

## 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)

Technical Theatre Training			<	$\subset$	Turn e	editing	g on	
Topic outline	Calendar							
This is your Training Course area where you can try out all the functions of Moodle.	<ul> <li>September 2012</li> </ul>				•			
Don't be afraid to have a play, you can't break anything!	Sun	Mon	Tue	Wed	Thu	Fri	Sat 1	
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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.

For more information please e-mail ian.barson@gsmd.ac.uk or ring xtn 6136.



File picker		x
View as icons View as list		
files		
fn Recent files	Attachment:	Choose File No file chosen
	Save as:	
🖄 Upload a file	Author:	Ian Barson
fin Private files	Choose license:	All rights reserved
G Google Docs		Upload this file

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.

Content	
Select files	Path: Files Add, Create folder Download all Maximum size for new files: 75MB
	1 Adding Text.pdf  □

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.

## Save and return to course Save and display Cancel

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'.