

Create a Folder

Creating a new Content Folder

NOTE: Content folders in the Course Content tool are different from folders in File Manager.



1. From the **Course Content** tool, click **Create Folder** (circled in red above). The **Create Folder** screen appears.
2. In the **Title** text box, enter a title for the content folder.
3. In the **Description** text box, enter a description.

A screenshot of the 'Create Folder' form. It has a title 'Create Folder' and two text input fields: '*Title:' and 'Description:'. Below these is an 'Item Visibility' section with two radio buttons: 'Show Item' (selected) and 'Hide Item'. At the bottom, there are three buttons: '+ Add Another Folder', 'Save', and 'Cancel'. A red asterisk and the text '* Required field' are at the bottom left.

4. If you want to save the folder and create another:

- Click **Add Another Folder**. The folder is saved.
- Repeat steps 2 through 4.

5. Click **Save**. The content folder is created.

Adding a Folder

Adding a New File (that you've already created) to Your Course

1. From the **Course Content** tool, click **Add File**. Click **Browse for Files** (*Remember you must be in the build tab.*)

If you've previously uploaded the file to your WebCT course:

Select the Class Files icon and select the **CHECKBOX** next to the file and click "OK".

If the file has not been uploaded to WebCT:

Select the My Computer icon, browse to the file location, and click "Open".