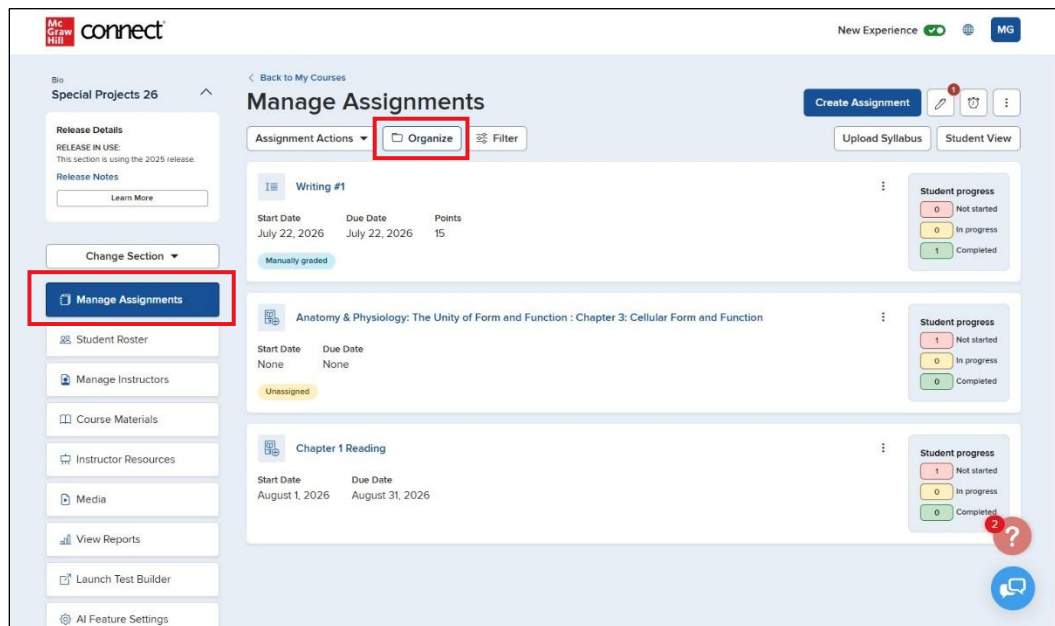


Using folders to organize your assignments page in Connect

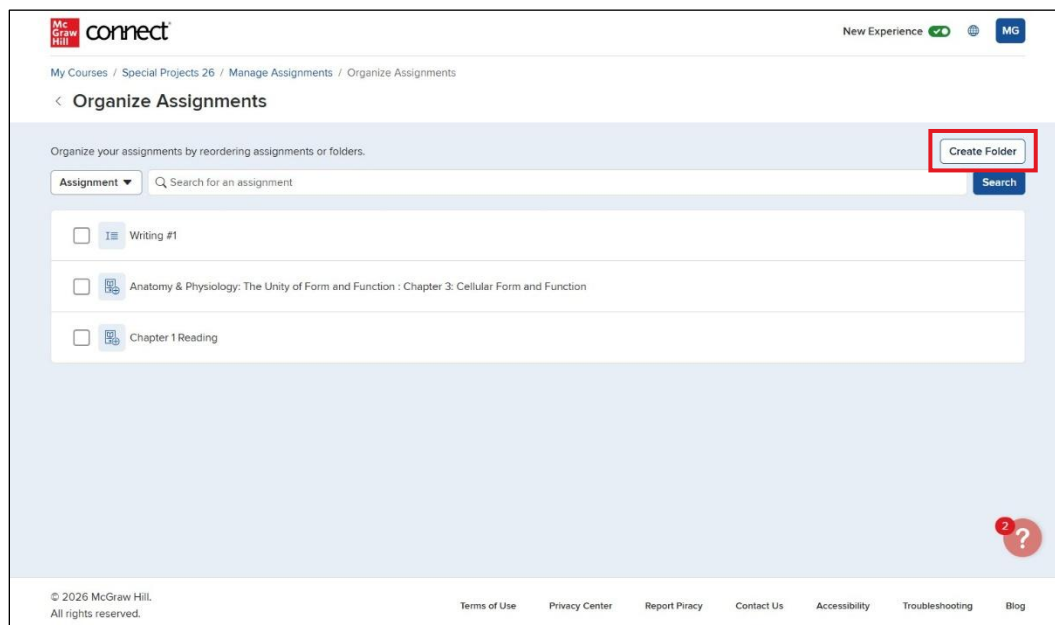
Step 1: Manage Assignments

From your section home under **Manage Assignments**, select **Organize** to begin.



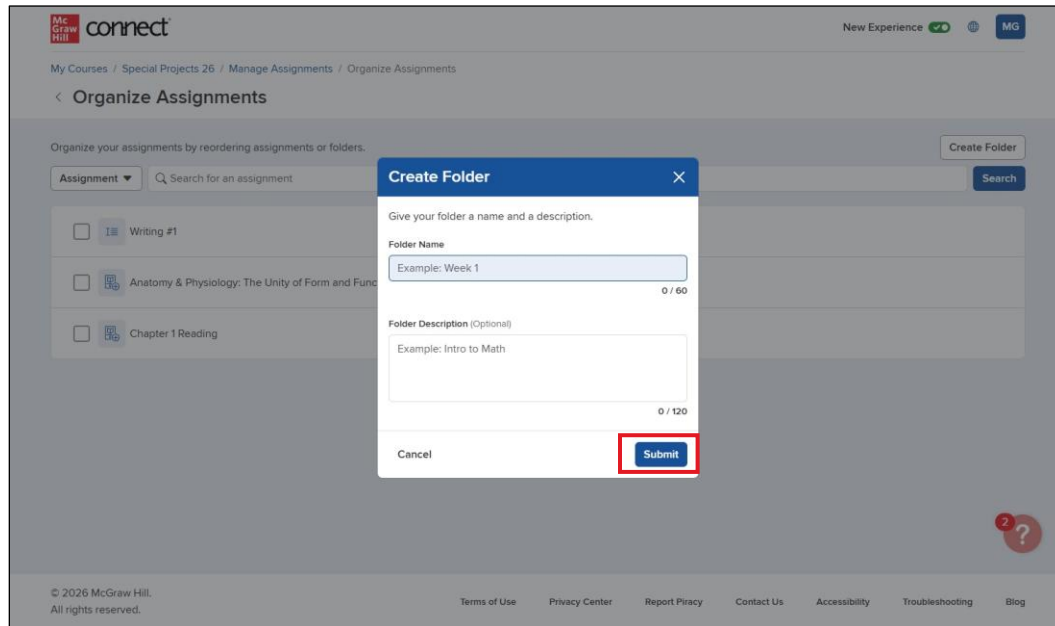
Step 2: Create Folder

Select **Create Folder** in the top right corner.



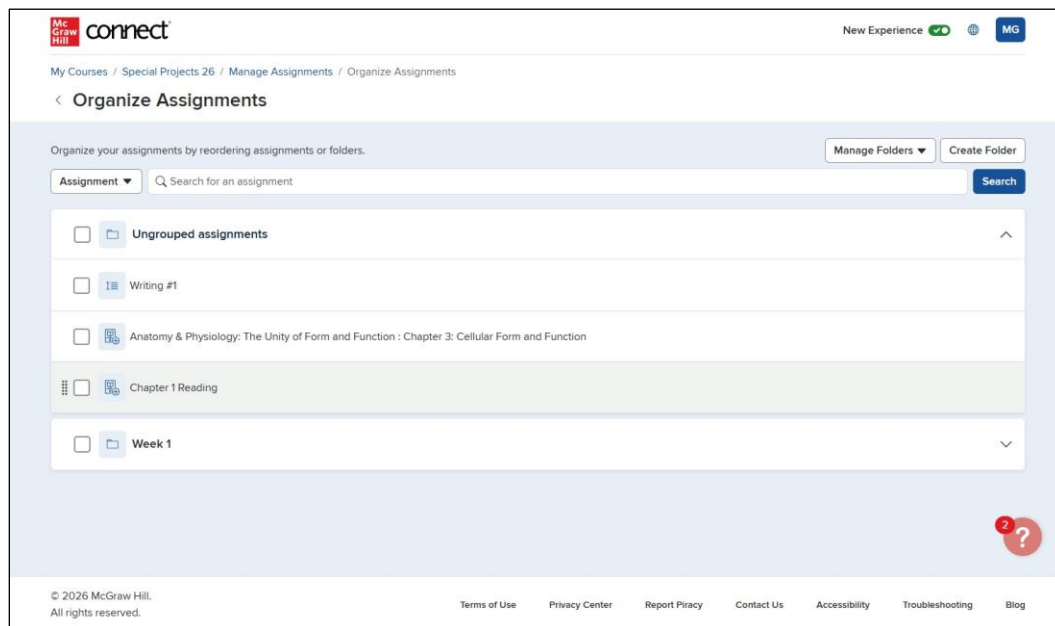
Step 3: Name Folder

Give your folder a name and provide a description if desired. Click **Submit** when done.



Step 4: Ungrouped Folder

The assignments automatically group to an Ungrouped assignments folder and your newly created folder is at the bottom. You can drag and drop individual assignments to your newly created folder.



Step 5: Adding Bulk Assignments

To move assignments in bulk, check each box next to the assignments and select **Move to Folder** at the bottom. Next select which folder you wish to add assignments to.

