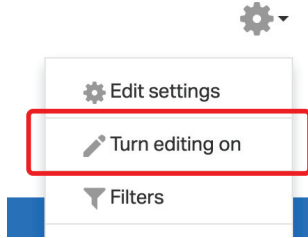


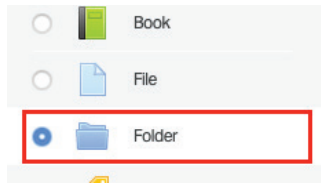
Adding Folders to DotED

The folder module enables a teacher to display a number of related files inside a single folder.

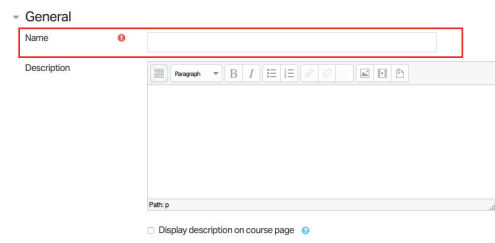
- a. Click the **Gear Icon** and select **Turn Editing On** from the dropdown menu. You can also press the **Turn On Editing** link located under **Course Administration** in the sidebar.



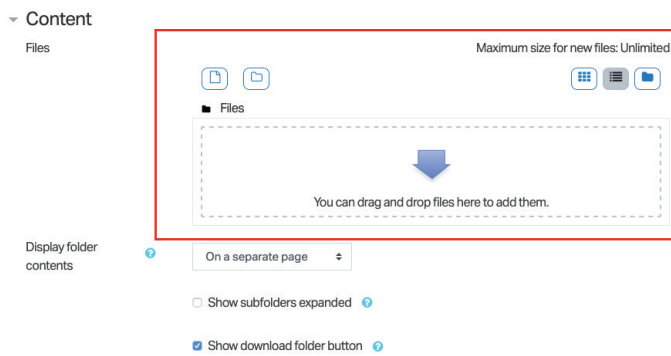
- b. Select **Folder** from the Resources list and Press **Add**.



- c. Enter a **Name** for your folder and a **Description** of the contents.



- d. Drag and drop the files you would like the folder to contain into the **Files** box.



- e. Press **Save** and **Return to Course**.