Organizing with Folders

Folders are useful for organizing and structuring content in a Content Area. You can create a series of folders for each unit, or you can organize your course by chapter, week, or topic. Once a folder is created, course materials and additional subfolders may be added to it.

1. Turn Edit Mode switch to ON.
2. Click to open the desired Content Area on the Course Menu.

3. A new window will open, displaying the selected Content Area. Click the Build Content button and select the Content Folder option.
4. A new window will open, displaying the Content Folder Information. Type in a Name for the folder and add descriptive Text for the folder in the text box (optional). Select any additional Standard Options and then click the Submit button to complete this procedure.