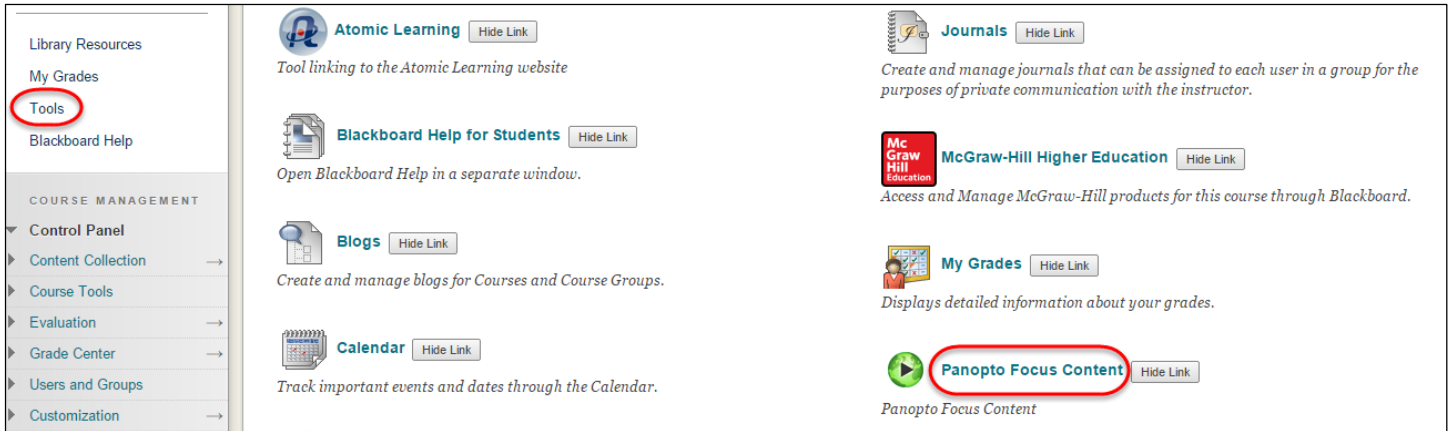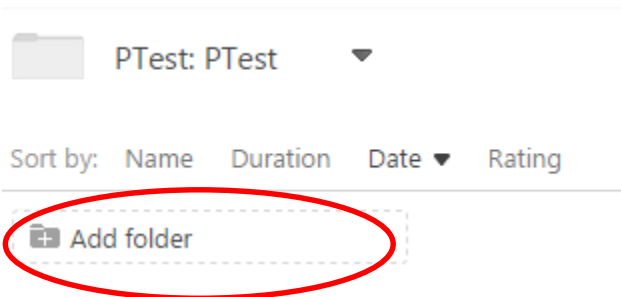**Create a Folder**

Folders are a way to help organize videos within a course.

Step 1: Go to the Blackboard course where you would like to add a folder.

Step 2: Click on **Tools/Panopto Focus Content**:

Step 3: Click on Add **Folder**. Enter the folder name and hit return.

The folder has been added.