Adding a Folder

1. Make sure your **Edit Mode** is **ON**.
2. Click your content area button.
3. Click **Build**.
4. Click **Create Folder**.
5. In **Section 1**, type the name for your folder in the **Name** text box.
6. Type a **Description** of your folder in the text area provided.
7. In **Section 2**, if you want students to see this folder immediately, click **Yes**. Choose **No** if you would like to make the folder unavailable for now. You can go back and make the folder available later.
8. In **Section 3**, click **Submit**.