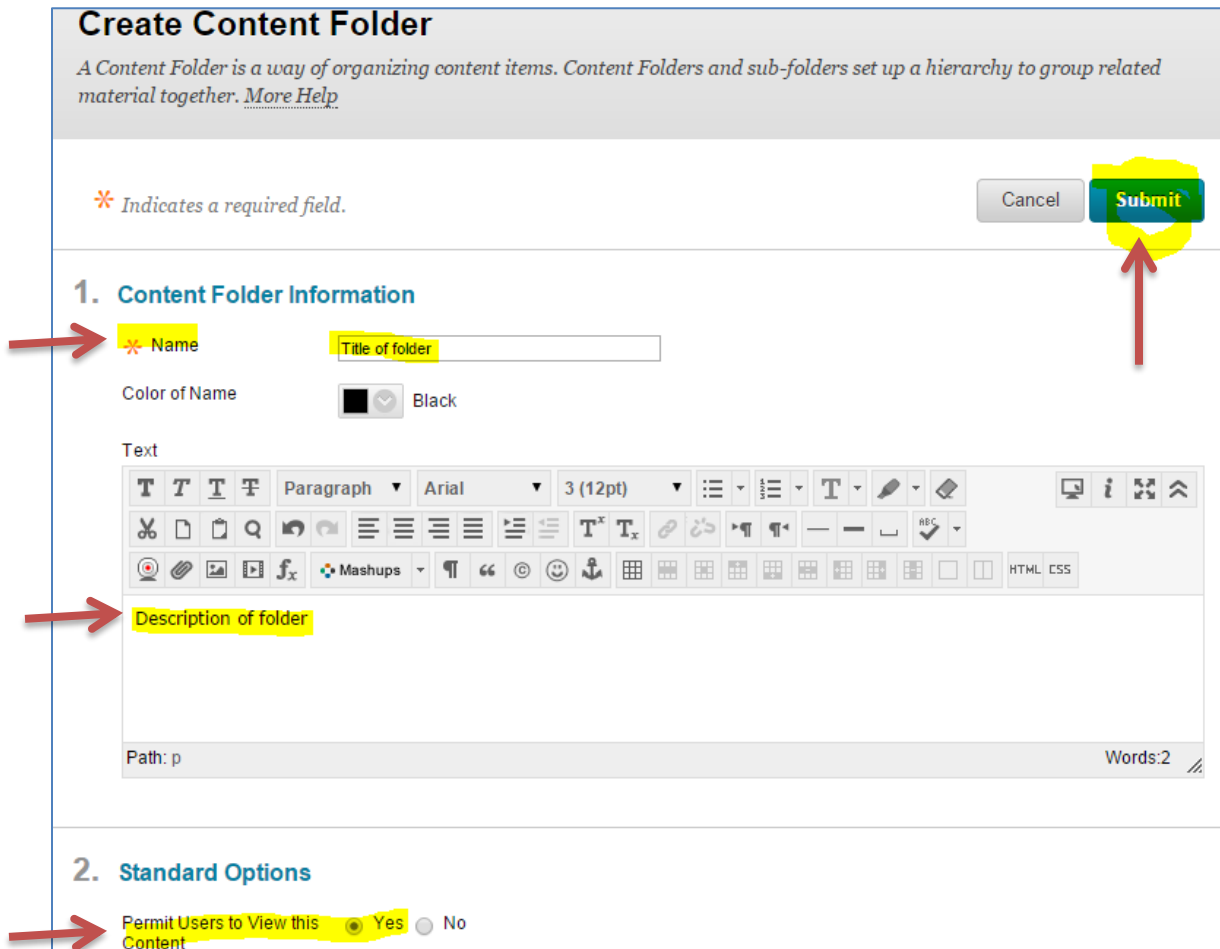


6. Create a content folder to organize files into weeks, units, or topics.

- a. In the content pane, hover mouse over the Build Content button, 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.



c. You've now created a folder.

