



Adding a Folder to the Content Collection

Adding folders to the Content Collection help organize your files so that you can easily find and link to files. It is strongly suggested that you create a file for each course you are teaching and put that course material within the folder. You can add folders within folders, or nest folders, for better organization.

Add a Folder

From the Content Collection, click on the “+ Folder” button in the toolbar.



Give a name to the Folder.

Accept the default for the rest of the options

Add Folder

Location [/users/lmillio](#)

1 Folder Information

* Folder Name

Click the **Submit** button at the bottom of the page.

To open the folder, click on the folder’s name.

