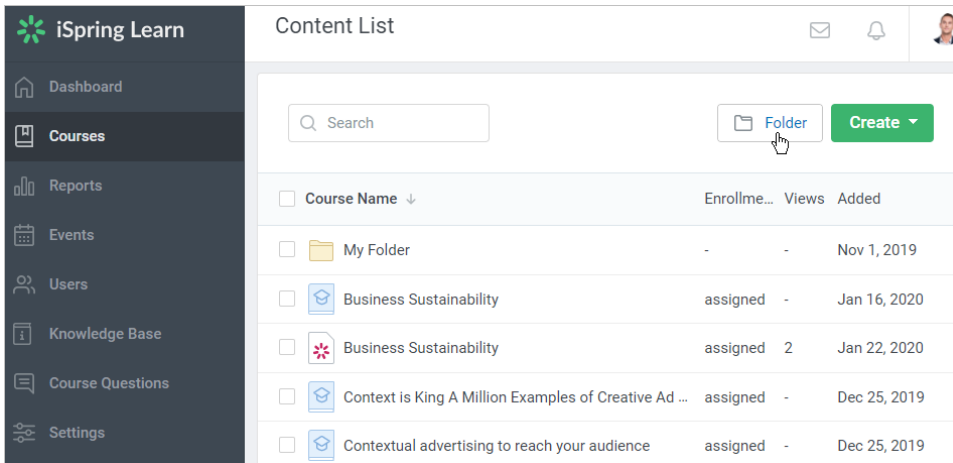


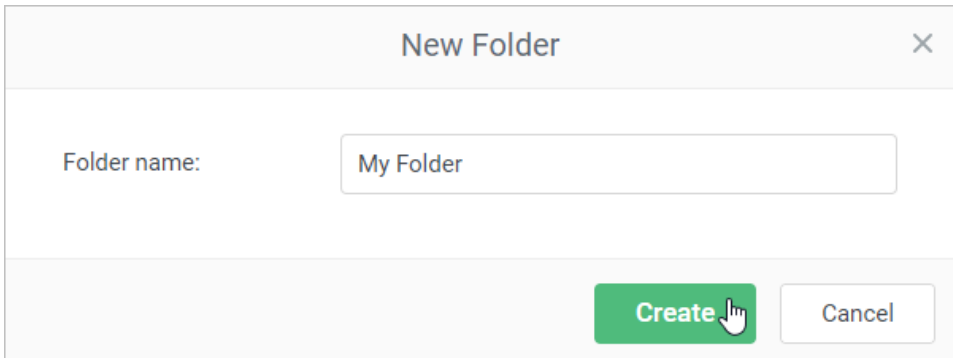
Creating a Folder

To easier navigate over them, organize courses into folders. Here's how to create a new folder.

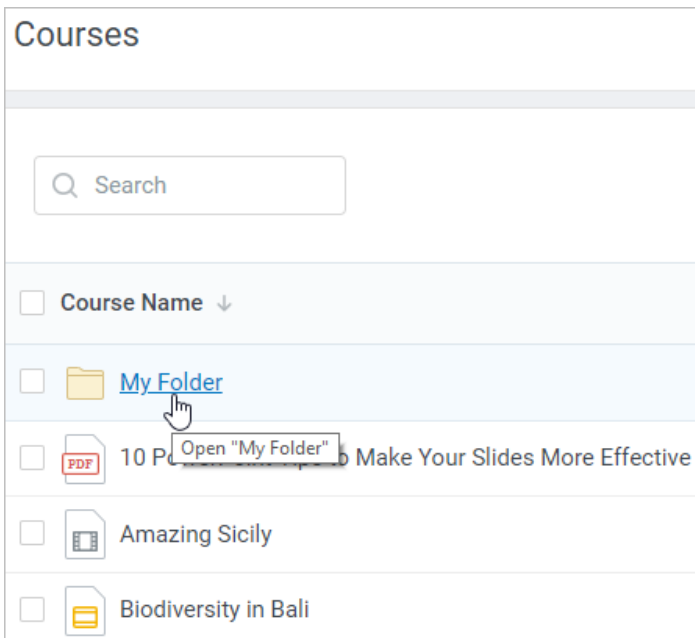
1. On the **Courses** page, choose **Folder**.



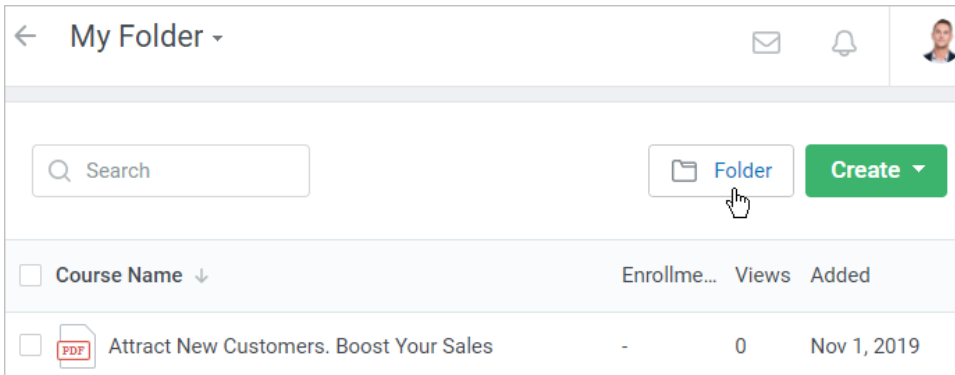
2. Next, type the folder name and click **Create** in the **New Folder** window.



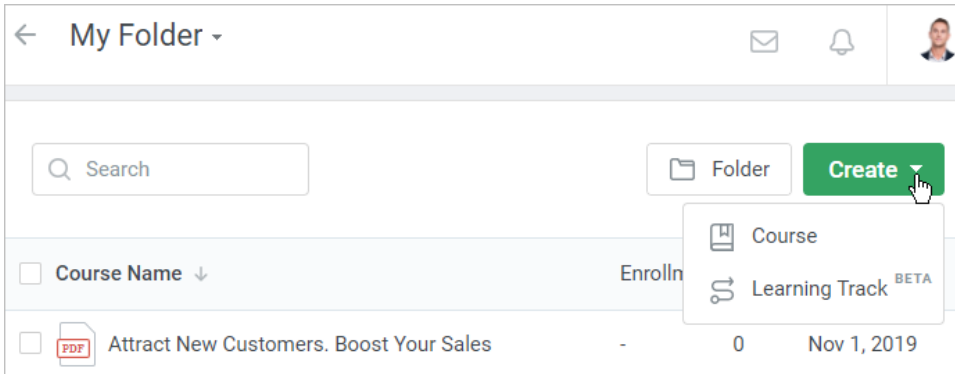
3. The new folder will appear in the list of courses.



4. If you want, create sub-folders. To do this, open the folder and select **Folder**.



5. Now, it's time to add content to the folder. To do this, open the folder, click **Create** and choose which type of content you would like to add.



Another way to add content to a folder is to move it there.