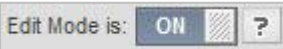
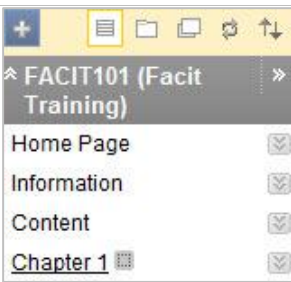
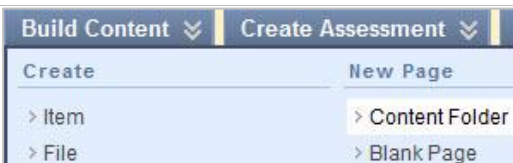
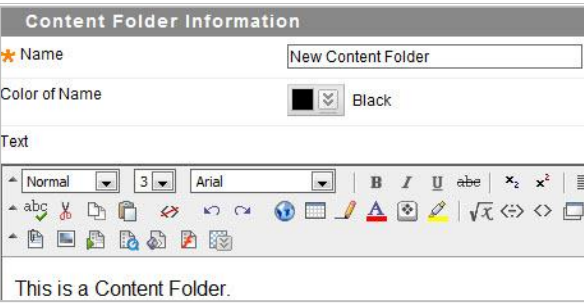


CREATING A CONTENT FOLDER



Create a Content Folder

Folders can be used to further organize materials within a Content Area. Once a folder is created the Instructor can add items, folders, links, Learning Units, and course links within it.

Step 1	Make sure Edit Mode is ON .	
Step 2	Access a Content Area .	
Step 3	On the Action Bar, point to Build Content to access the drop-down list. Select Content Folder .	
Step 4	On the Create page, type a Name .	
Step 5	Click Yes to Permit Users to View this Content . Click Yes to Track Number of Views . Use the Display After and Display Until date and time fields to restrict the availability of the Content Folder . Click both the Display After and Display Until check boxes to enable date and time settings.	