

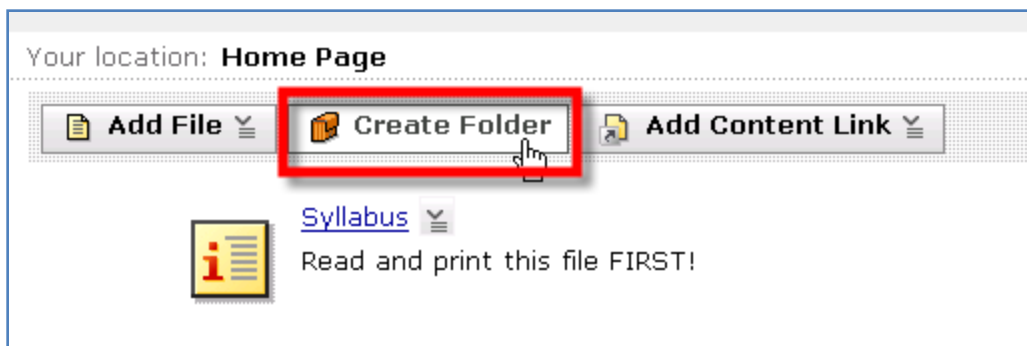
## Create a Folder and Add Content Item or File Links

Folders enable you to group related course content. *The more you organize your course content using folders and learning modules\*, the better able your students are to navigate your course, and find what they need in order to learn what you want them to learn.*

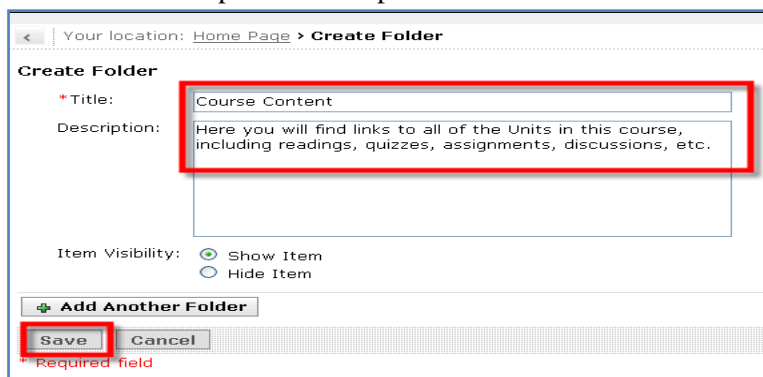
You can add links to both *content items* (such as quizzes, discussions, assignments, etc.) as well as to *files* (for example, readings or PowerPoint presentations).

### To create a folder and add links inside it:

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

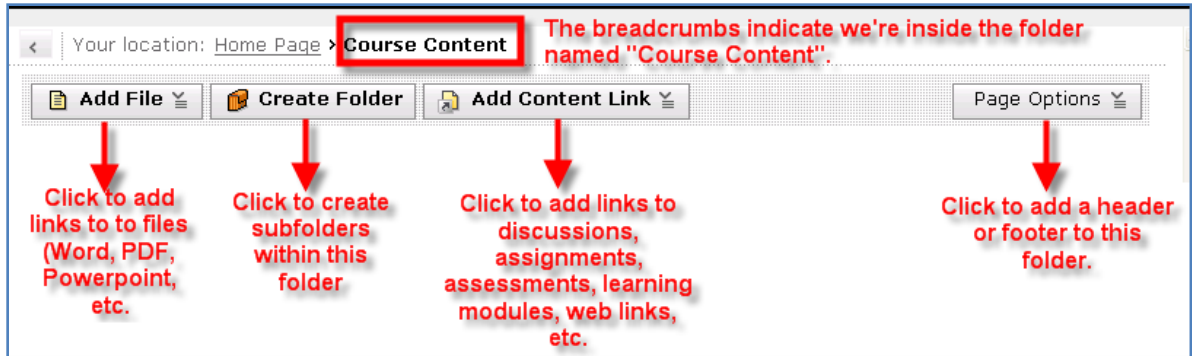


2. Enter a Title and optional description on the **Create Folder** screen, and click **Save**.

A screenshot of the "Create Folder" form. The breadcrumb "Your location: Home Page > Create Folder" is at the top. The form has a "Title:" field with the text "Course Content" and a "Description:" field with the text "Here you will find links to all of the Units in this course, including readings, quizzes, assignments, discussions, etc.". Below these fields are radio buttons for "Item Visibility": "Show Item" (selected) and "Hide Item". At the bottom, there is a "Save" button highlighted with a red box, a "Cancel" button, and a "Required field" error message.

3. The new folder will now be displayed on your Home Page.

4. To add links inside this new folder, click on the folder name or icon, and the folder will open.
5. Once you're inside the folder, the *breadcrumbs* on the top of the page will show that you have navigated inside the folder (in this example we have opened a folder named "Course Content").



6. Now you can add links to *files* inside your folder by clicking the **Add File** button, add additional subfolders (for example, a separate folder for each of your units) by clicking the **Create Folder** button, or add links to *content items* such as discussions, web links, assessments, and learning modules (which provide the ability to group and sequence your content and activities) by clicking the **Add Content Link**.

\* A *learning module* is tool that faculty can use, instead of folders, to not only group but also to sequence their course content and activities. This enables instructors to help students move through the course readings and activities in a particular order, in the same way that you would do in an on-ground course.