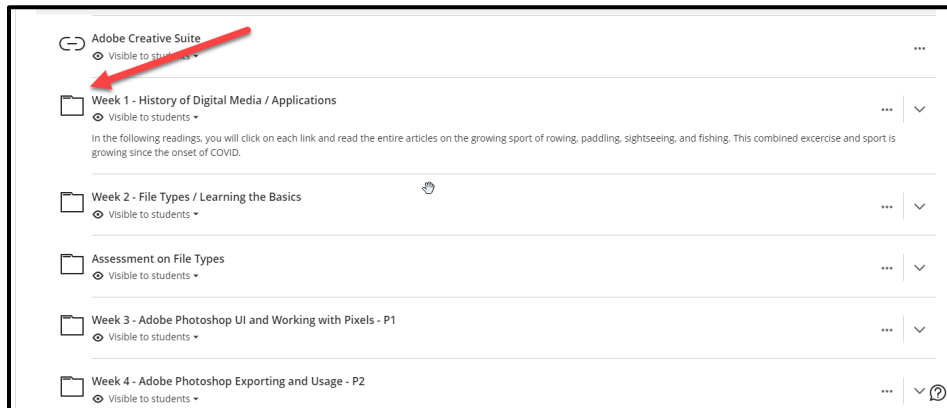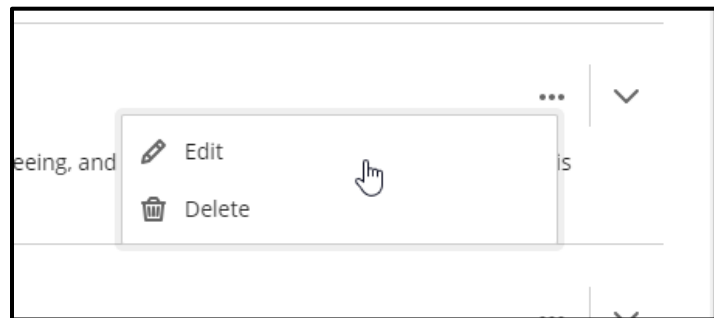**Converting Content Folders into Learning Modules**

The process of converting from a content folder into a **Learning Module** is straightforward with just a few steps to accomplish the process.

In a pre-existing course that has the folders built already, the first step is to copy the title of the folder by selecting the 3 ellipses on the right side of the content module and choose **Edit**.
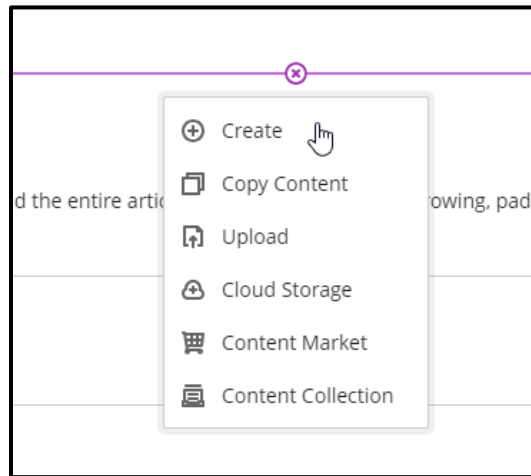

The **Edit** window will open in a right-side pane and you will then copy the name given to the folder by highlighting the title and either right clicking and selecting **Copy** or choosing **CTRL+C**.
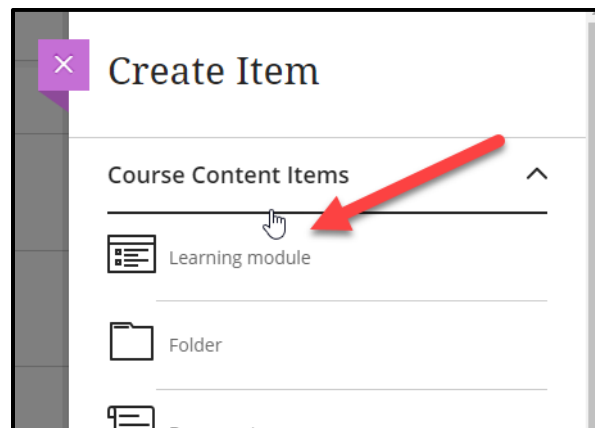

Once copied, close the pane to continue.

You will then hover above the content folder module and a light purple line will appear with a **+ sign**. Click the **+ sign** and choose **Create**.
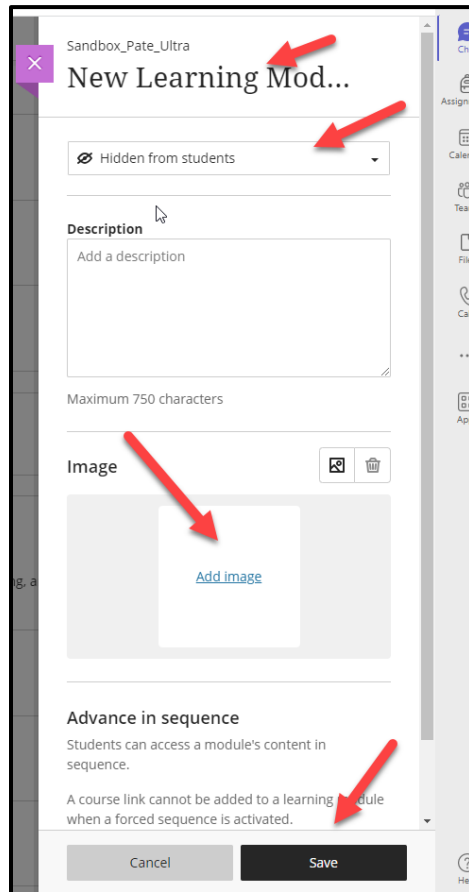

When **Create** has been selected, a panel on the right will open and you will then select **Learning Module** from the **Create Item** list.
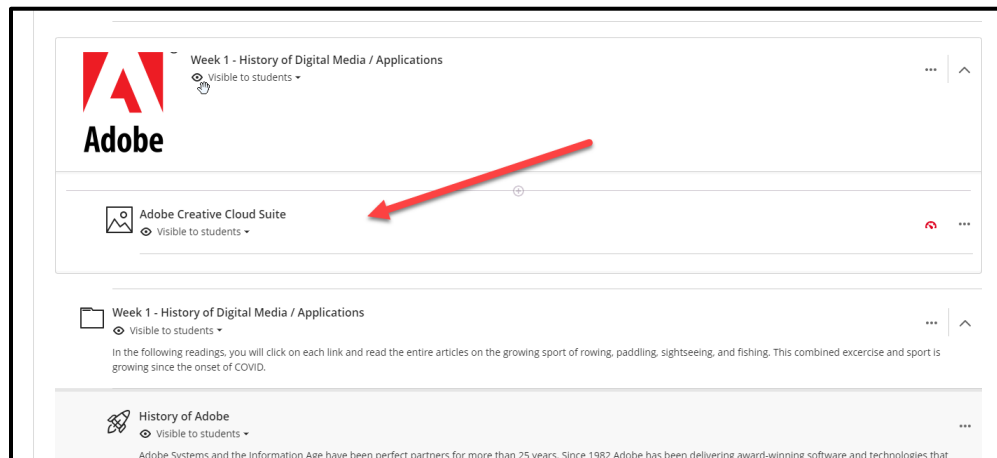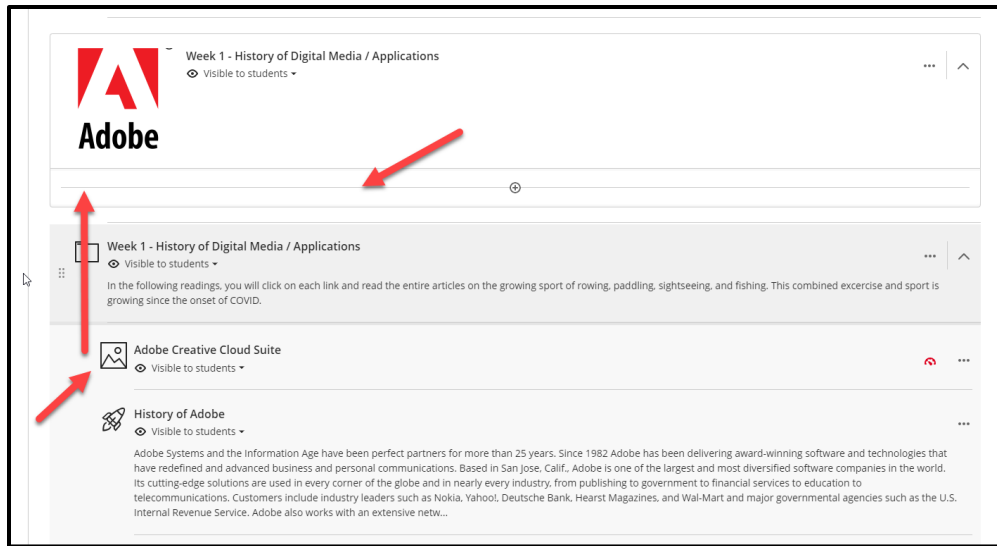
Once the panel is replaced with the **Learning Module** pane, you will paste (CTRL+P) the title from the copied folder title, change the **Hidden from Students** to **Visible to Students**, add a description if needed, and add a picture to enhance the visual of the cascading **Learning Module**. You will have the option to adjust the image once selected. **Click Save.**

Once you have saved the changes you will return to the course layout. You will now see the new **Learning Module** and image. The next step is to open the folder to view the contents that you want to move into the **Learning Module**. You will slowly drag the individual modules by clicking the vertical ellipses on the left side of the content module titles. As you drag toward the **Learning Module** allow the module to open. A horizontal line will appear and you can now place the content module inside the wrapper of the **Learning Module**. A light purple glow will highlight the position as you release the content module.

You can now drag the remaining content folder modules into the **Learning Module**. These steps will be repeated for each content folder needing to be converted. If you are building a course from scratch, the **Learning Modules** can be created all at once and the content copied in when available. Currently, you have a maximum of 2 folders of content depth allowed with the **Learning Module** being the first.