

# Create a Folder

---

Folders allow you to organize your content. To create a folder, click the **[Create Folder]** button.

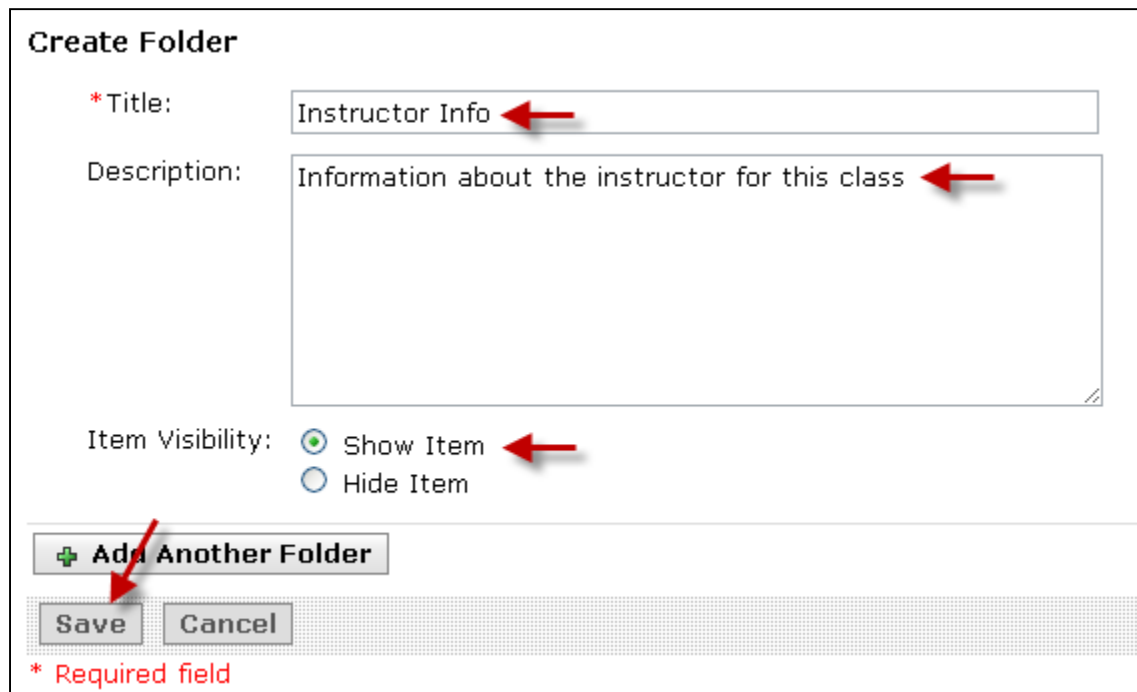


Enter the name of the folder in the Title field.

Enter a description if needed.

Choose whether or not you wish to have this folder and its contents visible or not by choosing 'Show Item' or 'Hide Item'.

When ready, click **[Save]**.

A screenshot of the "Create Folder" dialog box. It has a title bar "Create Folder". Inside, there are three main sections: 1. "Title:" with a text input field containing "Instructor Info" and a red arrow pointing to the text. 2. "Description:" with a text area containing "Information about the instructor for this class" and a red arrow pointing to the text. 3. "Item Visibility:" with two radio buttons: "Show Item" (selected) and "Hide Item", with a red arrow pointing to the "Show Item" radio button. Below these sections is a button labeled "+ Add Another Folder" with a red arrow pointing to it. At the bottom are two buttons: "Save" and "Cancel". A red asterisk and the text "\* Required field" are located at the bottom left of the dialog box.

You will now see the folder you have just created.