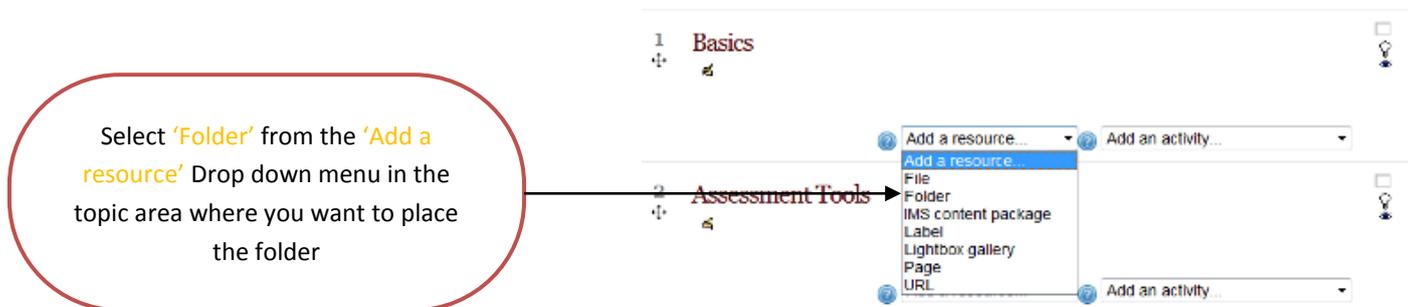


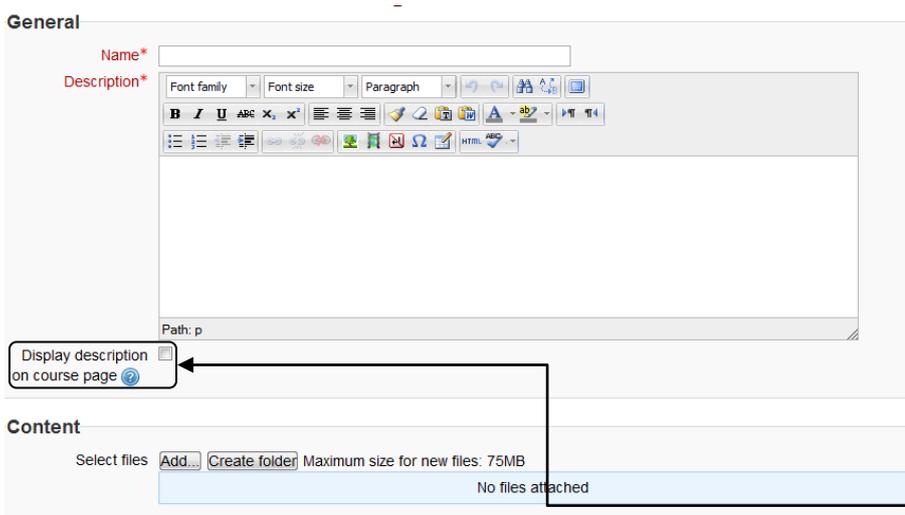
Adding A Folder To Moodle

A folder allows you to display several course resources together. The resources may be of different types and they may be uploaded in one go, as a zipped folder which is then unzipped, or they may be added one at a time to an empty folder on the course page.

Click on the 'Turn editing on' button (top right of the screen)



This will open the 'Add a new Folder' screen.

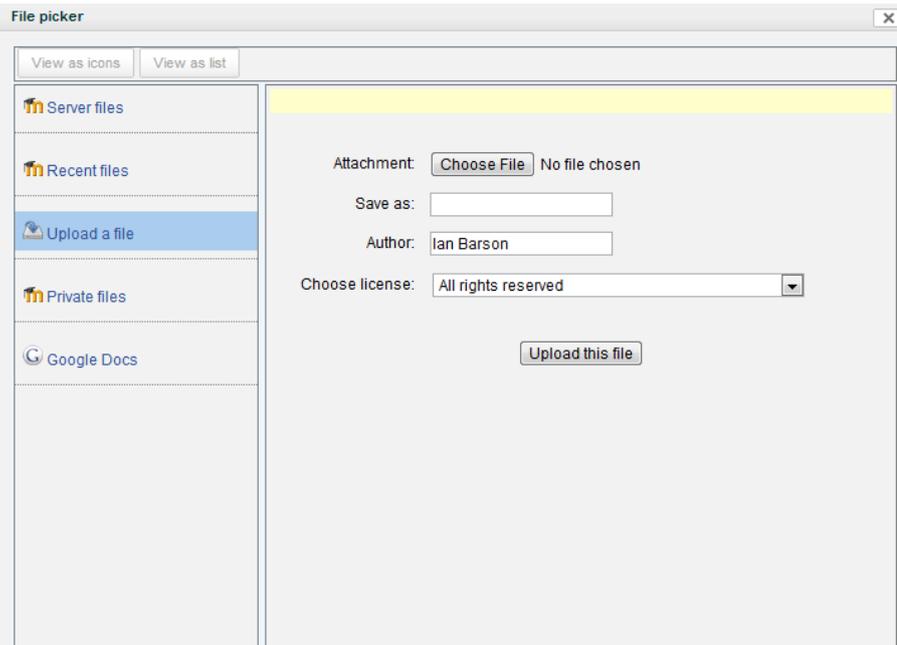


You must enter a name for the folder you are creating in the 'Name' field, this is the text that will appear in the link to the folder on your course page. It should make sense to the students.

You must add a description in the 'Description' field that tells students what the folder contains. This is important as once the folder is opened the student will simply see a list of files within the folder.

To display this on the course page tick the box beneath the 'Description' field.

Now click on the 'Add' button in the 'Content' area. The 'File Picker' screen will pop up and you will have the option of uploading a file from a variety of locations into the folder. These options are discussed in another InfoSheet.



To add a file from your computer click 'Upload a file' and then click 'Choose File' to locate the file. (This is very much like adding an attachment to an e-mail)

When you have located the file, click on 'Upload this file'.

The file you have uploaded will then be shown in the 'Content' box of the folder, as in this example.



Repeat this process for each file you wish to add to the folder. (A quick way of uploading multiple files to a folder is covered in another InfoSheet)

Finally scroll down to the bottom of the page and click on the 'Save and Return to Course' button.



You can safely ignore the other advanced options on the page, these will be explained in a later InfoSheet.

Return to your course and 'Turn editing off'.