

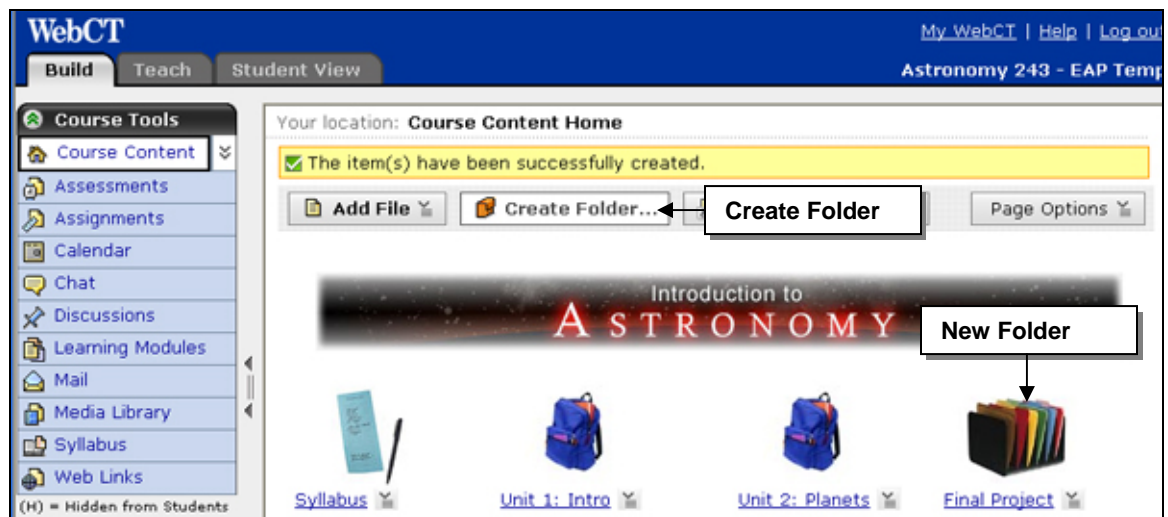
How Do I Create Folders and add Content?

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.

Note: A folder is similar to an *organizer* in CE 4.

⇒ To create a folder:

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



2. Enter a title and, optionally, a description.
3. Click **Save**. The folder is added to the Home Page.

⇒ To add content to a folder:

Now that 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 that you must first access the folder. Let's add a discussion topic to the folder.

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