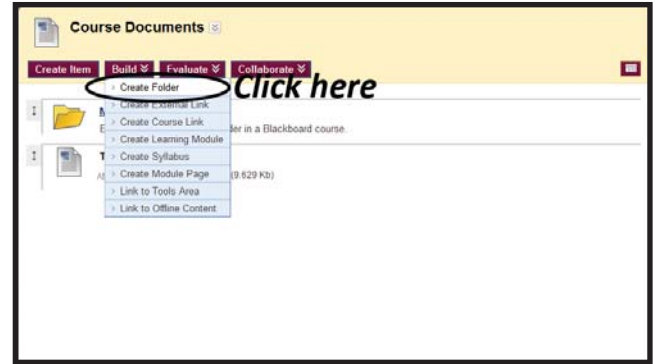
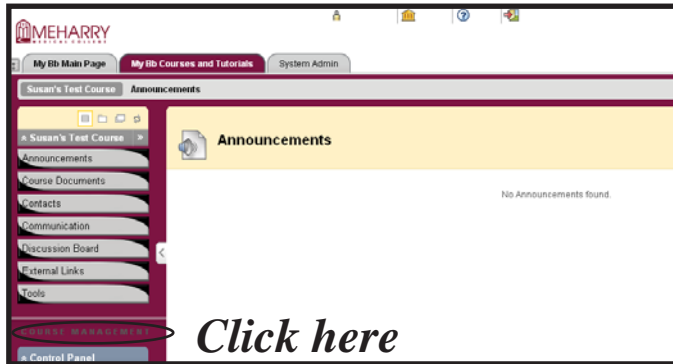




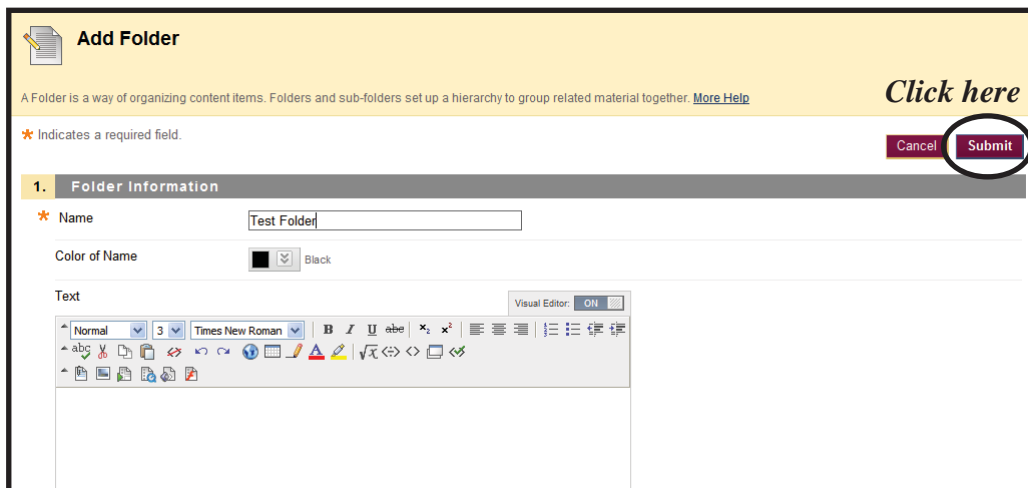
Creating A Folder

The easiest way to organize your course materials is to store them in folders. You can create folders for different modules, by section or week, by instructor, or by whichever

1. In your course, select a **Content Area**.
2. Click to enable **Edit Mode**.
Click **Build** and select **Create Folder**.



3. The **Add Folder** page is displayed for you to upload your document in.



4. Complete the **Add Folder** page.
 - (1) fill in the **Name** of your folder
 - (2) click **Submit** when you've finished.

Tip: In the lower sections of the **Add Folder** page you can add an additional description, determine the availability of the folder, and choose how long it is available to be viewed.