

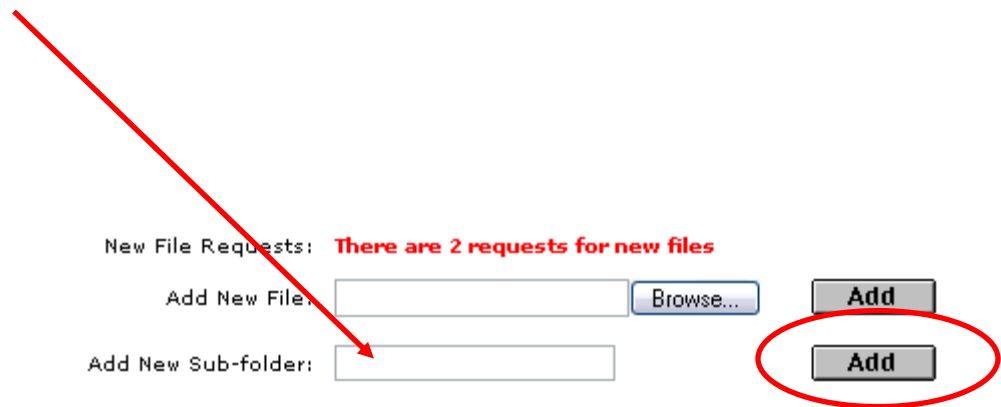


# Course Tools: Creating Folders in File Sharing

1. Click the link "Manage Files" in the "Content Tools" listing on the left hand side of your screen



2. Type the name of the folder you would like to create in the "Add New Sub-folder" field



3. Click the "Add" button to create the folder.