Create a Content Folder

Create content folders in a course area to organize content.

1. Ensure Edit Mode is ON

2. Click on the specific content area located on the main menu (i.e. Weekly Lessons)

3. Click on Build Content

4. Click on Content Folder

5. Type in the name of the content folder (i.e. Week 1)

6. (optional) Select a color of the name by clicking on Color of Name

7. (Optional) Type in any supplemental text in the Text box; formatting as you would like.

8. Select Yes to Permit Users to View this Content. (Optional) Select Yes to Track Number of Views.

9. For Select Date and Time Restrictions, select the Display After and Display Until check boxes to enable the date and time selections.

10. Click Submit