The three most useful content types are Items, Files and Folders. This is a Folder icon:

A folder creates a new content area in which content can be deployed. Effective practices suggest not to require a student to dig more than three clicks to get to required content. It is best not to put a folder within a folder and to only use folders if more than one piece of content will be held within it.

To create a folder, navigate to the content area where students should find it and hover over Build Content.

An options menu will appear. Select Folder.
In the Create Folder window, fields with an asterisk are required, such as Name. Give the folder a Name.

Every content type has Standard Options at the bottom of the settings options. The default settings are displayed:

- **Permit Users to View this Content** if the content is ready to be viewed by students, leave the default selection as Yes. If not, Select No.
- **Track number of views** can be set to run reports showing who clicked on an item.
- **Display After** and **Display Until**, if you would like to pre-set the content to open or close at a particular time, you can set the dates.

Click **Submit**.