Add a Content Folder to the Content Area

Follow these 6 Steps

1. Make sure Edit Mode is on (figure 1)

2. Select the content area from the course menu (figure 2)

3. Scroll over “Build Content” and select “Content Folder” (figure 3)

4. Type in the Name for this Folder, and text that describes the content in the Folder (figure 4)

5. Scroll through the page to set up your options for the folder, i.e. “Date and Time Restrictions”

6. Click on Submit (figure 5)