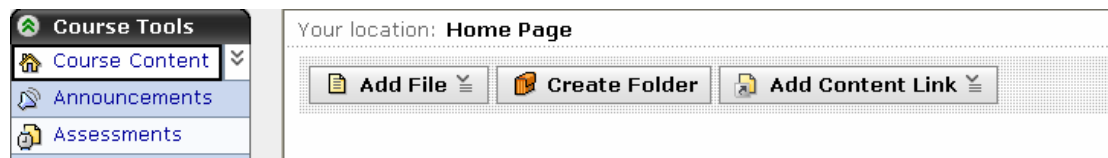


How Do I ? Create a Folder

The Course Content Home Page is the top level where you can organise your study materials. To further organise material and information, you use Content Folders.



Course Content Home Page

For example: You might want to organise your study materials and information chronologically. You could create a new folder for each week of study and students could obtain access to everything they might need for that week from one location – a weekly folder.



Weekly Folders

To Add a Folder

1. From the **Build** Tab, select **Create Folder**.
2. The Folder Editor screen will be displayed. You will need to enter a title and optionally a description for your folder. Then choose whether the item will be visible to students. **Note:** The item should remain invisible until you have added all the information your students require.

Create Folder

*Title:

Description:

Item Visibility: Show Item
 Hide Item

[+ Add Another Folder](#)

* Required field

3. You can then choose to **Add Another Folder** or **Save** the folder you have just created.

To Edit a Folder

1. Locate the folder that you want to edit and click its **Action Links** dropdown menu.



Action Links Dropdown Menu for Folder Item

2. Select **Edit Properties**. At the next screen, you can edit the Title and Description. If the item has been hidden, you can change the visibility of the item.
3. Click **Save**.