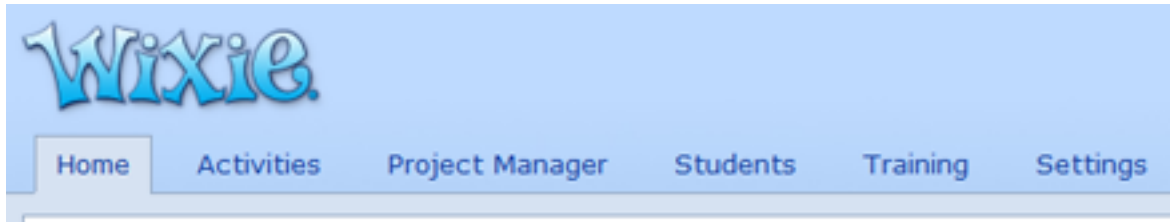


Log in to your account.

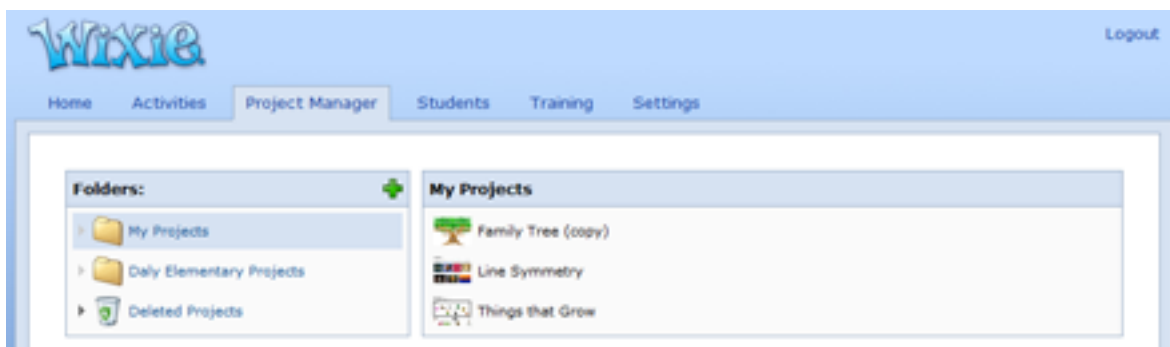
If you are a Publisher, you will see the Project Manager tab.



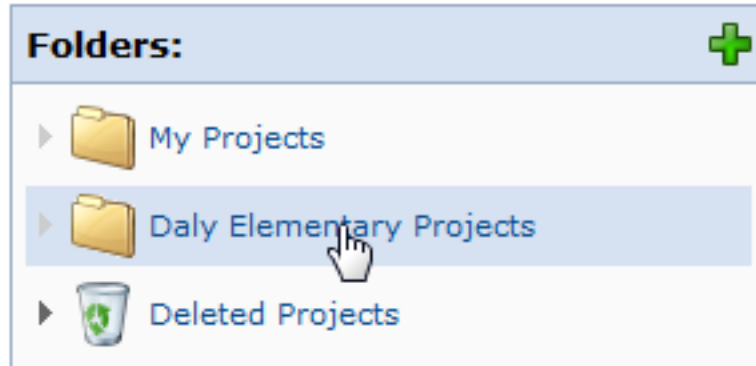
If you do not see this tab, and want to manage activities for your whole school or district, contact the account administrator.

Click the Project Manager tab.

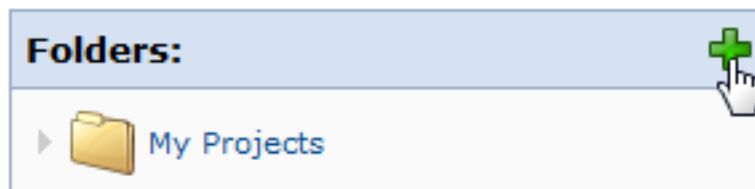
You will see the Project Manager page.



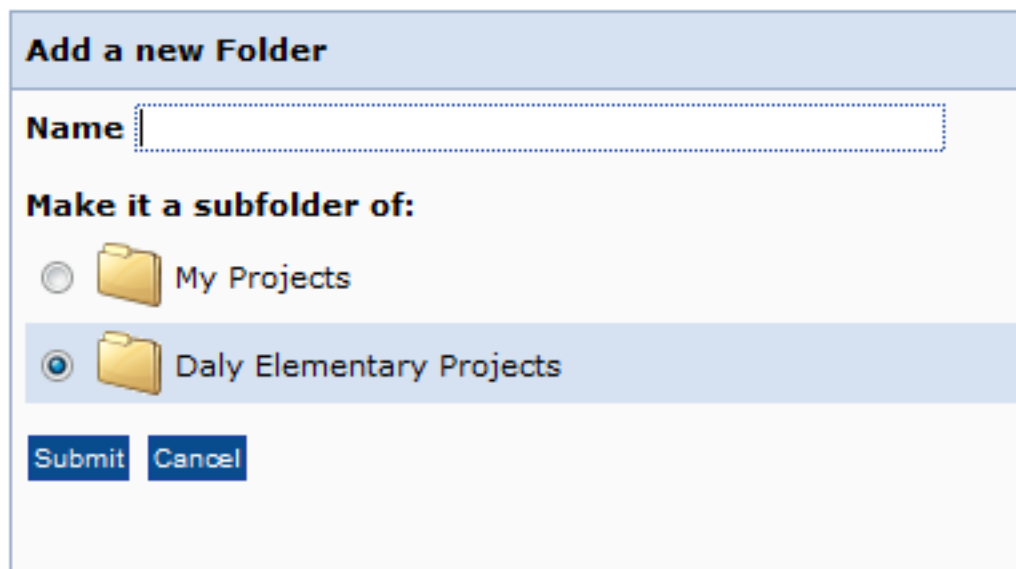
Click the folder of your organization.



Click the Plus button in the Folder header.



You will see the Add a New Folder dialog.

A screenshot of a dialog box titled 'Add a new Folder'. It has a light blue header. Below the header, there is a text input field labeled 'Name'. Underneath, it says 'Make it a subfolder of:' followed by two radio button options: 'My Projects' (yellow folder icon) and 'Daly Elementary Projects' (yellow folder icon, selected with a blue background). At the bottom, there are two buttons: 'Submit' and 'Cancel'.

Type a name for the folder in the Name field.

Click the Submit button.

You will see the folder added to the organization projects folder.