Creating a Content Folder

Content Folders are useful for organizing and structuring content in a Content Area. Any type of content that can be added to a content area can also be added to a content folder. Keep in mind that students must navigate each folder (and all folders underneath it). Try to organize your content so that students can access it easily with as few clicks as possible.

Example:

![Content Folder Example]

Step 1:
To create a Content Folder place your mouse arrow over the “Build Content” button at the top of a content area and choose “Content Folder.”

![Content Folder Steps]

Need help with technology? Let us know.
Step 2:
Name the Content Folder according to the content or type of content it will contain and type a description explaining what students will find inside of this folder.

Step 3:
Choose if you would like to make this visible to students after is uploaded (by default it will be) OR set an availability date to have the folder automatically appear and/or disappear at a certain date/time. Click “Submit” to finish creating your content folder.