1. Navigate to the content area of your course where you want to add a Folder.
2. Select **Build Content** and then click **Content Folder**.

3. *(Required)* Type in a **Name** for the Folder.

4. *(Optional)* Choose a **Color of Name** for the Folder.

   Color of Name  
   - Black
5. *(Optional)* Type in some descriptive **Text** for the Folder.

6. Under Availability, decide if the Folder will be available and **Select Date and Time Restrictions** (if desired).

   2. **Availability**

   Permit Users to View this Content
   
   □ Yes □ No

   Select Date and Time Restrictions

   □ Display After
   
   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

   □ Display Until
   
   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7. Click Submit.