Adding a Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together.

Enable Edit Mode

First make sure that Edit Mode is ON.

Select Content Folder Where Data Will Be Added (Your Folder Names May Vary)

From the Course Menu, select folder where New Folder will be added.
Hover your cursor over the **Build Content** drop down menu. From the **New Page** menu, select **Content Folder**.

**Add Content Folder Information**

1. **Content Folder Information**

   - **Name**: 
   - **Color of Name**: Black

   **Text**

   1. Enter the **Name** of the folder (required), which will appear in the content area.
   2. Enter a description in the **Text** box if desired (optional).
2. **Options**

- **Permit Users to View this Content**
  - Yes
  - No

- **Track Number of Views**
  - Yes
  - No

- **Select Date and Time Restrictions**
  - Display After
  - Display Until
    - Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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1. Select **Yes** or **No** for **Permit Users to View this Content Item**. Clicking no will make the folder inaccessible to students.
2. Select **Yes** or **No** for **Track Number of Views**.
3. Select **Time and Date Restrictions** as desired.

### Submit

Click **Submit** to add the Item. Choose **Cancel** if you do not wish to keep the information.