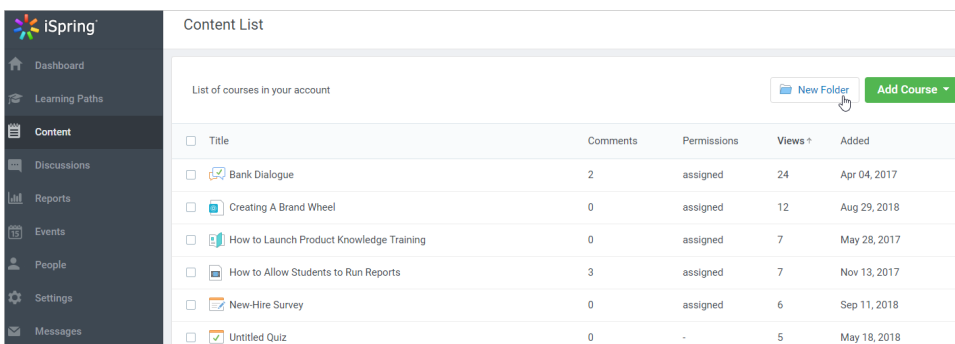


Creating a Folder

On the **Content List** page, you can create a folder to add there content items on the same topic or put together a series of courses designed for a specific group of users.

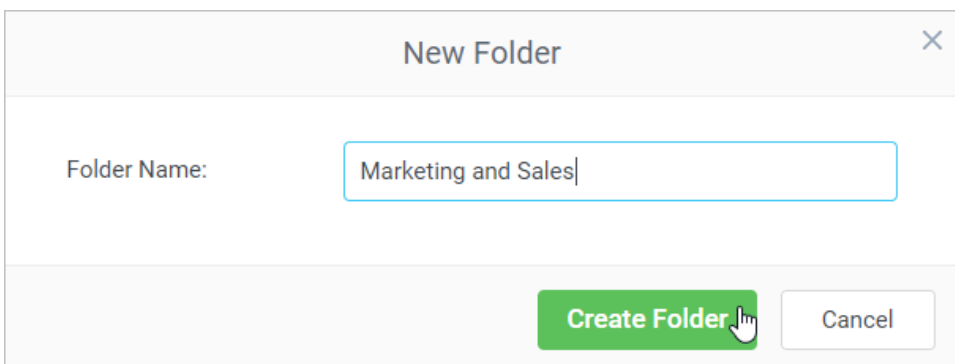
1. Click the **New folder** button.



The screenshot shows the iSpring Content List page. On the left is a sidebar with navigation options: Dashboard, Learning Paths, Content, Discussions, Reports, Events, People, Settings, and Messages. The 'Content' section is active. The main area is titled 'Content List' and contains a table of courses. Above the table, there are two buttons: 'New Folder' (with a folder icon) and 'Add Course' (with a plus icon). A mouse cursor is hovering over the 'New Folder' button.

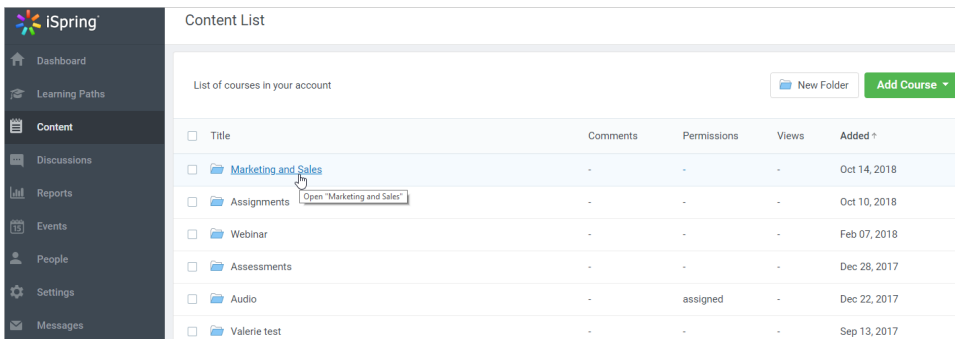
<input type="checkbox"/>	Title	Comments	Permissions	Views ↑	Added
<input type="checkbox"/>	Bank Dialogue	2	assigned	24	Apr 04, 2017
<input type="checkbox"/>	Creating A Brand Wheel	0	assigned	12	Aug 29, 2018
<input type="checkbox"/>	How to Launch Product Knowledge Training	0	assigned	7	May 28, 2017
<input type="checkbox"/>	How to Allow Students to Run Reports	3	assigned	7	Nov 13, 2017
<input type="checkbox"/>	New-Hire Survey	0	assigned	6	Sep 11, 2018
<input type="checkbox"/>	Untitled Quiz	0	-	5	May 18, 2018

2. In the opened **New Folder** window type the folder name and click the **Create Folder** button.



The screenshot shows a 'New Folder' dialog box. It has a title bar with a close button (X). Inside, there is a label 'Folder Name:' followed by a text input field containing 'Marketing and Sales'. At the bottom, there are two buttons: 'Create Folder' (green) and 'Cancel' (white with a grey border). A mouse cursor is hovering over the 'Create Folder' button.

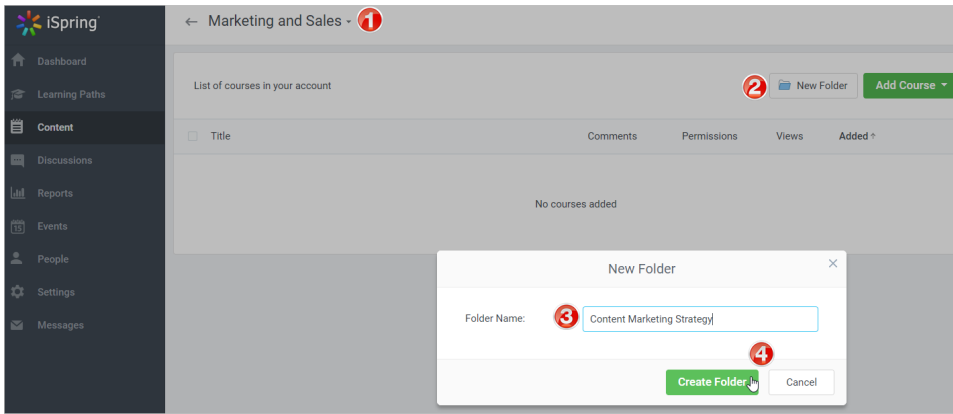
3. The folder has been added. It will appear in the list of content items.



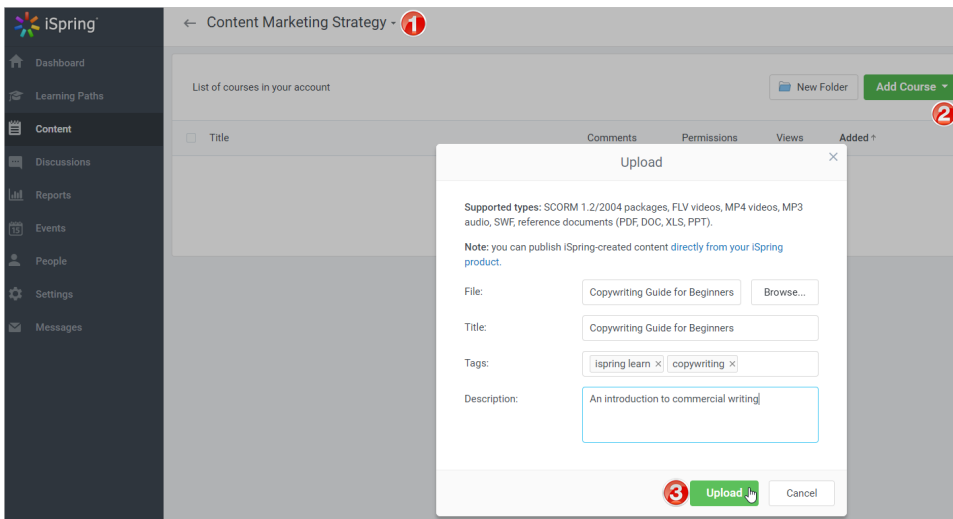
The screenshot shows the iSpring Content List page after the folder has been created. The 'Marketing and Sales' folder is now listed at the top of the table. A mouse cursor is hovering over the folder name, and a tooltip appears that says 'Open "Marketing and Sales"'. The 'New Folder' button is still visible at the top right of the table.

<input type="checkbox"/>	Title	Comments	Permissions	Views	Added ↑
<input type="checkbox"/>	Marketing and Sales	-	-	-	Oct 14, 2018
<input type="checkbox"/>	Assignments	-	-	-	Oct 10, 2018
<input type="checkbox"/>	Webinar	-	-	-	Feb 07, 2018
<input type="checkbox"/>	Assessments	-	-	-	Dec 28, 2017
<input type="checkbox"/>	Audio	-	assigned	-	Dec 22, 2017
<input type="checkbox"/>	Valerie test	-	-	-	Sep 13, 2017

4. You can create enclosed subfolders. To do this, you need to open the folder and click the **New folder** button. After that, enter the subfolder name and click the **Create folder** button.



5. You can add content items to the folder. To do this, open the folder, click the **Add button**, choose the type of content and upload it to the folder.



The other way to add a content item to a folder is [to move it](#) on the **Content List** page.