

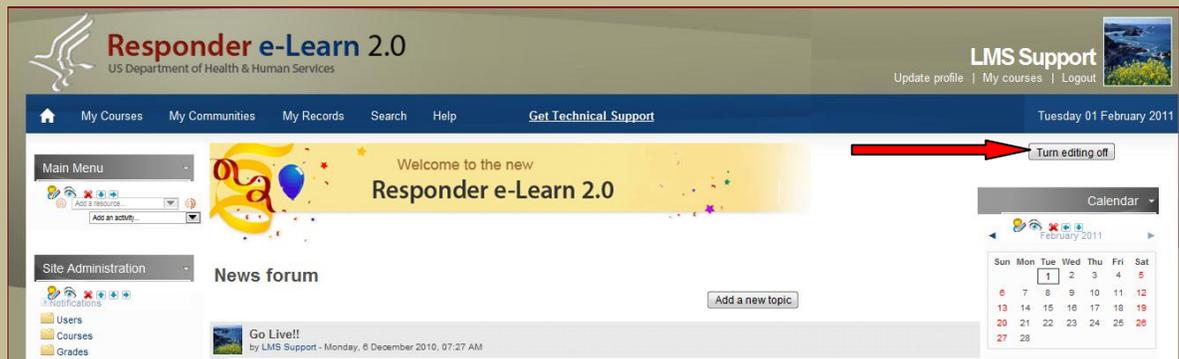


How to Create a Folder Structure

Step 1 Log into: <http://www.Respondere-Learn.com>

Step 2 Navigate to the course you'd like to add a folder(s).

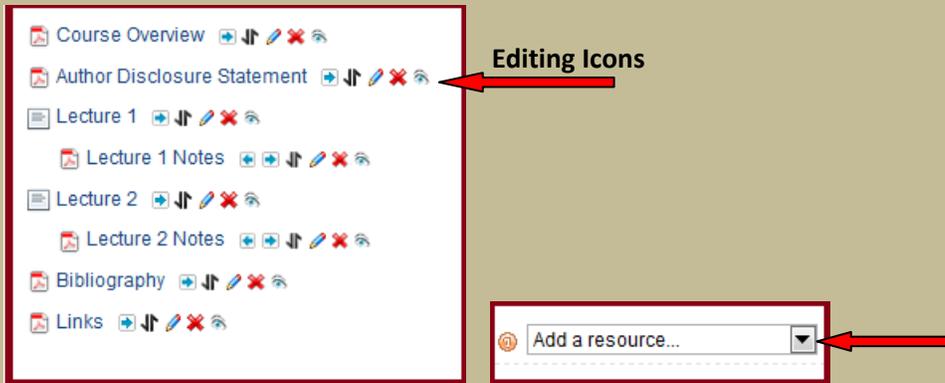
- Step 3**
- Click on the button “Turn editing on” so it reads “Turn editing off.”
 - This button is located in the upper right-hand corner under the login fields, on the blue menu bar.



Once the editing button has been selected, the editing icons and “Add a resource...” drop down fields appear.

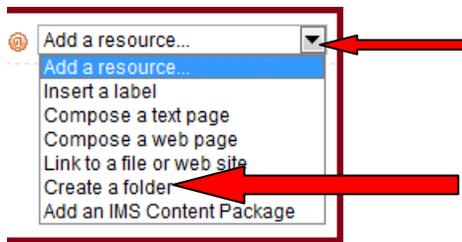


- Here are magnified images of the editing icon options discussed above:



Step 4

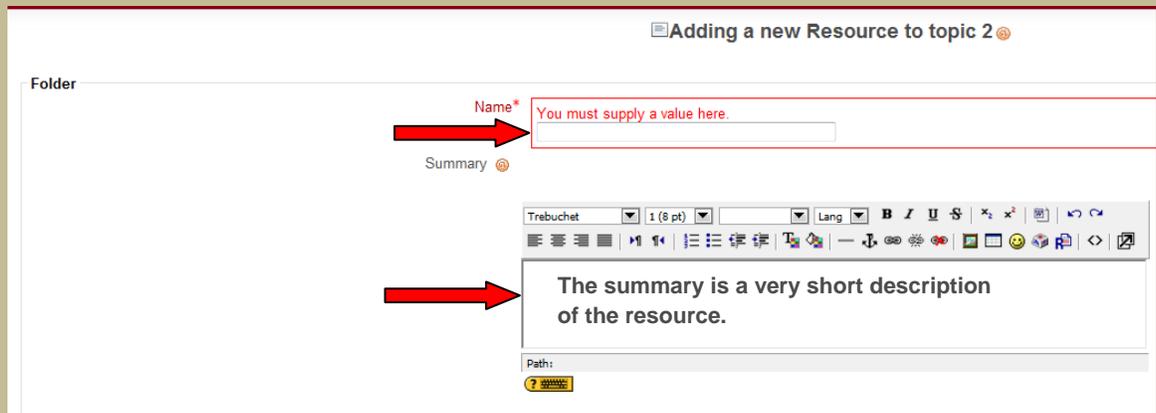
- Click on the “Add a resource...” arrow to make your selection. In the down drop box select “Create a folder.”



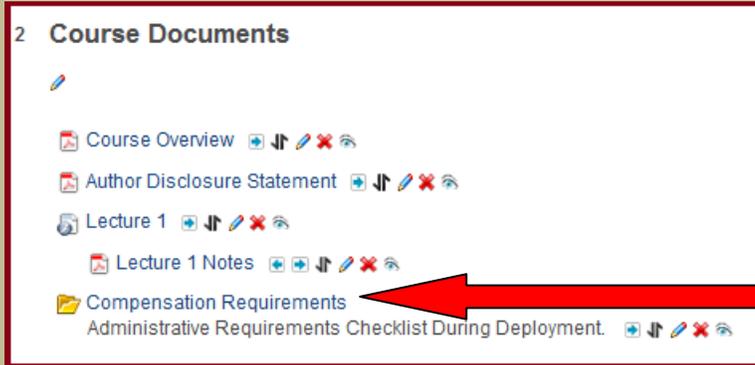
NOTE: If you need additional help, click on the Help icon 

Step 5

- A new window will open. Select an appropriate name for your folder, since the name will be visible to all users.



- You may also add a short description of the folder contents in the “*Summary*” field. The summary description appears directly underneath the folder name.



The folder “*Name*” will appear here, and the “*Summary*” description directly underneath.

Step 6 Click on the “*Save and Return to Course*” button to review your entries.

Step 7 Click on the “*Turn editing off*” button if you are satisfied with the content.

Step 8 If you are not satisfied with the content, click on the  editing tool to make revisions.

Step 9 Once satisfied with the content, repeat steps 6 and 7.