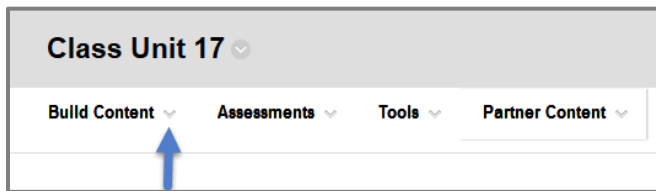
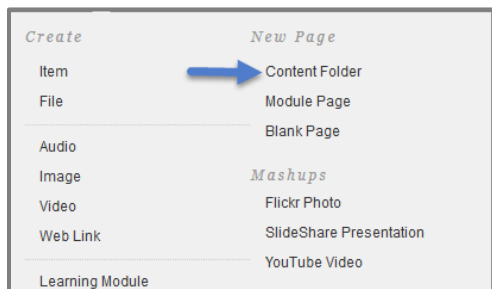


Create a Folder

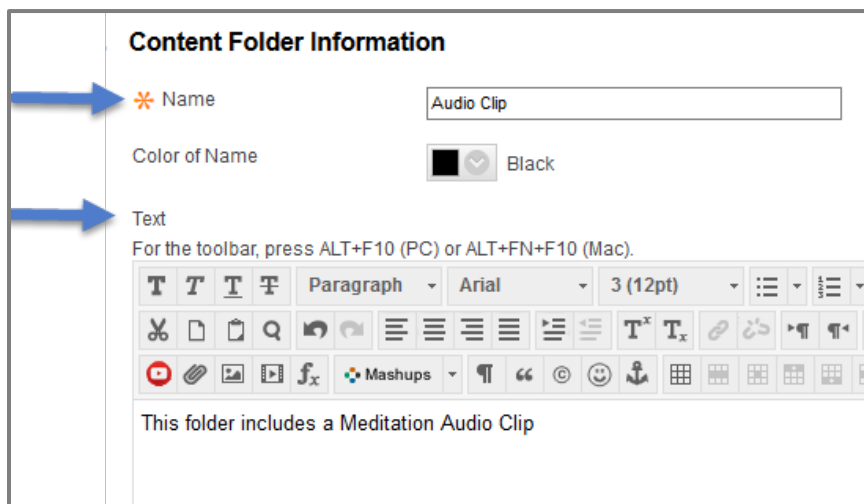
1. Click **Build Content**.



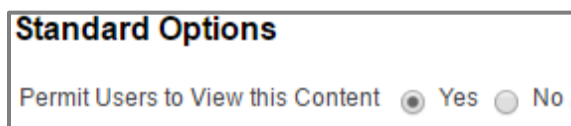
2. Click **Content Folder** on the menu that opens up.



3. Enter the **Name** of the folder in the **Name Field**. In the **Textbox** add a description of the folder if necessary.




4. By default, **Permit Users to View this Content** is set to yes. Keep this on **Yes**, so that your students are able to see the folder.



5. Change **Track Number of Views** to **Yes**. This allows you to do future reports and analysis on your students' interaction with the content.

Standard Options

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views  ☒ Yes ☐ No

6. Click **Submit**.

Cancel

Submit 