Creating a Folder

From time to time it may be necessary to create folders in Content Areas to help organize files, assessments, and activities.

1. Enter a course and click into any content area, such as Course Modules.

2. Hover over the **Build Content** button and select **Content Folder** from the drop-down menu.

3. Add a **Name** and a description in the **Text** field.

   *Note: Select **NO** for **Permit Users to View Content Item** to temporarily hide a folder & contents from students by. Use the Edit function to change the permission to **YES** to make it available at a later date. Fill out the **Display After** and **Display until** fields, meanwhile to plan for a timed release of the folder and contents.*

4. Click **Submit**.