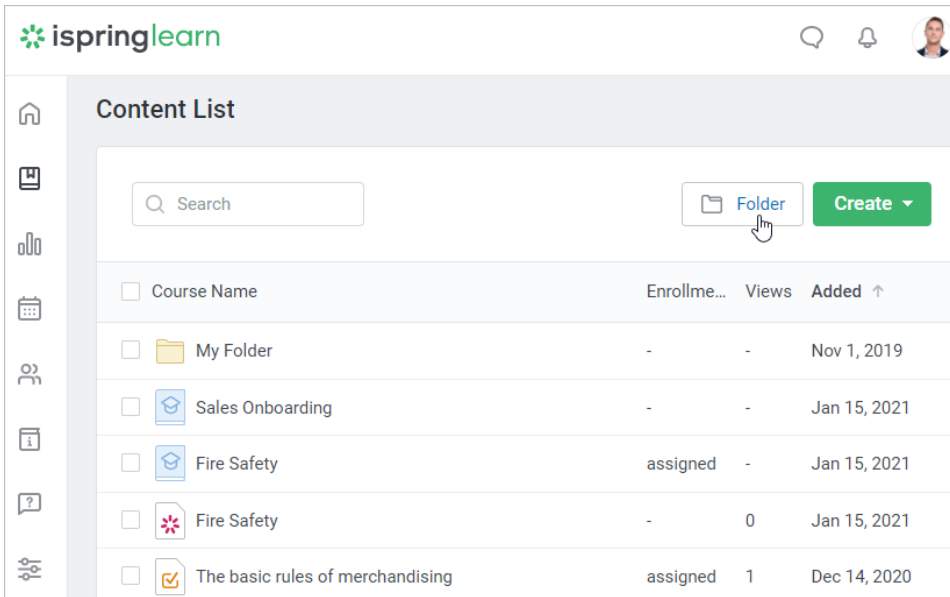


Creating a Folder

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

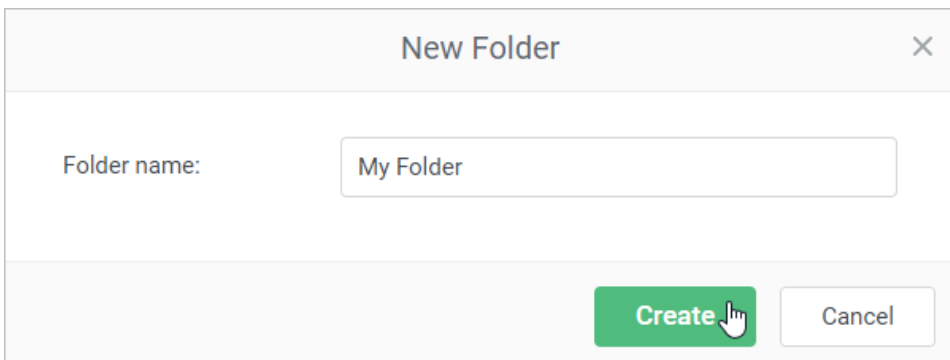
1. On the **Courses** page, choose **Folder**.



The screenshot shows the 'ispringlearn' interface. At the top left is the logo. On the right are icons for chat, notifications, and a user profile. The main area is titled 'Content List' and contains a search bar, a 'Folder' button with a folder icon, and a green 'Create' button. Below this is a table with columns for 'Course Name', 'Enrollme...', 'Views', and 'Added'. The table lists several items, including a folder named 'My Folder' and several courses like 'Sales Onboarding' and 'Fire Safety'.

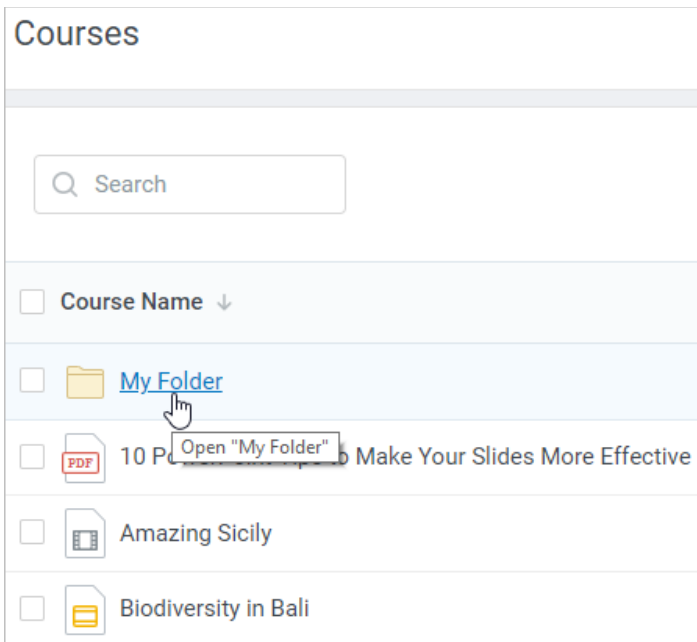
<input type="checkbox"/>	Course Name	Enrollme...	Views	Added ↑
<input type="checkbox"/>	My Folder	-	-	Nov 1, 2019
<input type="checkbox"/>	Sales Onboarding	-	-	Jan 15, 2021
<input type="checkbox"/>	Fire Safety	assigned	-	Jan 15, 2021
<input type="checkbox"/>	Fire Safety	-	0	Jan 15, 2021
<input type="checkbox"/>	The basic rules of merchandising	assigned	1	Dec 14, 2020

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

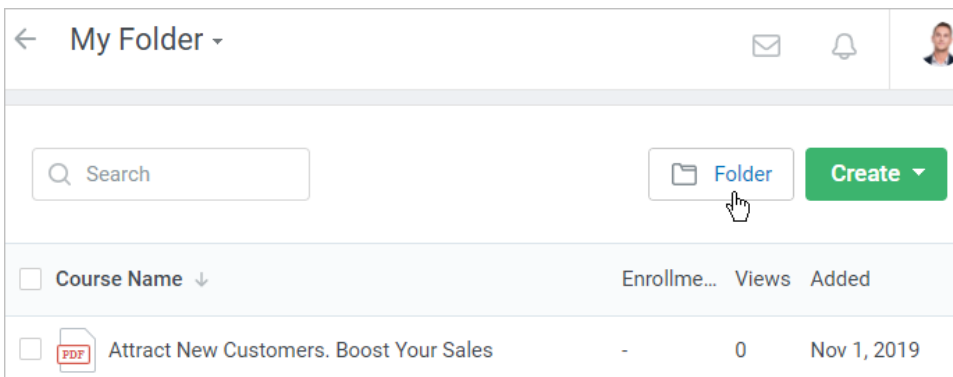


The screenshot shows a 'New Folder' dialog box. It has a title bar with 'New Folder' and a close button. Inside, there is a label 'Folder name:' followed by a text input field containing 'My Folder'. At the bottom, there are two buttons: a green 'Create' button and a white 'Cancel' button.

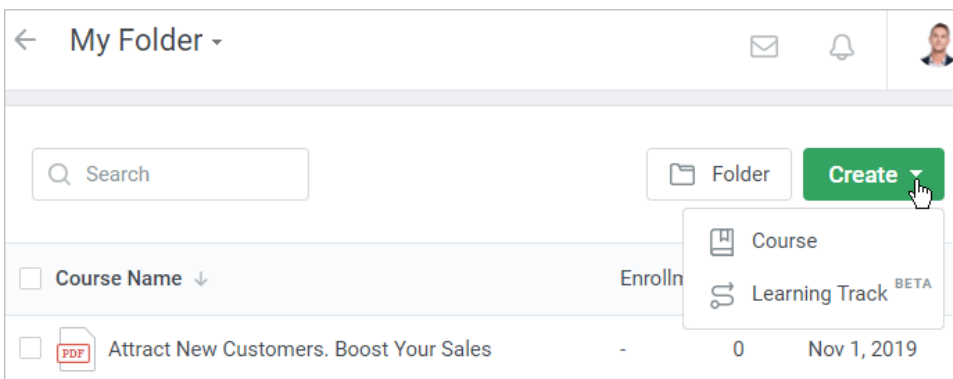
3. The new folder will appear in the list of courses.



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.