How to Create a Content Folder

Use folders to organize content to make materials easier to find and reduce the amount of scrolling in a course area. Limit the number of nested folders used so students can access content with as few clicks as possible.

1. Change Edit Mode to **ON**.

2. Access a content area, learning module, lesson plan, or folder.

3. On the action bar, point to **Build Content** to access the drop-down list.

4. Select **Content Folder**.
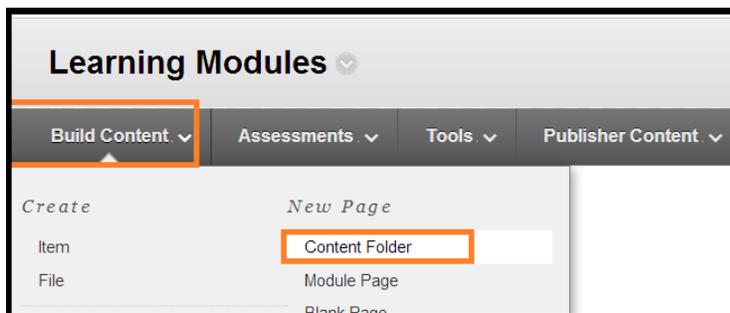
5. On the **Create** page, type a **Name** for the folder.

6. Select the options.

a. Select **Yes** to **Permit Users to View this Content**.

b. Select **Yes** to **Track Number of Views**.

c. For **Select Date and Time Restrictions**, you can set folders to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and the **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect folder availability, only when it appears.

7. Click **Submit**. A link to the new folder appears in the course area.

To create a subfolder, first create a parent folder. Click the name of the parent folder to open it, then point to **Build Content** on the action bar of the parent folder and select **Content Folder**.

Result

A newly created folder is an empty container. Click the link to the folder in the course area to access it. Next, point to any of the functions in the action bar to create content