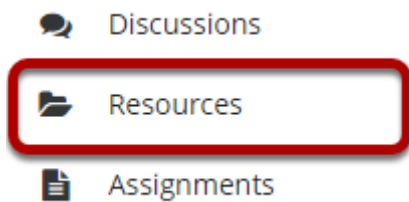


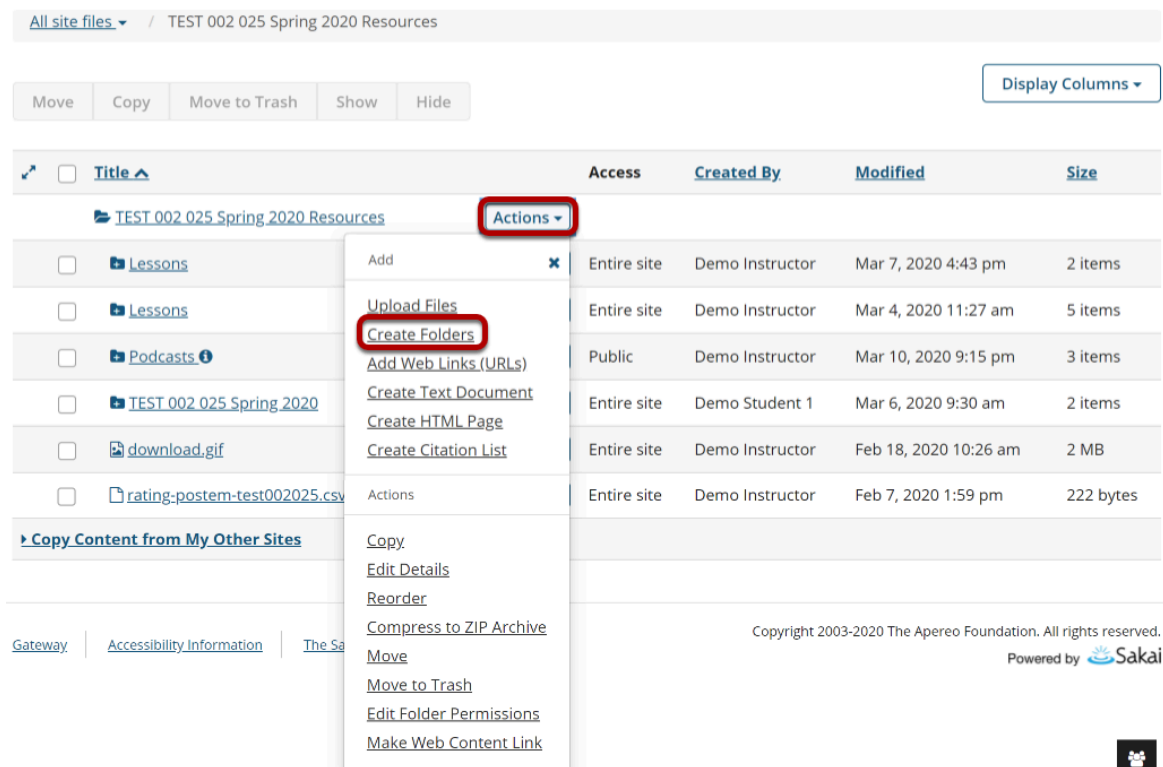
How do I create folders?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Create Folders.



A screenshot of the 'Resources' page in a Sakai learning management system. The page title is 'TEST 002 025 Spring 2020 Resources'. Below the title are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide', and a 'Display Columns' dropdown. A table lists resources with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The 'Actions' dropdown menu for the first resource is open, and 'Create Folders' is highlighted with a red box. Other options in the menu include 'Add', 'Upload Files', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. At the bottom, there is a footer with 'Gateway', 'Accessibility Information', 'The Sa...', 'Copyright 2003-2020 The Apereo Foundation. All rights reserved.', and 'Powered by Sakai'.

To the right of the site's root folder, from the **Actions** drop-down menu, and select **Create Folders**.

This displays the Create Folders page.

Enter the name of the folder.

Create Folders

Location: / TEST 002 025 Spring 2020

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	<input type="text" value="Syllabus and Guidelines"/>	Add details for this item
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[Add Another Folder](#)

Enter the name of the folder into the Folder Name text box.

Add multiple folders. (Optional)

Create Folders

Location: / TEST 002 025 Spring 2020

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	<input type="text" value="Syllabus and Guidelines"/>	Add details for this item ✕
Folder Name	<input type="text" value="Reading"/>	Add details for this item ✕
Folder Name	<input type="text" value="Websites"/>	Add details for this item ✕

[Add Another Folder](#)

If you would like to create multiple folders, click **Add another folder**.

Note: You can add as many folders as you want by clicking "Add another folder."

Click Create Folders Now.

To create the folder(s) in Resources, click **Create Folders Now**.

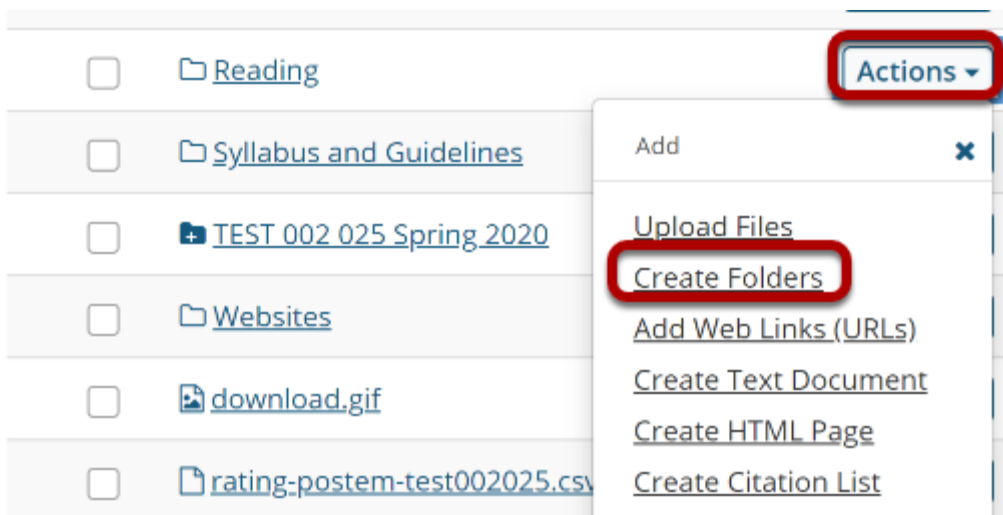
This returns the display to the Resources page with the newly created folder(s) displayed.

View folders in Resources.

<input type="checkbox"/>	Title [▲]	Access	Created By	Modified	Size
	TEST 002 025 Spring 2020 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Podcasts ⁱ	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	rating-postem-test002025.csv	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

Notice that the folders are displayed slightly indented to the root folder.

Create subfolders. (Optional)



To create a subfolder within a folder, from the **Actions** drop-down menu to the right of the parent folder, select **Create Folders**.

This displays the Create Folders page.

Enter a title for the subfolder.

Create Folders

Location: / TEST 002 025 Spring 2020 / Reading

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

[Add details for this item](#)

[Add Another Folder](#)

CREATE FOLDERS NOW

Cancel

Create multiple subfolders. (Optional)

Create Folders

Location: / TEST 002 025 Spring 2020 / Reading

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

[Add details for this item](#)

[Add Another Folder](#)

CREATE FOLDERS NOW

Cancel

If you would like to create multiple subfolders, click **Add Another Folder**.

Note: You can add as many subfolders of a folder as you want by clicking "Add Another Folder."

Click Create Folders Now.

Create Folders

Location: / TEST 002 025 Spring 2020 / Reading

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.









Folder Name	<input type="text" value="Unit 1"/>	Add details for this item ✕
Folder Name	<input type="text" value="Unit 2"/>	Add details for this item ✕

[Add Another Folder](#)

To create the subfolder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

View in Resources.

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	 TEST 002 025 Spring 2020 Resources				
<input type="checkbox"/>	 Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	 Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	 Podcasts ⓘ	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	 Reading	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	2 items
<input type="checkbox"/>	 Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	 TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	 Websites	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items

Once a folder contains subfolders, the folder icon will appear with a plus sign on the it.

View subfolder.

<input type="checkbox"/>	Title		Access	Created By	Modified	Size
	TEST 002 025 Spring 2020 Resources	Actions				
<input type="checkbox"/>	Lessons	Actions	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	Actions	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Podcasts	Actions	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Reading	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	2 items
<input type="checkbox"/>	Unit 1	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>	Unit 2	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>	Syllabus and Guidelines	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	TEST 002 025 Spring 2020	Actions	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	Websites	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items

Click the folder icon with the plus sign to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.