Creating Folders in Manage Files – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved in creating new folders in the Manage Files area of your D2L course site.

Steps

1. Go to the **Manage Files** area in your course.

2. Click on the folder to which you want to add a new folder – this will open that folder on the right. Or select the main folder at the top of the navigation tree on the left side as we have done in the image here. Click **New Folder**.
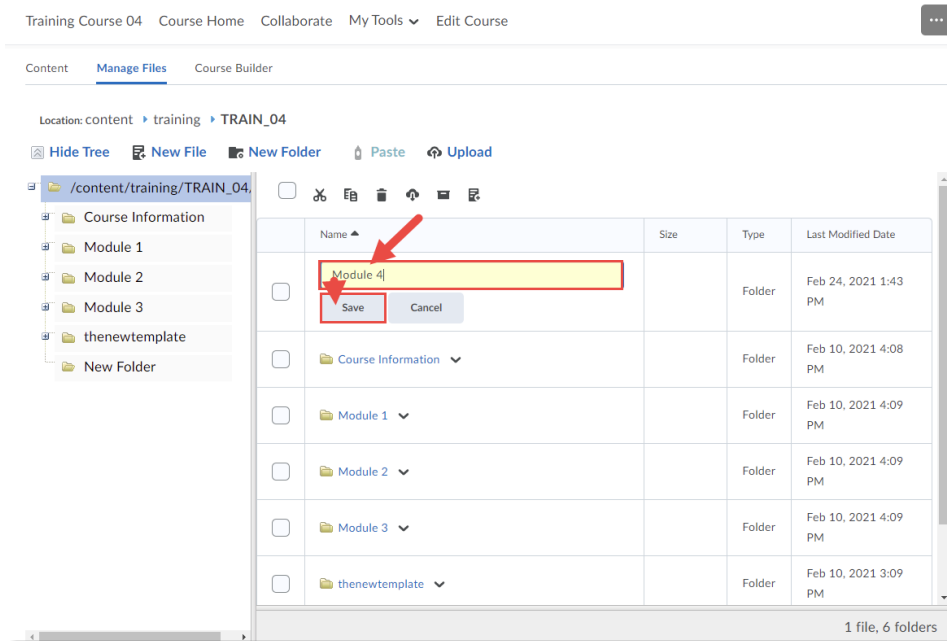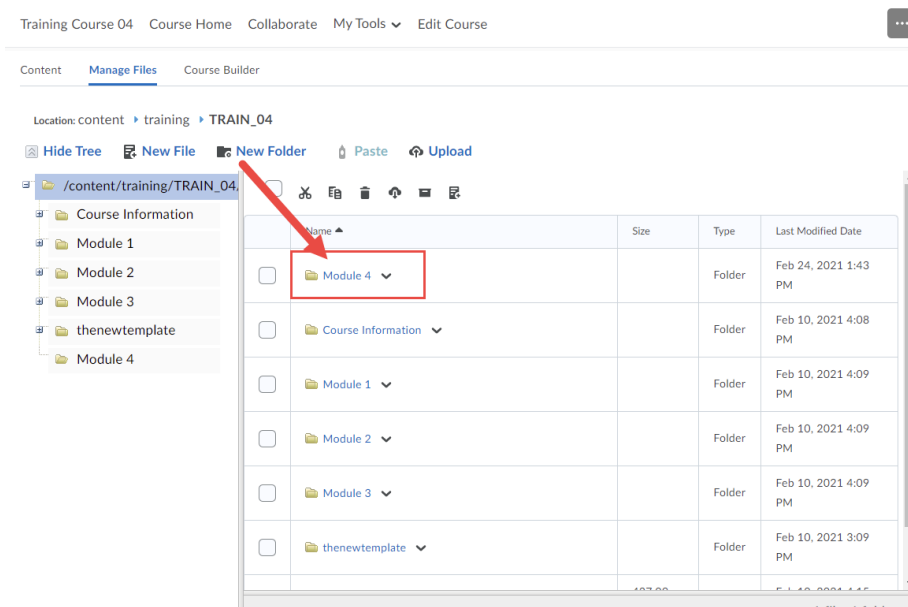
3. In the New Folder box, add a name for your folder and click **Save**.

4. The folder will initially appear at the top of the list if there are multiple folders/files already present, but once you refresh the screen, all the folders/files will appear in alphabetical order. You can click the title of the folder to open it.

Things to Remember

If you create your folder in the wrong place, you can move it to another folder. See the tutorial *Moving Folders and Files in Manage Files* for more information.