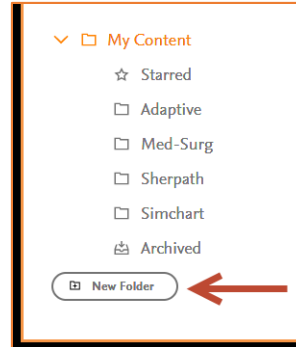
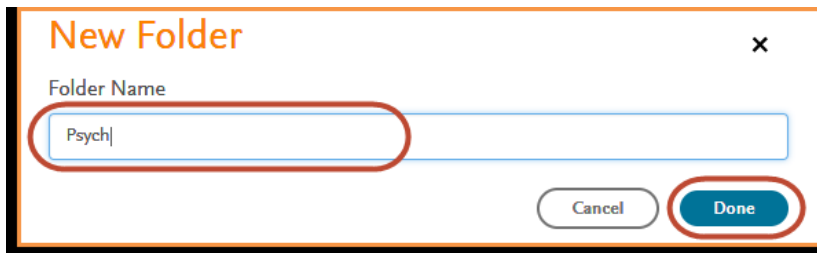


Organizing the Content List

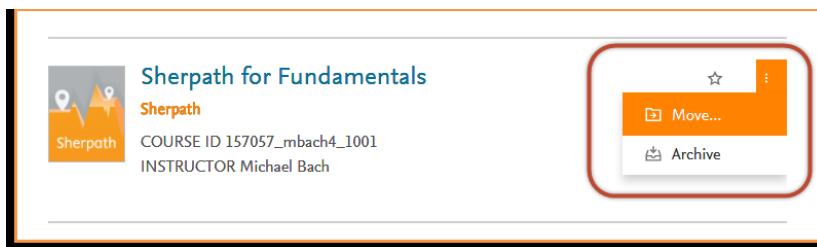
1. On the left side under My Content, click on New Folder.



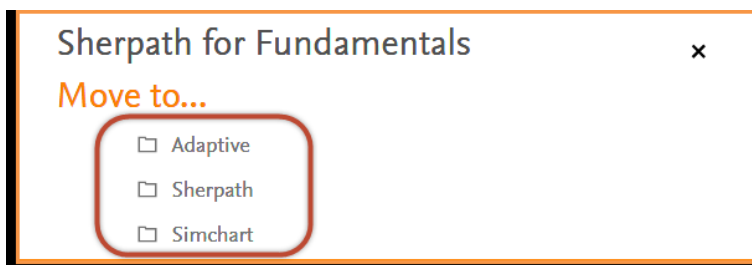
2. In the window that pops-up, enter the name of the folder you want to create and click Done.



3. To move your course into the created folder, click the 3-dot Menu button on the right side and select Move.



4. In the window that pops up, select the folder you would like to add your course to.



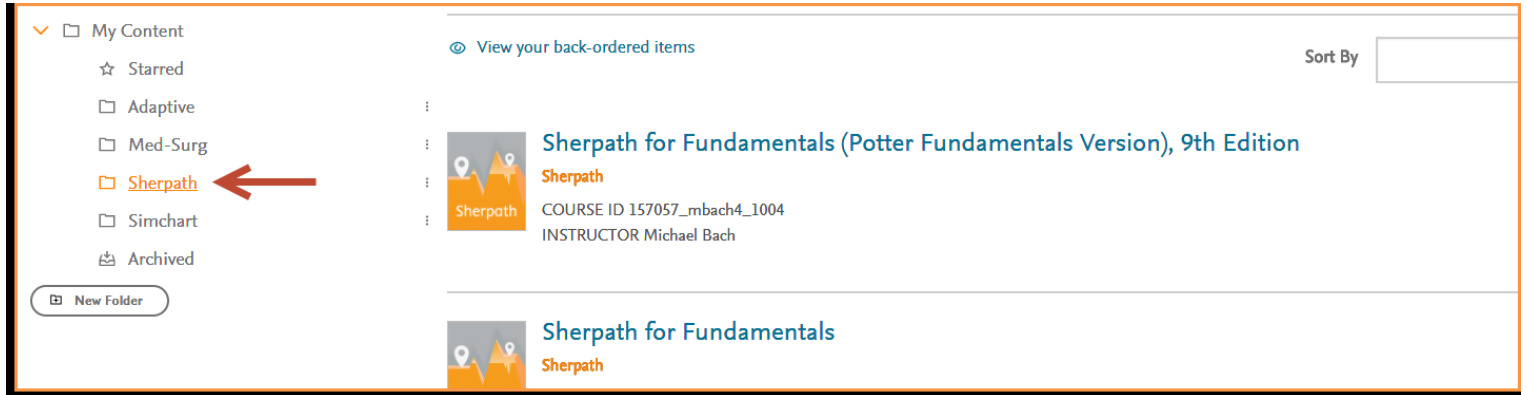
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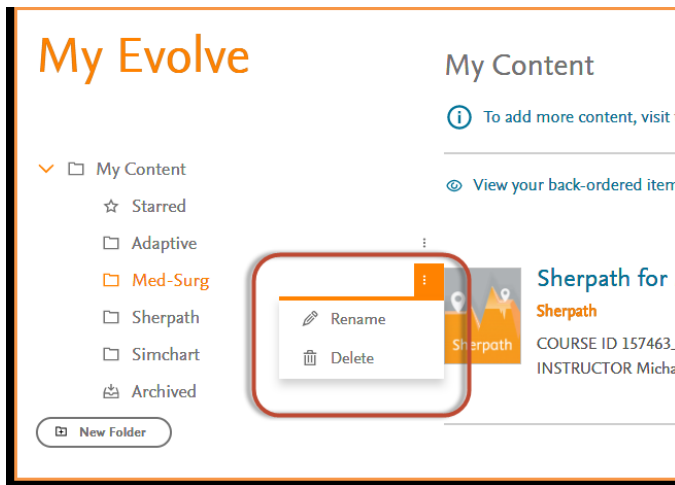
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5. Your course has now been added to your selected folder and you can access it by clicking on the folder name on the left under My Content.



6. If you would like to rename or delete a folder, click on the 3-dot menu next to the folder name and either select Rename or Delete.



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