

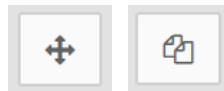
How to Create Folders and Organize Resources in ClassFlow

Whether you're finding fantastic resources from Marketplace, converting your existing resources to ClassFlow lessons, or creating original materials, chances are you will want to organize your resources.

Begin on the **Resources** tab. Select the blue **New** button, then **Folder**. Title your new folder and click **Enter**. Folders will organize alphabetically the next time you log into ClassFlow.

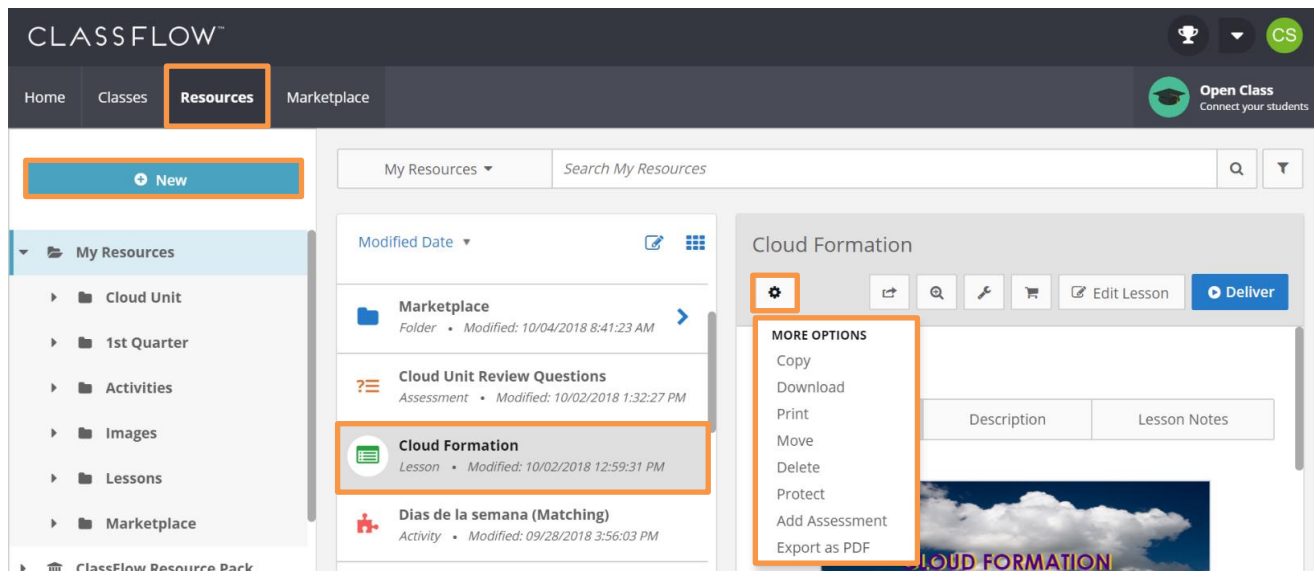
Newly created folders will display under the currently selected folder. Keep this in mind when creating folders to avoid creating a series of subfolders in the wrong location.

Next, return to the My Resources folder, select a resource, and move or copy it to your new folder. If you select Move, choose a **folder**, then **Move**. If you select Copy, choose a **folder**, then **Add**.



Move and Copy buttons

Note: Click the gear for more options if Move and Copy are not readily displayed.



Right-click any folder to rename, delete, and more.

Files uploaded from your device will be automatically added to the selected folder, so be mindful of this while populating your Resources.

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