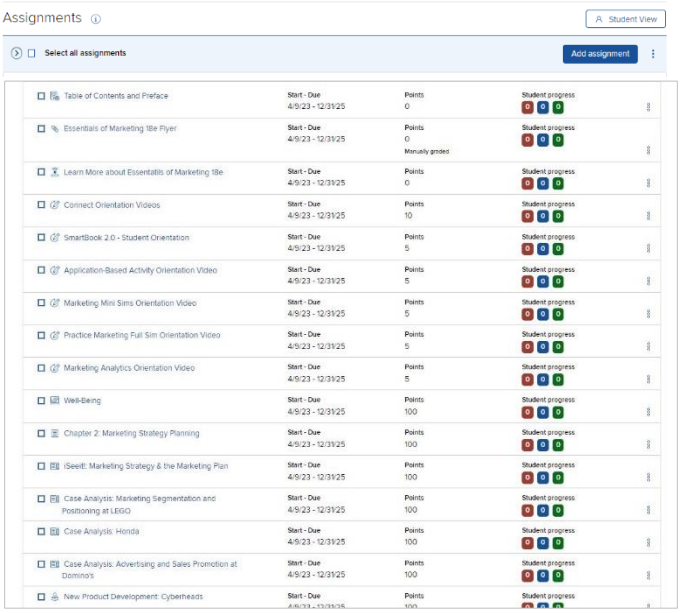
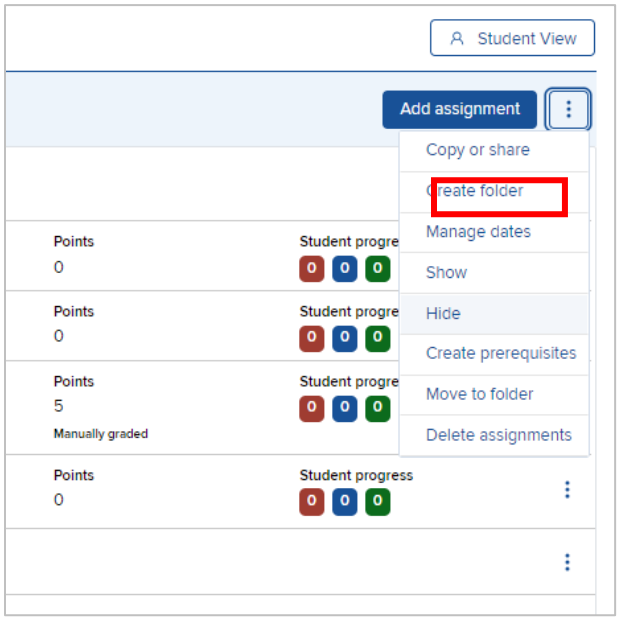
# Using Folders to Organize Your Connect Assignments Page

**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.

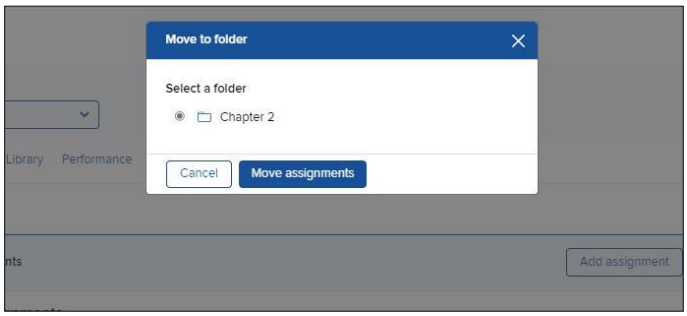



To create a new folder, click the three dots in the upper right corner and select **Create Folder**.

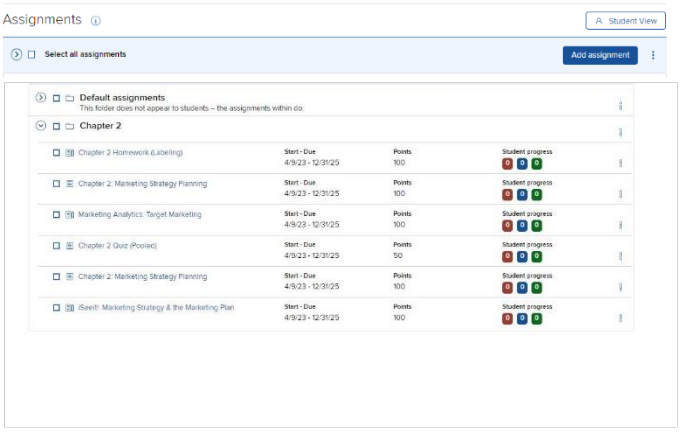



Give your folder a name and provide a description if desired. You may want to create folders for assignment types, chapters, or modules. Select **Create Folder**.

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.




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




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**.