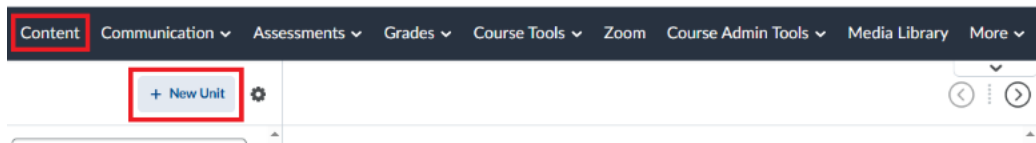


How do I add a new folder or page to content?

Add a top-tier level (New Unit)

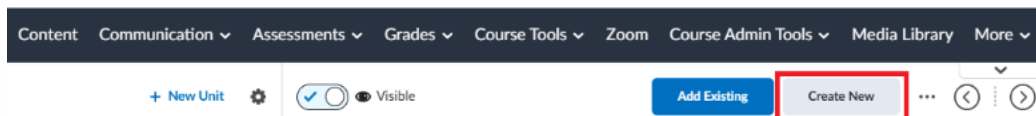
1. Go to Content from your course navigation bar.
2. Select + New Unit button.



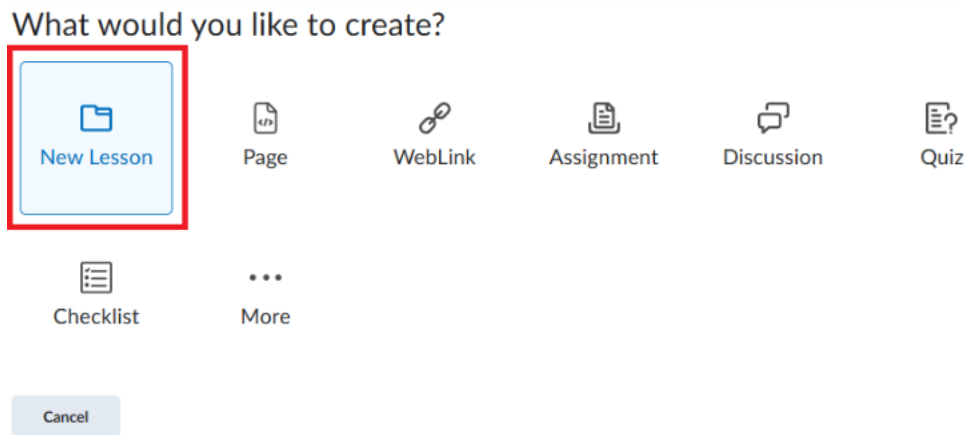
3. Add a title and optional description.
4. Select the visibility toggle to show or hide the folder.
5. Select Save and Close.

Add a sub-folder to a Unit (New Lesson)

1. From the table of contents column, select the Unit folder where you want to add a sub-folder.
2. Select the Create New button from the top right corner of the page.



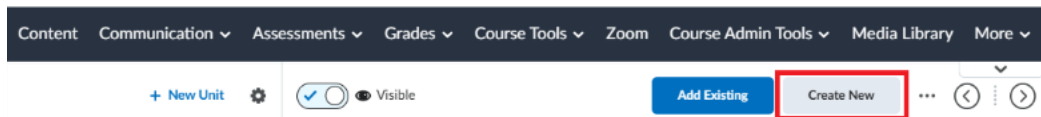
3. From the 'What Would You Like to Create' page, select New Lesson.



4. Add a title and optional description.
5. Select the visibility toggle to show or hide the lesson folder.
6. Select Save and Close.

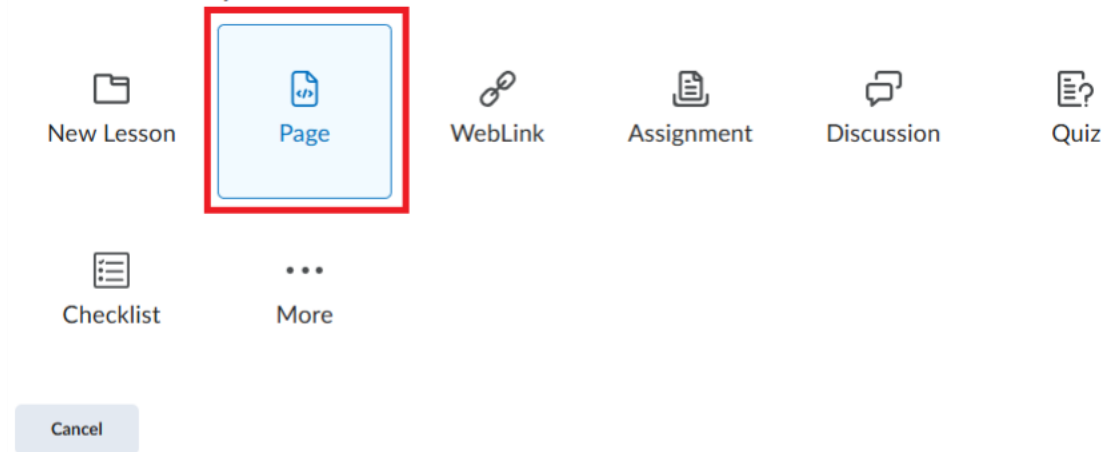
Add a web page to a unit or lesson (Page)

1. From the table of contents column, select the unit or lesson folder where you want to add a page.
2. Select the Create New button from the top right corner of the page.

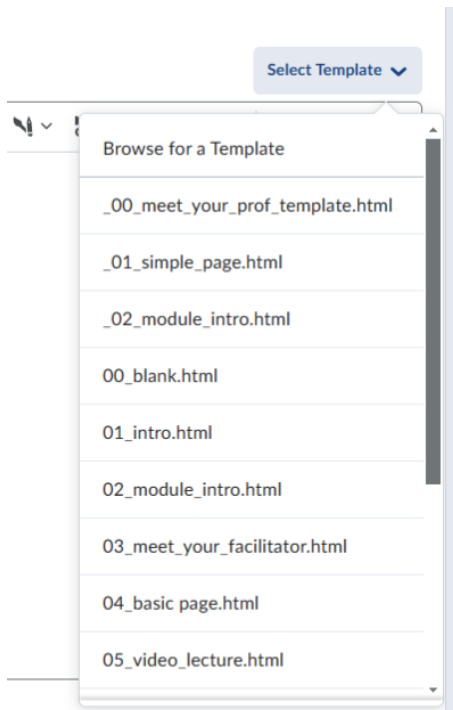


3. From the 'What Would You Like to Create' page, select Page.

What would you like to create?



4. Add a title to your page.
5. Select a template from the Select Template drop-down menu to format your page.



6. Insert page content and add necessary settings.
7. Select the visibility toggle to show or hide the page.
8. Select Save and Close.