

Create Content Folders

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

You can create content folders to hold weekly materials or materials that are under the same topic.

1. Navigate to your course content page on the left menu.
2. Click Build Content and choose Content Folder.
3. Choose a name for your content folder.
4. Make sure you have permitted users to view the content. You can also set a display after or display until date to hide the folder outside of specific dates.
5. Your multiple content folders will be on your course content page.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

