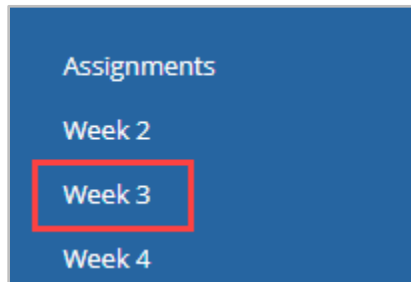


CREATE A CONTENT FOLDER

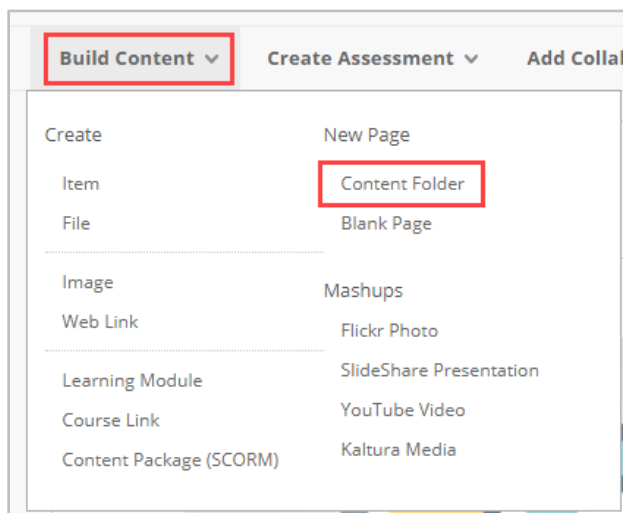
Organize course content by using content folders.

Instructions

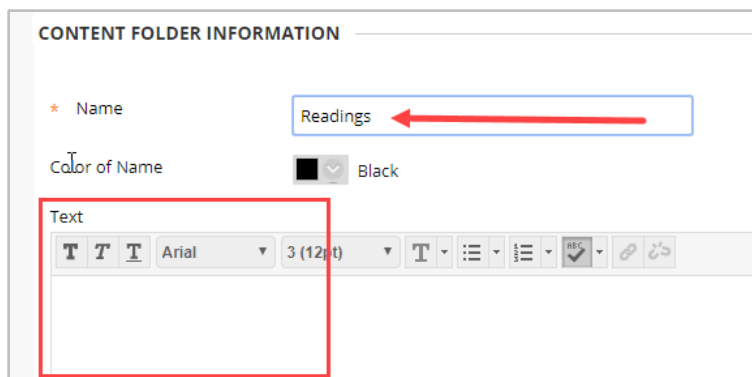
1. Navigate to the **Content** folder where you want to add a course link



2. From the **Build Content** menu click on **Content Folder**.



3. The Create Content Folder page appears. Enter a **Name** for the folder. If you want to add a description of content inside the folder. Enter it in the **Text** box.

A screenshot of a form titled 'CONTENT FOLDER INFORMATION'. It has two main sections: 'Name' and 'Text'. The 'Name' field contains the text 'Readings' and is highlighted with a red box and a red arrow. Below it is a 'Color of Name' dropdown menu set to 'Black'. The 'Text' section has a text area with a rich text editor toolbar above it, and the text area is highlighted with a red box.

CREATE A CONTENT FOLDER



- In the **Options** section, turn student viewing off or on, determine if you want to track student views of the folder, and select viewing dates if you want the folder to be visible only for certain dates.

STANDARD OPTIONS



→ Permit Users to View this Content Yes No

→ Track Number of Views Yes No

→ Select Date and Time Restrictions

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Click **Submit**.