

Term, 2017-2018 / BUS-2107-1/CCC-8012-2.201805 (CRN:3,34)

Turn editing on

Announcements

30 May - 5 June

6 June - 12 June

13 June - 19 June

Search forums

Go

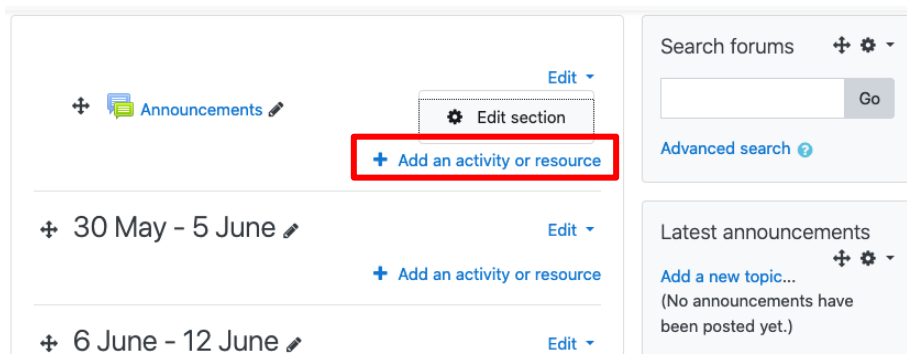
Advanced search ?

Latest announcements

Add a new topic...  
(No announcements have been posted yet.)

## Step 1

Click 'Turn editing on'  
(top right).



Announcements

Edit section

+ Add an activity or resource

+ 30 May - 5 June

Edit

+ Add an activity or resource

+ 6 June - 12 June

Edit

Search forums

Go

Advanced search ?




Latest announcements

Add a new topic...  
(No announcements have been posted yet.)








## Step 2

Note: You will see a number of icons – hover your mouse pointer over an icon to see what a particular icon is for. You will see '**Add an activity or resource**'.

## Add an activity or resource ✕

-  Wiki
-  Workshop
-  Zoom meeting

### RESOURCES

-  Book
-  File
-  Folder
-  Label
-  Leganto reading list
-  Page
-  URL

The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

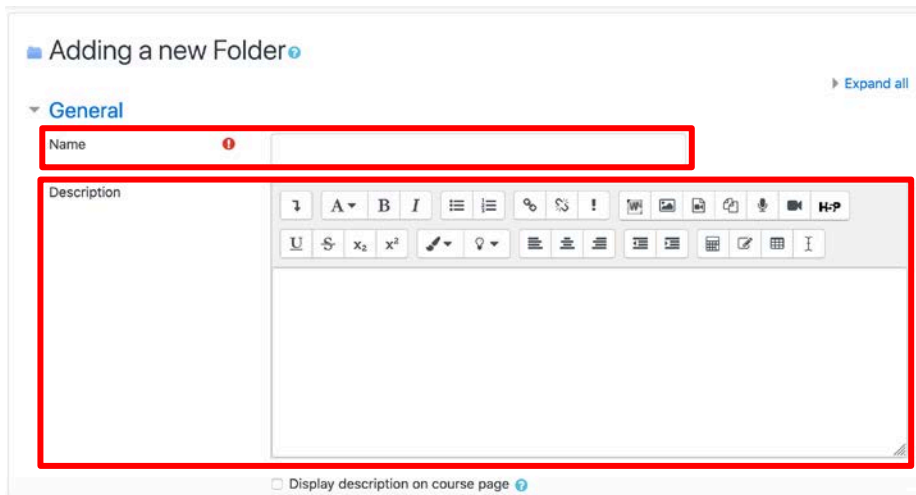
A folder may be used

- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

[More help](#)

## Step 3

Select '**Folder**' and then click '**Add**'.



Adding a new Folder Expand all

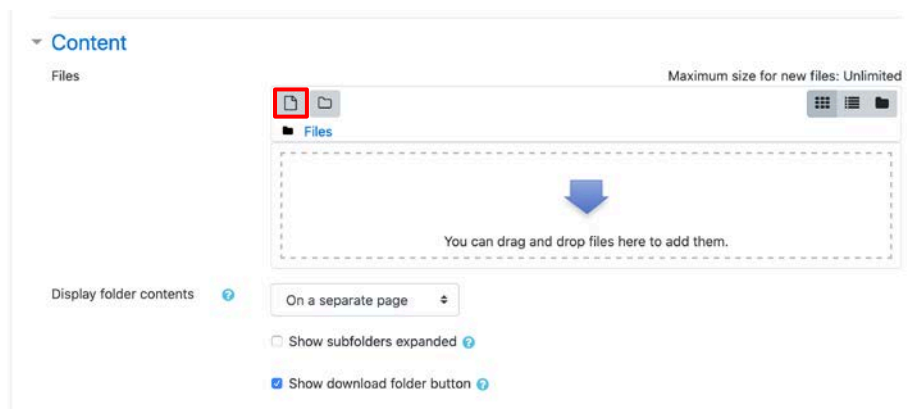
**General**

Name

Description

Display description on course page

Detailed description: This screenshot shows the 'Adding a new Folder' form in Moodle. The 'General' tab is selected. The 'Name' field is highlighted with a red box. The 'Description' field is also highlighted with a red box and contains a rich text editor toolbar with various icons for text formatting and alignment. Below the description field, there is a checkbox labeled 'Display description on course page'.



**Content**

Files Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Display folder contents On a separate page

Show subfolders expanded

Show download folder button

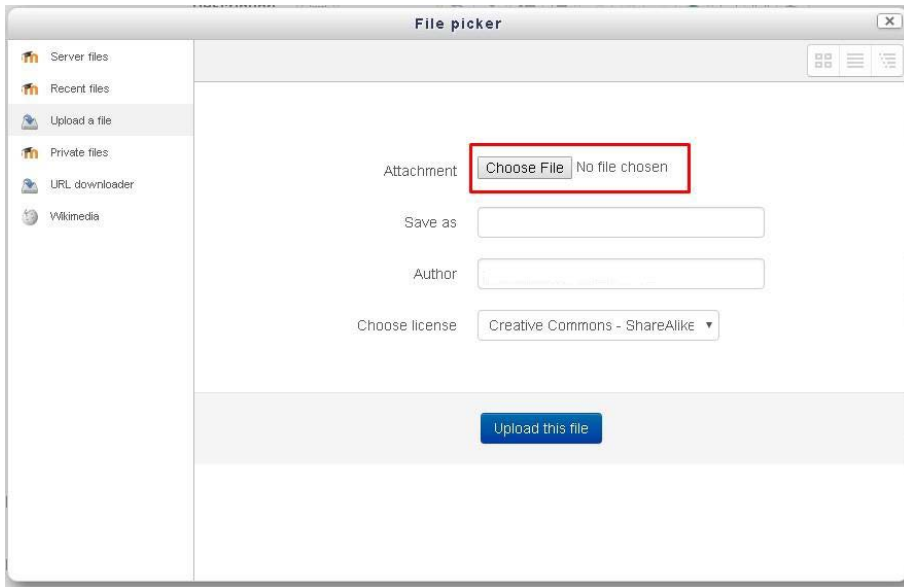
Detailed description: This screenshot shows the 'Content' tab for a folder in Moodle. It displays a 'Files' section with a 'Maximum size for new files: Unlimited' label. There are two buttons at the top: 'Add file...' (highlighted with a red box) and 'Add folder...'. Below these is a large dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' At the bottom, there are settings for 'Display folder contents' (set to 'On a separate page'), 'Show subfolders expanded' (unchecked), and 'Show download folder button' (checked).

## Step 4

Enter your folder name.

You should add a description for the folder.

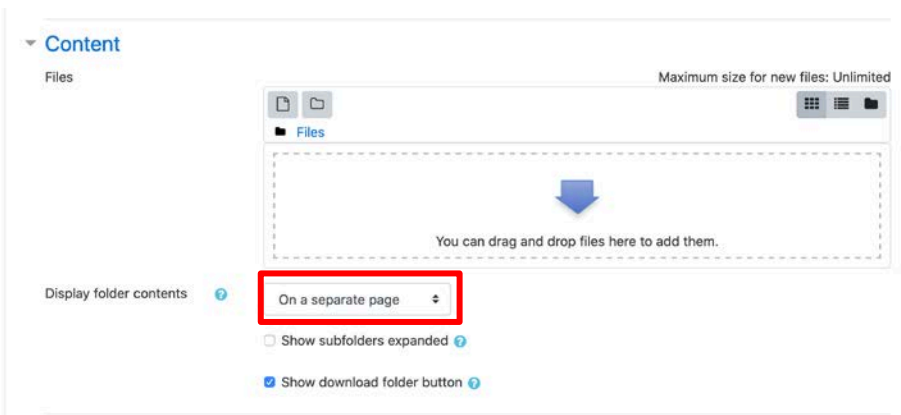
Select the '**Add file...**' Button (second figure)



### Step 5

The file picker appears.

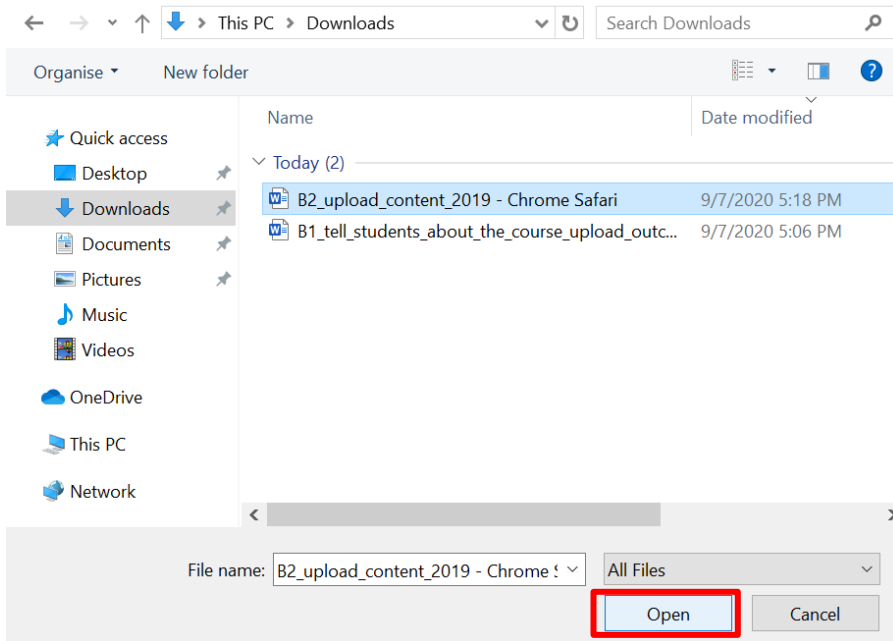
Choose '**Upload a file**' and click the '**Choose File**'.



### Tip -

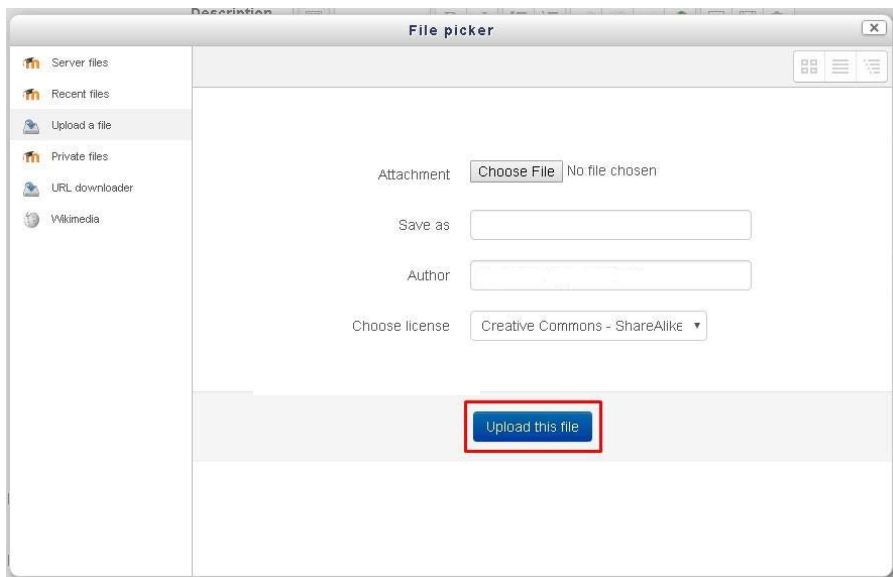
You can drag and drop files to upload them from your desktop.

If you choose the setting 'Display folder contents **on a separate page**' it can help reduce the length of your main course page.



## Step 6

Search the file you would like to upload.  
Select the **'Open'** button.



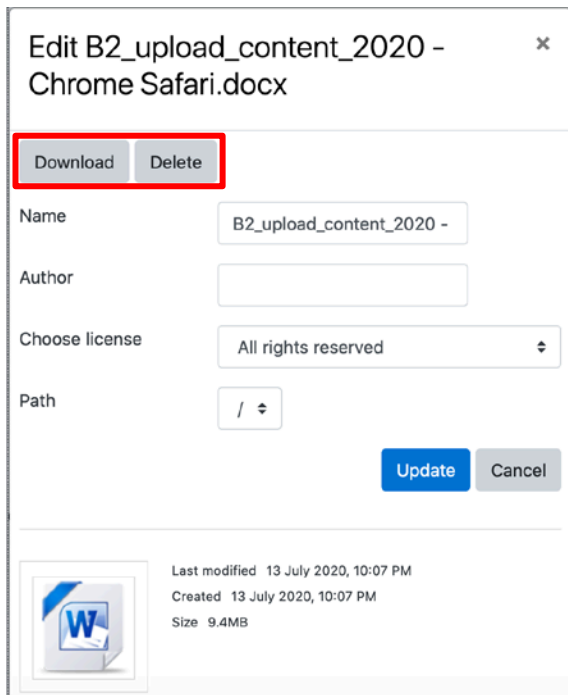
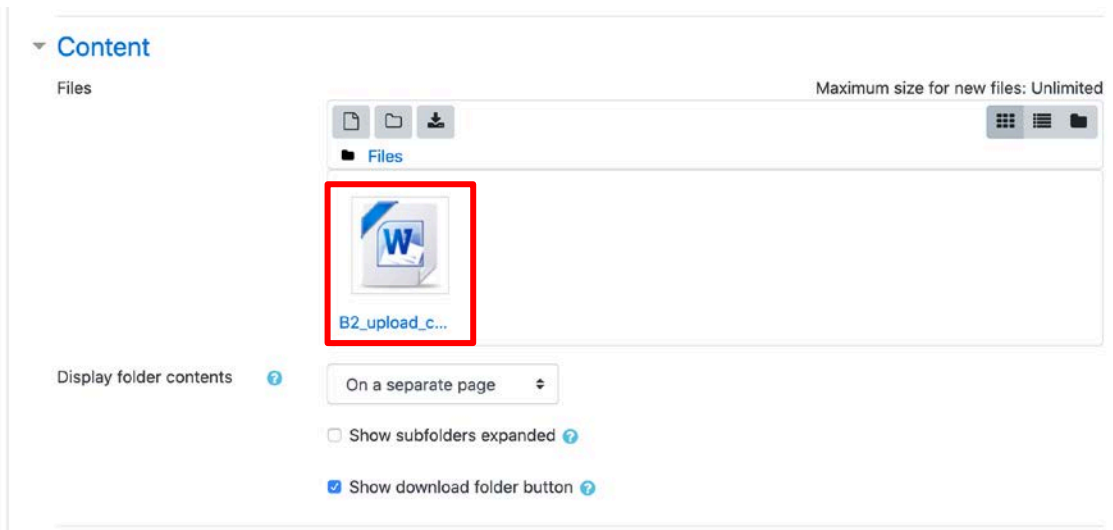
## Step 7

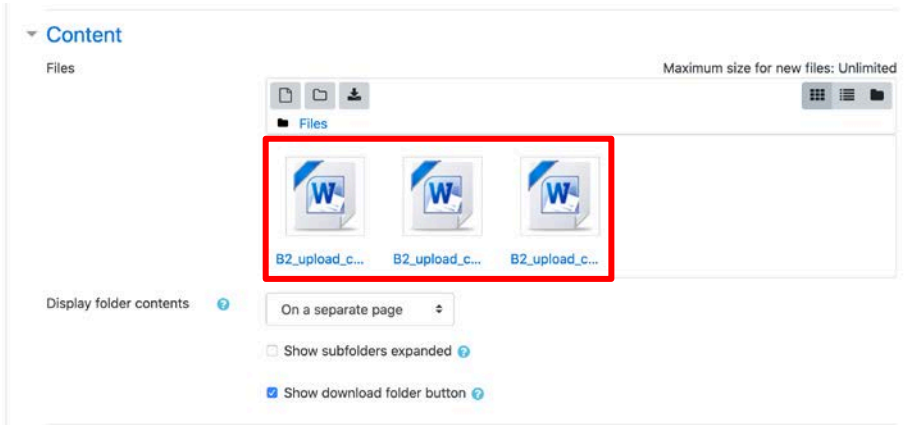
Click **'Upload this file'**.

## Step 8

The file picker will be closed automatically when upload completed and the file will appear.

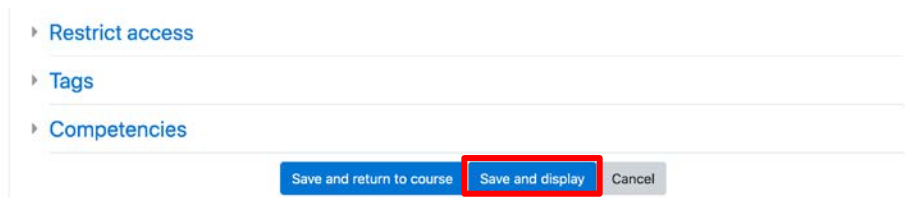
When you click on the file you have uploaded, there is another window pop up. You may choose to **delete** the file.





## Step 9

The uploaded files are available.  
(You can repeat the process to upload multiple files.)



## Step 10

After you finished uploading files, click '**Save and display**' to show the 'Folder' resource you have just created.