

# Using Folders to Organize Your Connect Assignments Page

Video: [CLICK TO VIEW](#)

Using folders is an effective way to organize your Connect assignments. From your Section Dashboard, you can either click the **Assignments** tab or **View All** link on the Assignment Overview widget. Any assignments you have already created will display by due date.

Assignments ⌵ Student View

Select all assignments Add assignment

<input type="checkbox"/>	Table of Contents and Preface	Start - Due 4/9/23 - 12/31/25	Points 0	Student progress 0 0 0	
<input type="checkbox"/>	Essentials of Marketing the Flyer	Start - Due 4/9/23 - 12/31/25	Points 0	Student progress 0 0 0	
<input type="checkbox"/>	Learn More about Essentials of Marketing the Flyer	Start - Due 4/9/23 - 12/31/25	Points 0	Student progress 0 0 0	
<input type="checkbox"/>	Connect Orientation Videos	Start - Due 4/9/23 - 12/31/25	Points 10	Student progress 0 0 0	
<input type="checkbox"/>	SmartBook 2.0 - Student Orientation	Start - Due 4/9/23 - 12/31/25	Points 5	Student progress 0 0 0	
<input type="checkbox"/>	Application-Based Activity Orientation Video	Start - Due 4/9/23 - 12/31/25	Points 5	Student progress 0 0 0	
<input type="checkbox"/>	Marketing Mini Sims Orientation Video	Start - Due 4/9/23 - 12/31/25	Points 5	Student progress 0 0 0	
<input type="checkbox"/>	Practice Marketing Full Sim Orientation Video	Start - Due 4/9/23 - 12/31/25	Points 5	Student progress 0 0 0	
<input type="checkbox"/>	Marketing Analytics Orientation Video	Start - Due 4/9/23 - 12/31/25	Points 5	Student progress 0 0 0	
<input type="checkbox"/>	Well-Being	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0	
<input type="checkbox"/>	Chapter 2: Marketing Strategy Planning	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0	
<input type="checkbox"/>	ISEE: Marketing Strategy & the Marketing Plan	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0	
<input type="checkbox"/>	Case Analysis: Marketing Segmentation and Positioning at LEGO	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0	
<input type="checkbox"/>	Case Analysis: Honda	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0	
<input type="checkbox"/>	Case Analysis: Advertising and Sales Promotion at Domino's	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0	
<input type="checkbox"/>	New Product Development: Cyberheads	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0	

To create a new folder, click the three dots in the upper right corner and select **Create Folder**.

Student View

Add assignment ⋮

Copy or share

**Create folder**

Manage dates

Show

Hide

Create prerequisites

Move to folder

Delete assignments

Points 0	Student progress 0 0 0	
Points 0	Student progress 0 0 0	
Points 5	Student progress 0 0 0	
Manually graded		
Points 0	Student progress 0 0 0	

Give your folder a name and provide a description if desired. You may want to create folders for assignment types, chapters, or modules. Select **Create Folder**.

Assignments automatically go into an 'Ungrouped assignments' folder. Clicking the arrow to the left of the ungrouped assignment folder will expand/condense the listing and individual assignments can be moved by drag/drop to their desired folder. To move a group of assignments, check the boxes next to the assignments and then use the three dots dropdown on the right side of the screen to move them to the folder in bulk.

Move to folder

Select a folder

☒ Chapter 2

Cancel Move assignments

You will see the assignments have been moved to your selected folder.

Assignments ⌵ Student View

Select all assignments Add assignment

<input type="checkbox"/>	Default assignments	This folder does not appear to students - the assignments within do.		
<input checked="" type="checkbox"/>	Chapter 2			
<input type="checkbox"/>	Chapter 2 Homework (Labeling)	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0
<input type="checkbox"/>	Chapter 2: Marketing Strategy Planning	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0
<input type="checkbox"/>	Marketing Analytics: Target Marketing	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0
<input type="checkbox"/>	Chapter 2 Quiz (Proctored)	Start - Due 4/9/23 - 12/31/25	Points 50	Student progress 0 0 0
<input type="checkbox"/>	Chapter 2: Marketing Strategy Planning	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0
<input type="checkbox"/>	ISEE: Marketing Strategy & the Marketing Plan	Start - Due 4/9/23 - 12/31/25	Points 100	Student progress 0 0 0

To see it from the student perspective, click **Student View**. In the student view, assignments in your Ungrouped folder will display as a list, while assignments you added to folders will display that way to students. Click **return to instructor view**.