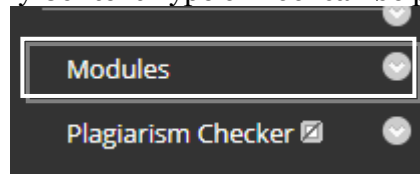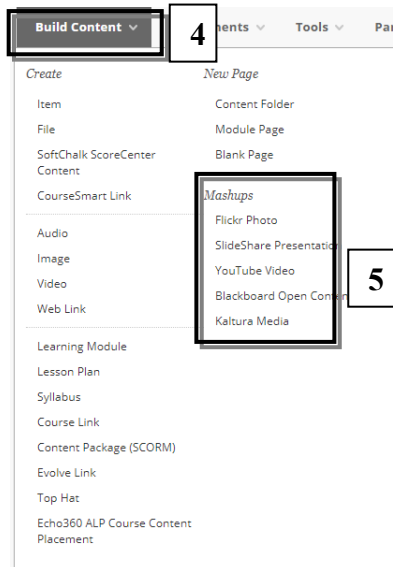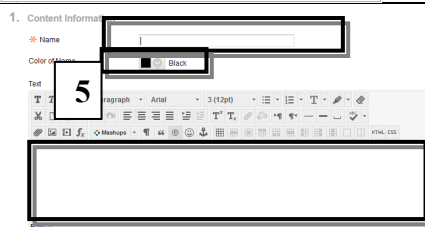# Create Content Folder

The **Content Folder** allows instructors to create an assignment with multiple types of content. Any Content Type or Tool can be placed in a Folder.
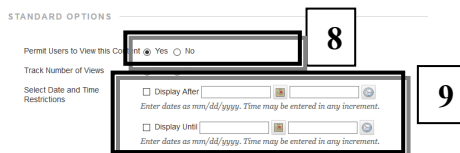

1. With the *Edit Mode ON*
2. Click a **content link** such as *Modules* or *Weekly Lessons*
3. Click the **Module #** or **Week #** folder

4. Click **Build Content**
5. Choose **Content Folder**

6. The *Create Content Folder* page opens. Give the content a title in the **Name Field**
7. In the **Text Field**, write a brief explanation

8. *Permit users to View* Click **Yes** to show the content item, choose **No** to make it unavailable
9. Select **Date** and **Time restrictions** to determine content availability
10. Click **Submit**

Add Folder Content
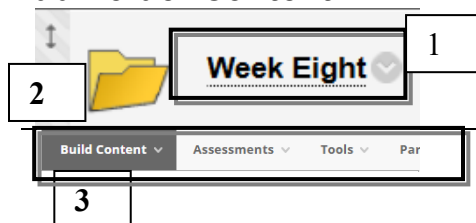
1. Click the **Folder name** to open the folder.
2. The folder can be moved up or down the Content Area by clicking and dragging the double arrow ↕
3. The folder opens, choose a **Content Button** from the **Action Bar** to add content to the folder. (Refer to other tutorials for folder content)