

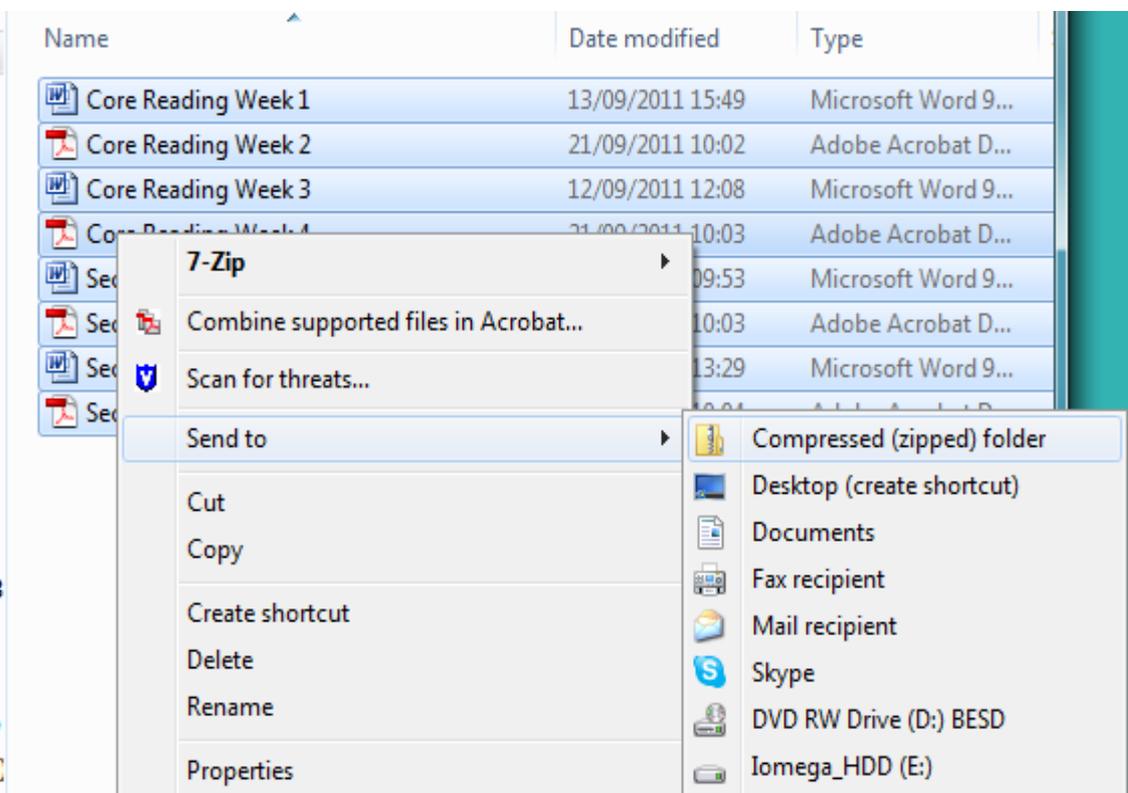
# Uploading Multiple Files Into A Folder

If you have lots of files that you want to load into Moodle in one go rather than loading them individually, you can do this through the use of zip files. For example, you may have several core and secondary reading files you want your students to view. The way to achieve this is through the use of a zip file.

## Creating a zip file

First, you have to create a zip of the files you want to load into Moodle. To zip up files using Windows 7:

1. Open the folder where the files or folders are stored.
2. Select the files and/or folders to be zipped up.
3. Right click and choose Send to Compressed (zipped) folder.
4. The zip file will be created in the same directory.



## Extracting the zip file in Moodle

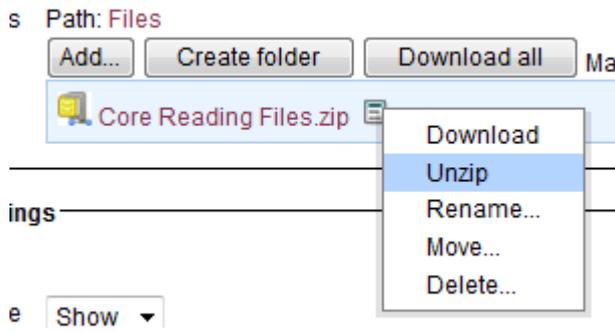
Next, you need to load the zip file into Moodle and unzip the contents.

Create a folder in the topic section where you want to add a link to the files. (Follow the instructions in the relevant InfoSheet)

When you are ready to add the content 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.

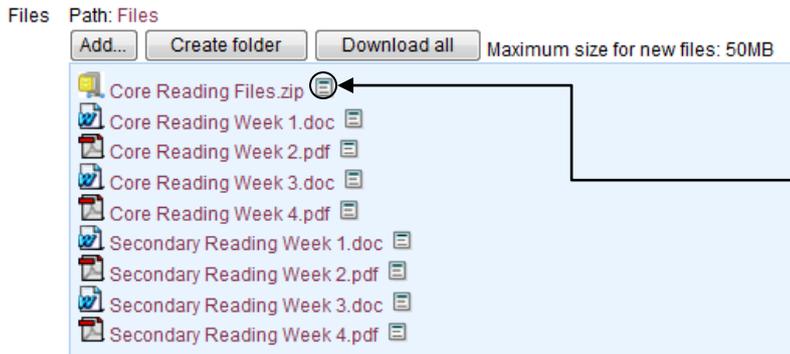
To add a file from your computer click 'Upload a file' and then click 'Choose File' to locate the file. (This is very much like adding an attachment to an e-mail)

When you have located the zip file you want to upload, click on 'Upload this file'.



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

Choose the icon next to the file and select Unzip



You will now see the contents of the zip folder you unzipped.

Don't forget to delete the .zip file by clicking on the icon next to the filename and selecting 'Delete'.

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'.