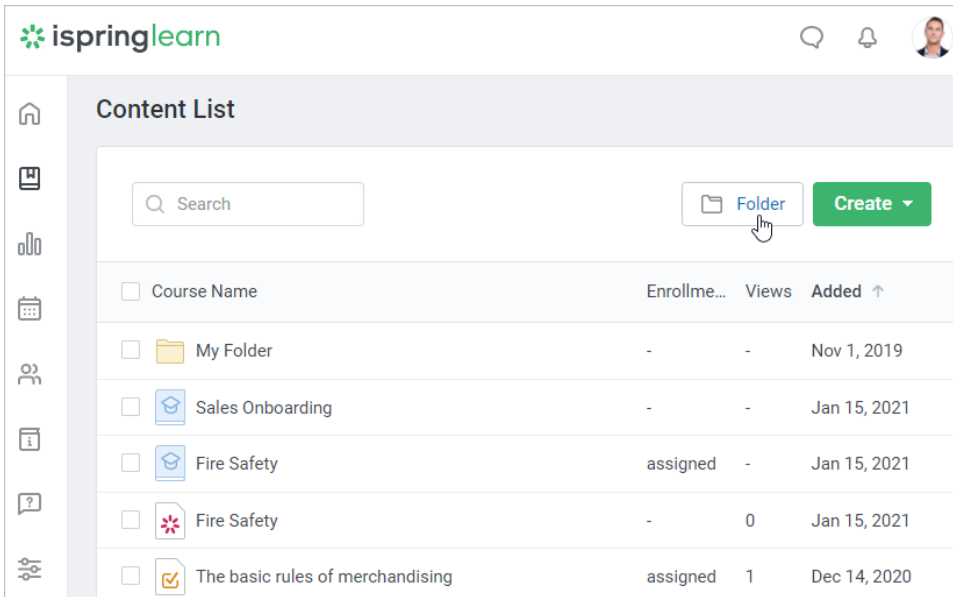


Creating a Folder

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

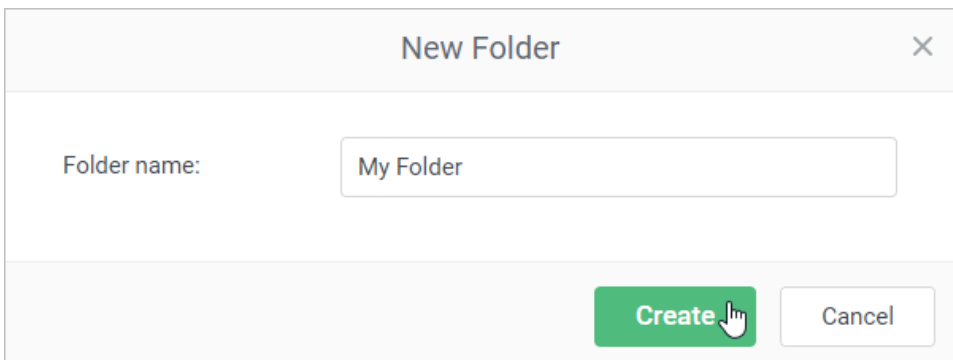
1. On the **Courses** page, choose **Folder**.



The screenshot shows the 'ispringlearn' interface. On the left is a sidebar with icons for home, content, analytics, calendar, users, info, help, and settings. 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 these is a table with columns: Course Name, Enrollme..., Views, and Added ↑. The table lists several items, including 'My Folder' which is highlighted with a mouse cursor.

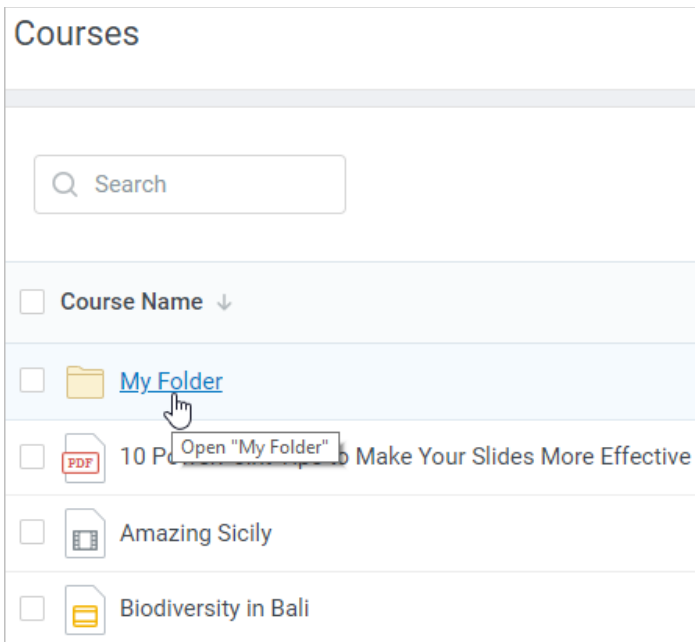
<input type="checkbox"/>	Course Name	Enrollme...	Views	Added ↑
<input type="checkbox"/>	My Folder	-	-	Nov 1, 2019
<input type="checkbox"/>	Sales Onboarding	-	-	Jan 15, 2021
<input type="checkbox"/>	Fire Safety	assigned	-	Jan 15, 2021
<input type="checkbox"/>	Fire Safety	-	0	Jan 15, 2021
<input type="checkbox"/>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

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

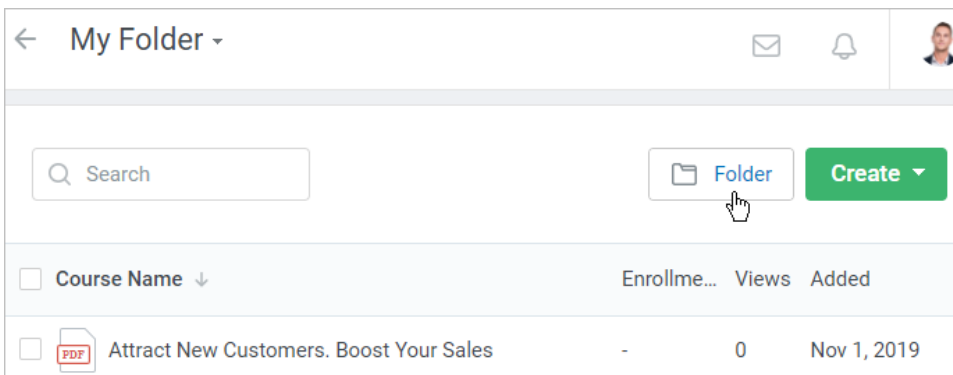


The 'New Folder' dialog box has a title bar with a close button (X). It contains a label 'Folder name:' followed by a text input field containing 'My Folder'. At the bottom are two buttons: a green 'Create' button and a white 'Cancel' button. A mouse cursor is pointing at the 'Create' button.

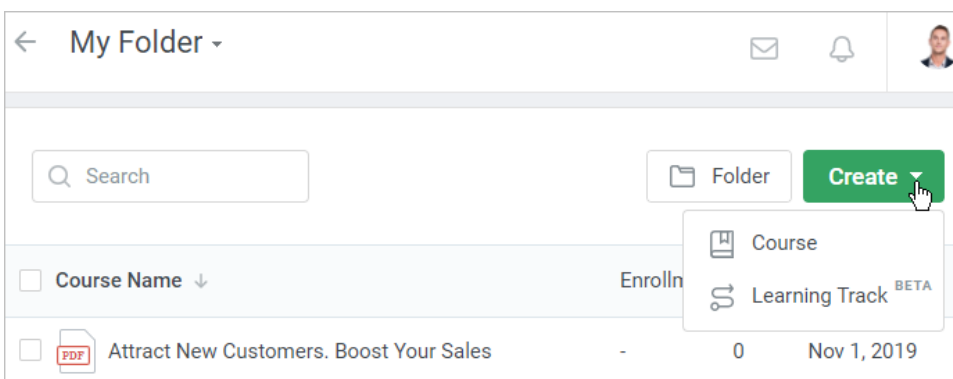
3. The new folder will appear in the list of courses.



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.