

## 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.

Vame		Date modif	ied	Туре	
🖭 Core Reading Week 1		13/09/2011	15:49	Microsoft Word 9	
🔁 Core Reading Week 2		21/09/2011	10:02	Adobe Acrobat D	
🖭 Core Reading Week 3		12/09/2011	12:08	Microsoft Word 9	
🔁 Cor-B-		21/00/2011	10:03	Adobe Acrobat D	
🖳 Sec	7-Zip	•	09:53	Microsoft Word 9	
🔁 Sec ங 🖭 Sec 😈	Combine supported files in Acrol	bat	10:03	Adobe Acrobat D	
	Scan for threats		13:29	Microsoft Word 9	
🔎 Sec —	Send to	•		Compressed (zipped) folder	
	Cut			Desktop (create shortcut)	
	Copy			Documents	
				Fax recipient	
	Create shortcut			Mail recipient	
	Delete		6	Skype	
	Rename		4	DVD RW Drive (D:) BESD	
	Properties			Iomega_HDD (E:)	

## 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'.

Produced by the e-Learning Team.

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



s Pa	ath: Files Add Create folder	Download all Ma Download Unzip Rename Move Delete	The file you have upl the folder. Choose the icon next	loaded will then be shown in the 'Content' box of to the file and select Unzip
File	Add Create folder D Add Create folder D Core Reading Files.zip C Core Reading Week 1.doc C Core Reading Week 2.pdf C Core Reading Week 3.doc C Core Reading Week 3.doc C Secondary Reading Week 4.pdf C Secondary Reading Week 3.doc C Secondary Reading Week 4.pdf C Secondary Reading Week 4.pdf C C	ownload all Maximum s	Y ize for new files: 50MB C t	You will now see the contents of the zip folder you unzipped. Don't forget to delete the .zip file by clicking on he 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.

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'.