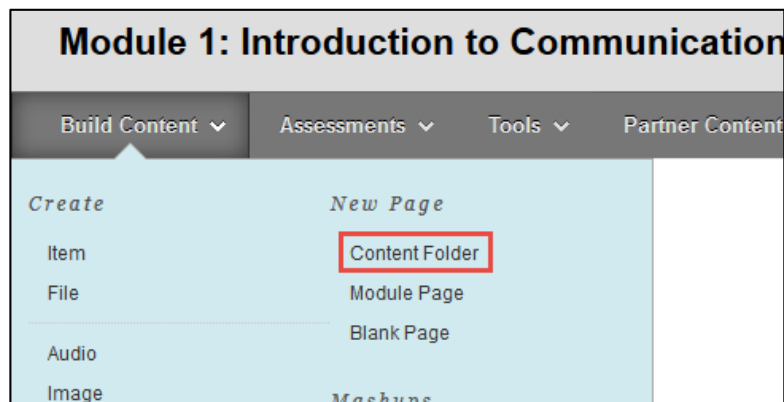


## Creating a Folder

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.

The screenshot shows the 'Create Content Folder' form. At the top, there is a title 'Create Content Folder' and a subtitle: 'A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)'. Below this is a legend: '\* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. The form is divided into sections. The first section is '1. Content Folder Information'. It contains a 'Name' field with the value 'Readings and Resources' and a 'Color of Name' dropdown set to 'Black'. Below this is a 'Text' field with a rich text editor toolbar. The text in the field is: 'This folder contains the readings you will need to complete this module.'

*Note: Select **NO** for **Permit Users to View Content Item** to temporarily hide a folder & contents from students. 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**.