



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 .	Edit Mode is: ON 🕅 ?	
Step 2	Access a Content Area .	+ E C C C C C C C C C C C C C C C C C C	
Step 3	On the Action Bar, point to Build Content to access the drop-down list. Select Content Folder.	Build Content Create Create > > Item > > File	Assessment S New Page Content Folder Blank Page
Step 4	On the Create page, type a Name .	Content Folder Information ★ Name New Content Folder Color of Name Image: Second sec	
Step 5	Click Yes to Permit Users to View this Content.	Options Permit Users to View this Content	⊛ Yes ⊚ No
	Click Yes to Track Number of Views.	Track Number of Views Select Date and Time Restrictions	Yes No Display After 04/26/2011 109:45 AM Comment.
	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.		Display Until 04/27/2011 10:45 AM S