
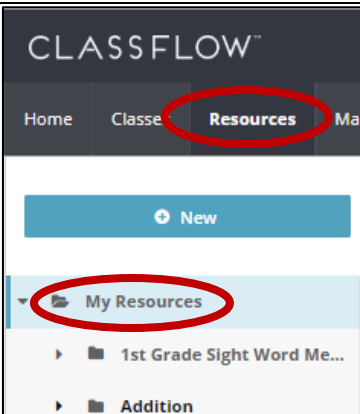
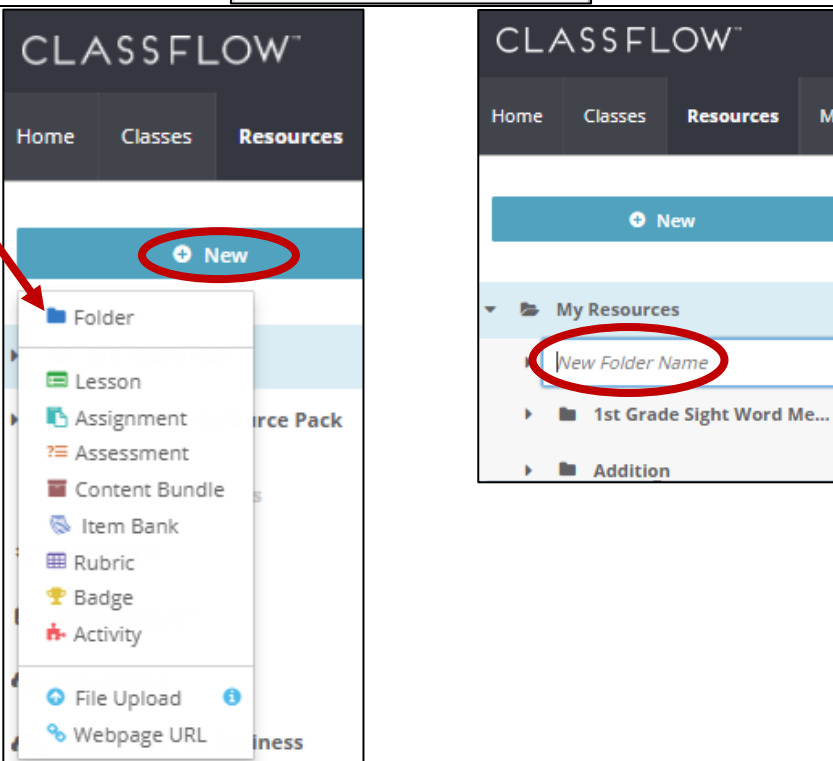
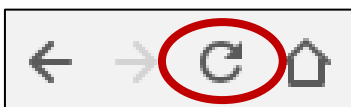


How to Create a New Folder

<p>Go to https://classflow.com and log into your ClassFlow account.</p>	 <p>The screenshot shows the ClassFlow login page. The 'Log In' button in the top right corner is circled in red.</p>
<p>Select Resources from the Global Navigation Bar.</p> <p>Select My Resources to ensure the new folder will appear in the correct place within the folder tree structure.</p>	 <p>The screenshot shows the 'Resources' tab selected in the navigation bar. The 'My Resources' link in the left sidebar is circled in red.</p>
<p>Select +New.</p> <p>Select Folder.</p> <p>Type the desired name for the folder and press Enter. The new folder will appear at the top of the list of folders.</p>	 <p>This block contains two screenshots. The left screenshot shows the '+ New' button circled in red, with a red arrow pointing to a dropdown menu where 'Folder' is selected. The right screenshot shows the 'New Folder Name' input field circled in red within the 'My Resources' section.</p>
<p>To place the new folder in alphabetical order, "Reload (Refresh) the page" by clicking the icon located in the upper left-hand corner of the window or F5.</p>	 <p>The screenshot shows a navigation bar with a refresh icon (a circular arrow) circled in red.</p>