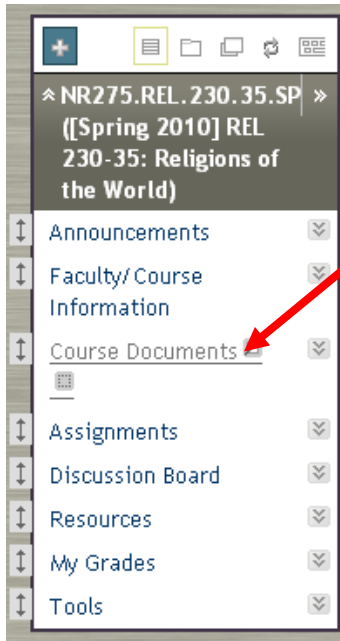




How do I add folders to content areas?

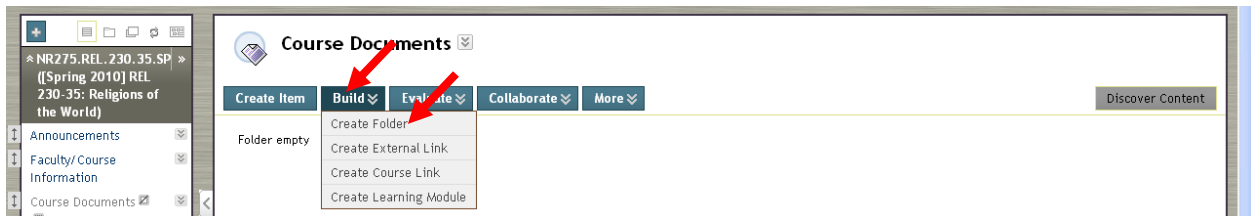
To add folders to content areas,

Go to a **Content Area**.



Select **Build**.

Select **Create Folder**.



Enter a name for the folder.
Select and set the options for the folder.
Click **Submit**.

The screenshot shows the 'Create Folder' interface. On the left is a navigation sidebar with a course list and a 'COURSE MANAGEMENT' section containing a 'Control Panel' with various tools. The main area is titled 'Create Folder' and includes a description: 'A Folder is a way of organizing content items. Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)'. Below this is a 'Cancel' and 'Submit' button pair. The interface is divided into three sections: 1. FOLDER INFORMATION, 2. OPTIONS, and 3. SUBMIT. In the 'FOLDER INFORMATION' section, there is a required text field for 'Name' (indicated by a red arrow), a 'Color of Name' dropdown set to 'Black', and a rich text editor (indicated by another red arrow) with a 'Visual Editor: ON' toggle. The 'OPTIONS' section (indicated by a third red arrow) contains three settings: 'Permit Users to View the Content Item' (radio buttons for Yes/No, with 'Yes' selected), 'Track Number of Views' (radio buttons for Yes/No, with 'No' selected), and 'Select Date and Time Restrictions' (checkboxes for 'Display After' and 'Display Until', each with a date/time picker). The 'SUBMIT' section at the bottom contains 'Cancel' and 'Submit' buttons (indicated by a fourth red arrow).