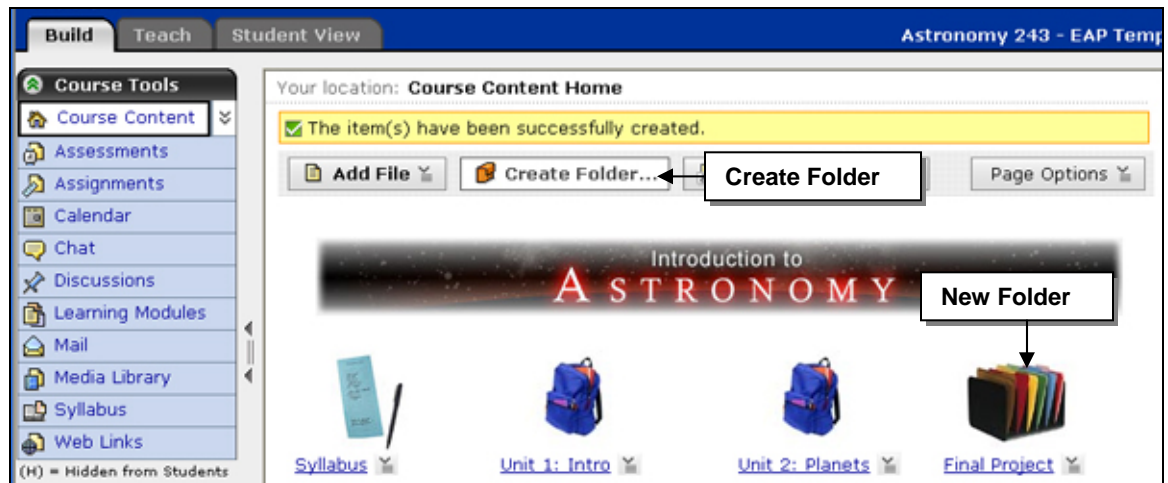


How Do I Create Folders and Add Content?

Folders enable you to visually group related course content. For example, a folder called *Virtual Office* could include a chat room for virtual office hours, a discussion topic for posting homework questions, and a content file containing course policies.

⇒ To create a folder:

1. From the Home Page, click **Create Folder**.



2. Enter a title and optional description on the Create Folder screen.
3. Click **Save**. The folder is added to the Home Page.

After a folder has been created, you can add content to it. This process is the same as adding content links to the Home Page, except you must first go to the folder.

⇒ To add content to a folder:

1. Click the ActionLinks menu for the folder you created previously and select **Go to Folder**. The empty folder is displayed.
2. Click **Add Content Link** and select Discussions to display its inventory.
3. Select the desired Discussions topic from the inventory and click **Add Selected**.
4. Select a Discussions topic and click **Add Selected**. The Discussions topic is added to the folder.