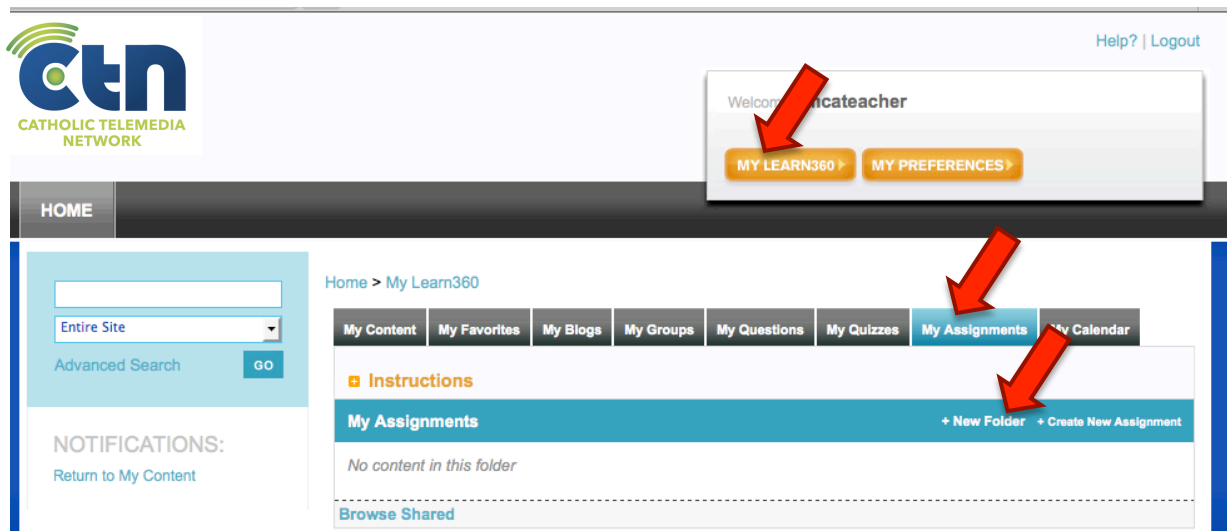


## Create Folders

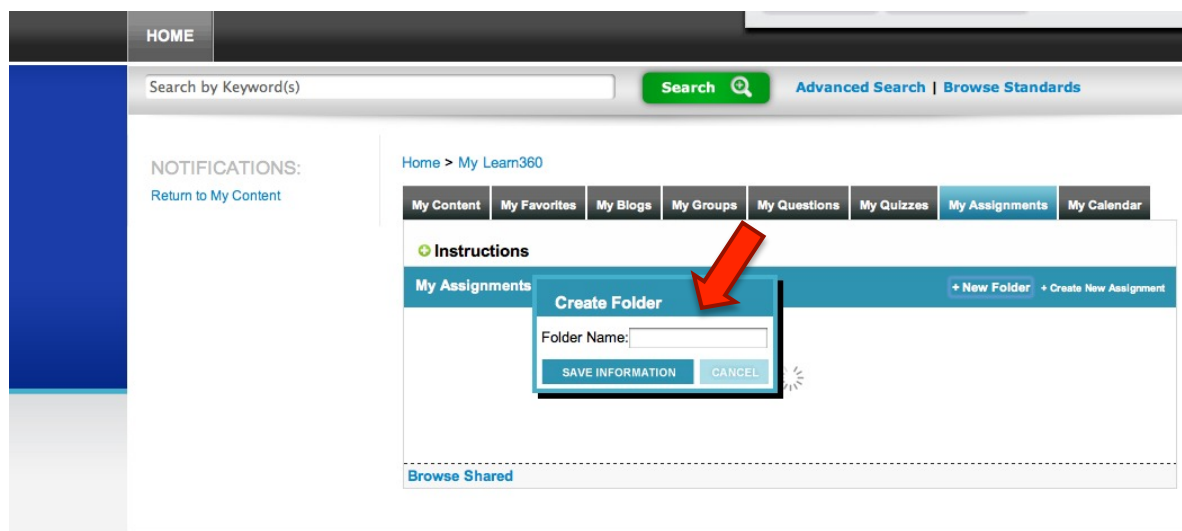
(How to organize your assignments by subject or class)

1. **Login to your Learn360 account**
2. **Go to MY LEARN360:**  
(orange, top, near right)
3. **Click on the My Assignments tab:**  
(black, near right, underneath black bar)
4. **Click on Create +New Folder:**  
(in blue bar)



The screenshot shows the Learn360 user interface. At the top right, there is a 'Welcome, [username]' notification with two buttons: 'MY LEARN360' and 'MY PREFERENCES'. Below this is a navigation bar with tabs: 'HOME', 'My Content', 'My Favorites', 'My Blogs', 'My Groups', 'My Questions', 'My Quizzes', 'My Assignments', and 'My Calendar'. The 'My Assignments' tab is selected. Below the navigation bar, there is a section for 'My Assignments' with a '+ New Folder' button and a '+ Create New Assignment' button. A red arrow points to the '+ New Folder' button.

5. **Name the folder**  
(You may want to be by creating a folder for each subject or class you teach. This will allow you to organize assignments by subject or class)



The screenshot shows the 'Create Folder' dialog box. The dialog box has a title 'Create Folder' and a text input field labeled 'Folder Name:'. Below the input field are two buttons: 'SAVE INFORMATION' and 'CANCEL'. A red arrow points to the 'Create Folder' dialog box.