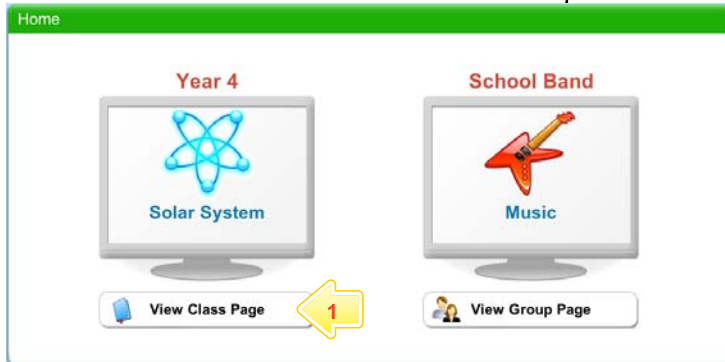


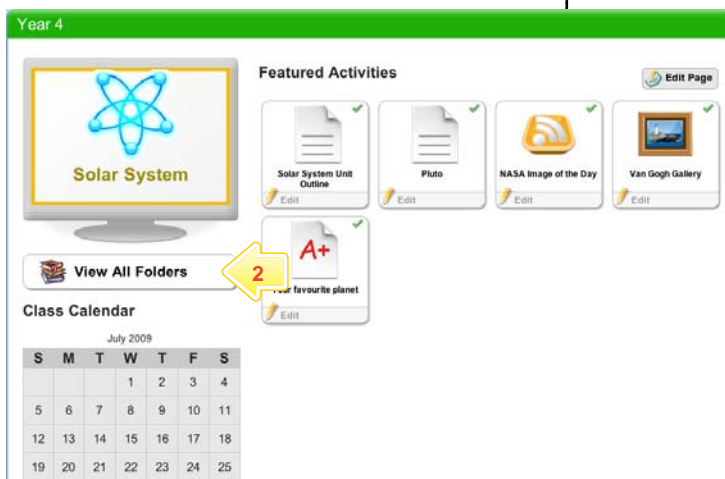
Create a Folder

Create a new Folder

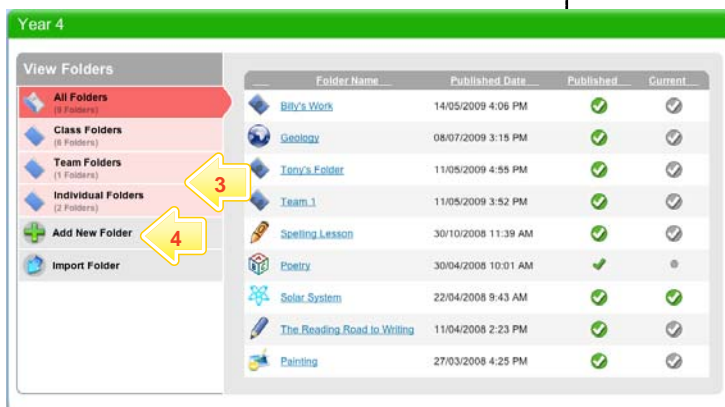
Learning content for a Class or Group is presented in Folders.



1 Below the Class or Group in which you want to create the Folder, click the **View Class Page** button.



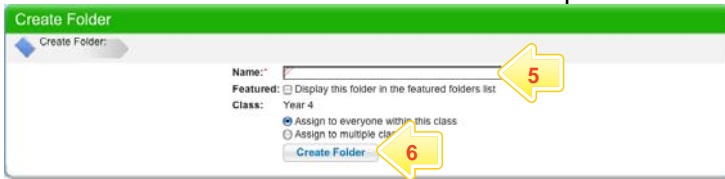
2 Click the **View All Folders** button.



3 If you want to create a Team Folder or an Individual Folder, click the appropriate tab.

4 Click the **Add New Folder** button.

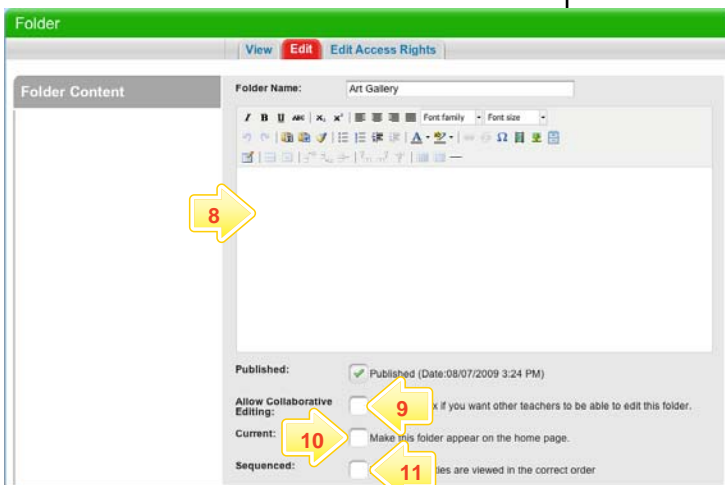
Create a Folder



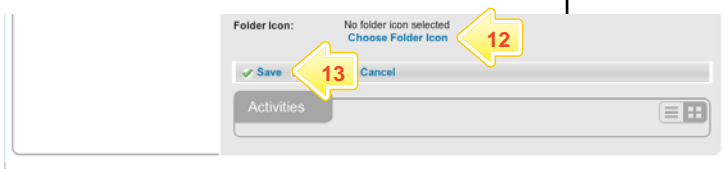
- 5 In the **Name** field, type a name for the Folder.
- 6 Click **Create Folder**.



- 7 If you want to add more information for the folder, click the **Edit** tab.



- 8 If you want to add a folder description, type it in the text field.
- 9 If you want to **Allow Collaborative Editing**, ensure that the checkbox is selected.
- 10 If you want the folder to be the current folder, select the **Current** checkbox.
- 11 If you want the activities in the folder to be sequenced, select the **Sequenced** checkbox.

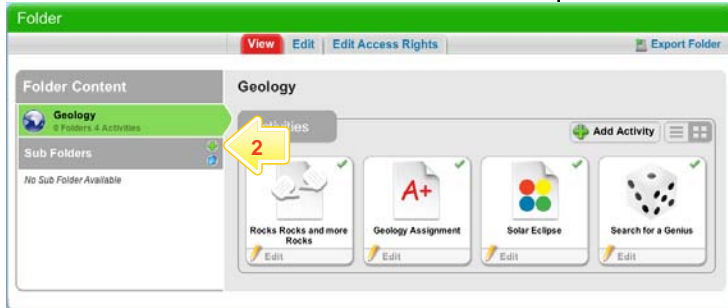


- 12 If you want to choose a folder icon, click **Choose Folder Icon** and click the icon that you want to use.
- 13 Click **Save**.

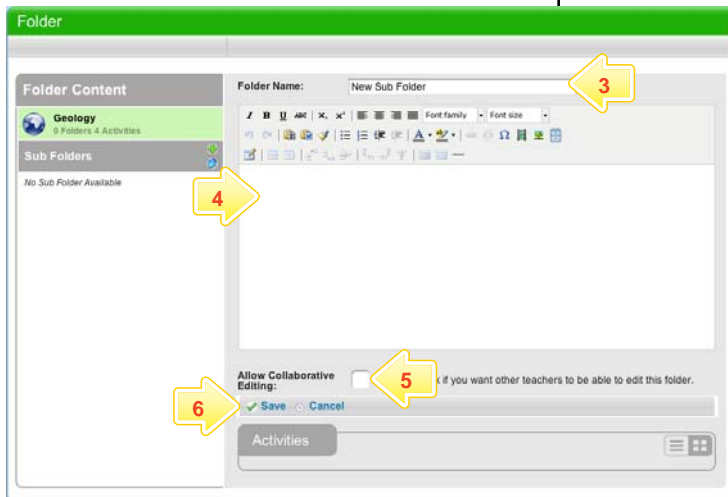
Create a Folder

Add a Sub Folder

There can be any number of Sub Folders within a Folder. Use Sub Folders to organise Activities.



- 1 Open the Folder to which you want to add a Sub Folder.
- 2 Click **Add New**.



- 3 In the **Name** field, type a name for the Folder.
- 4 In the **Description** field, type a description of the Folder.
- 5 If you want to **Allow Collaborative Editing**, ensure that the checkbox is selected.
- 6 Click **Save**.



The new folder opens.

Hint To add Activities to the folder click the **Add Activity** button.

Tips and Hints

- 1 Copy whole Folders or Sub Folders by exporting them to your eLocker. From your eLocker you can then re-import them into another Class or Group.

If you have any ideas for this tool, you're invited to share it with other teachers at the Studywiz Global Community - <http://studywizqc.org/>