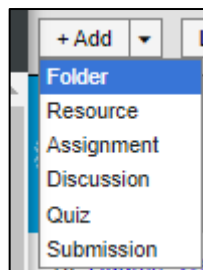


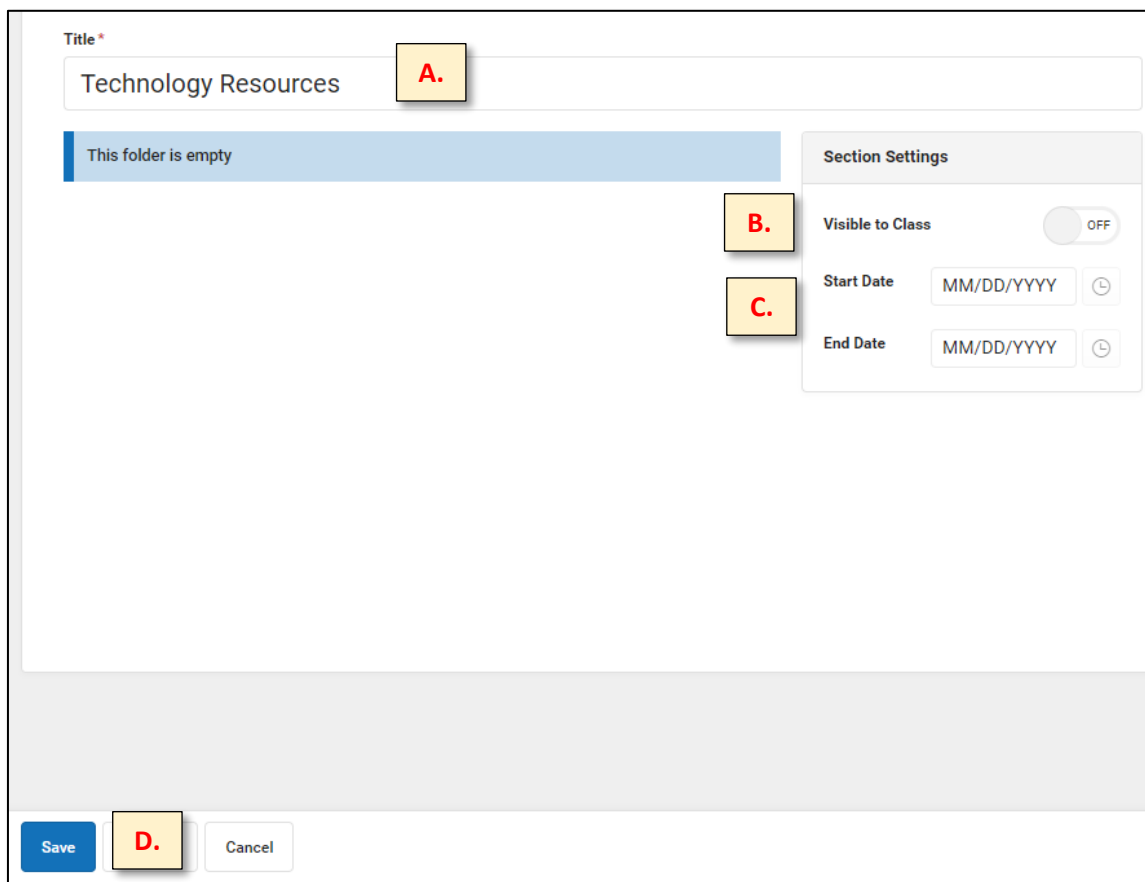
## Creating a Folder in your LMS

Folders are used to add structure to your curriculum. They allow you to organize your curriculum in a way that makes sense for your course and for your students. Think of a Campus Folder as the location you save links and other materials in.

1. From the **+Add** drop-down menu, click **Folder**.

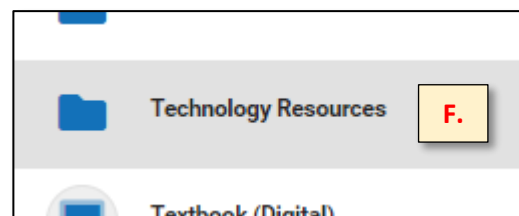
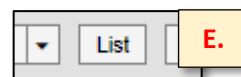


**A.** Give your Folder a name in the **Title** text box.  
**B.** Choose whether your Folder will be **Visible to Class** or not (you can change this at any time). **C.** Enter a **Start Date** and **End Date** (if applicable). **D.** Click **Save**.

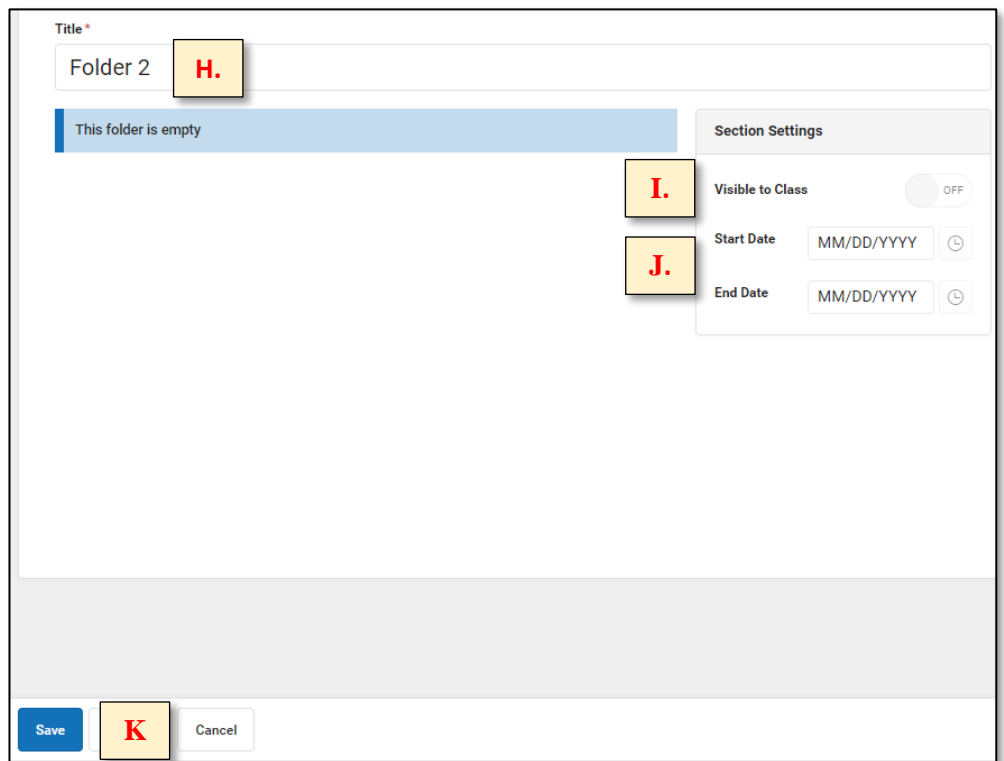
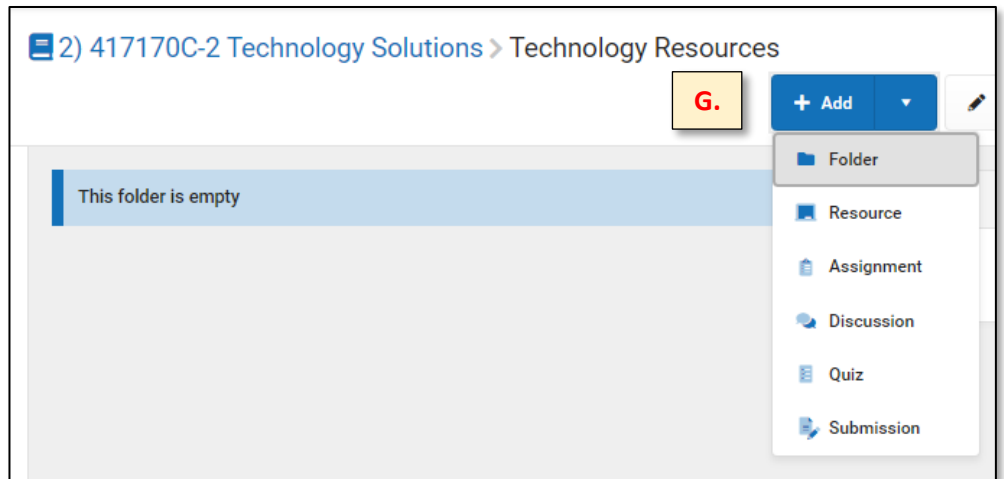
A screenshot of a web form for creating a folder. At the top, there is a "Title\*" text box containing "Technology Resources" with a yellow callout box labeled "A." pointing to it. Below the title is a blue bar that says "This folder is empty". To the right is a "Section Settings" panel with a "Visible to Class" toggle switch set to "OFF" (with a yellow callout box labeled "B." pointing to it), and "Start Date" and "End Date" fields with date pickers (with a yellow callout box labeled "C." pointing to the "Start Date" field). At the bottom of the form are three buttons: "Save" (blue), "D." (yellow callout box pointing to the "Save" button), and "Cancel" (grey).

**IMPORTANT NOTE:** You can add Folders inside of Folders if you would like. **E.** Click **List** located at the top of your grade book. **F.** Click on the folder that you would like to add another Folder to (or a Resource, Discussion, Quiz, etc.).

*(Continue to next page)*



**G.** From the +Add drop-down menu, select **Folder** (or whichever utility you would like to add). **H.** Give your Folder a Name (**Title**) > make it **I. Visible to Class** or not > add a **J. Start/End Date** if desired > click **K. Save**.



**L.** When you go back to your grade book page and click on **List**, you will see the main content you have been adding to your LMS. If you have added something inside one of your folders, click on the folder and you will see the content.

