How to

Add a Content Folder to the Content Area.

Steps to follow

- Make sure Edit Mode is on (see figure 1)
- Select the content area from the course menu (see figure 2)
- Scroll over “Build Content” and select “Content Folder” (see figure 3)
- Type in a Name for this Folder, and text that describes the content in the Folder (see figure 4)
- Scroll through the page to set up your options for the folder, i.e. “Date and Time Restrictions” (see figure 5)
- Click on Submit