



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

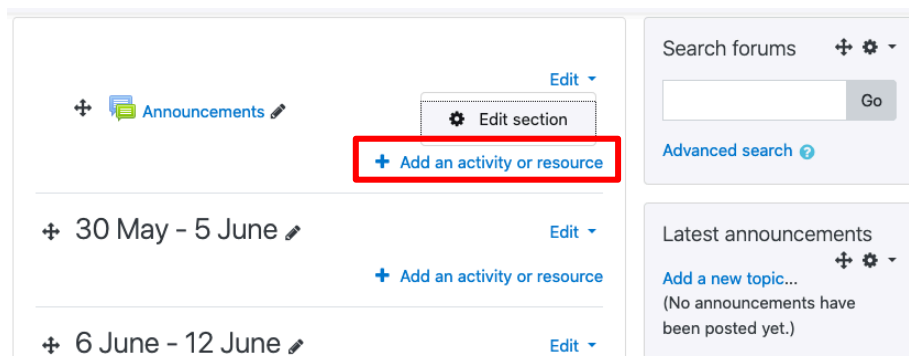
Advanced search ?

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](#)

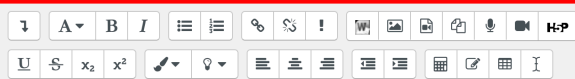
Step 3

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

■ Adding a new Folder [Expand all](#)

▼ **General**

Name

Description 

Display description on course page [?](#)

Step 4



Enter your folder name.

You should add a description for the folder.


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

▼ **Content**

Files Maximum size for new files: Unlimited

Files

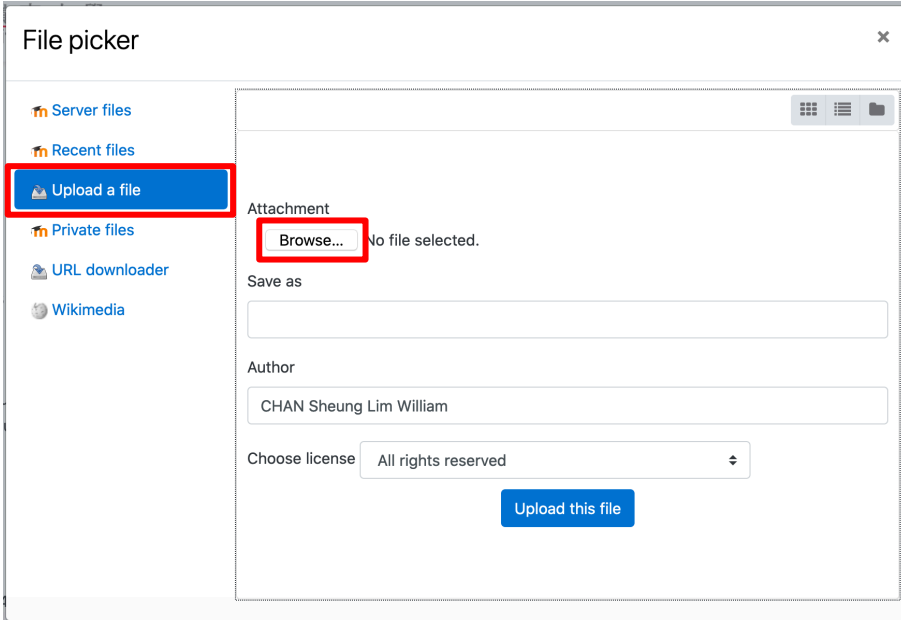


You can drag and drop files here to add them.

Display folder contents [?](#)

Show subfolders expanded [?](#)

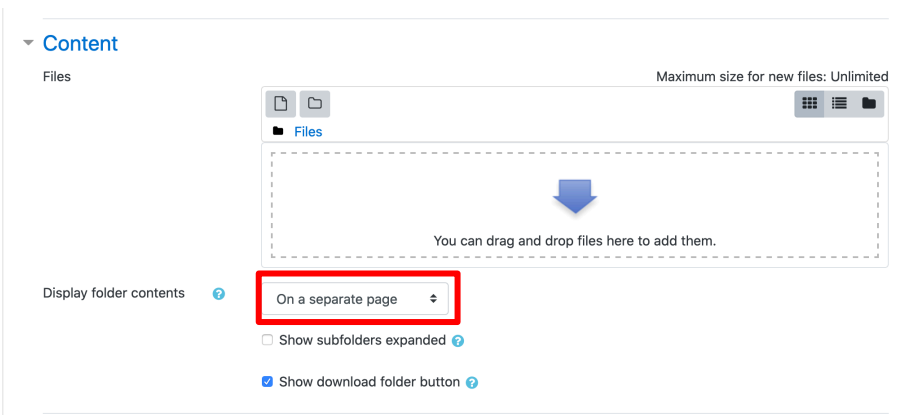
Show download folder button [?](#)



Step 5

The file picker appears.

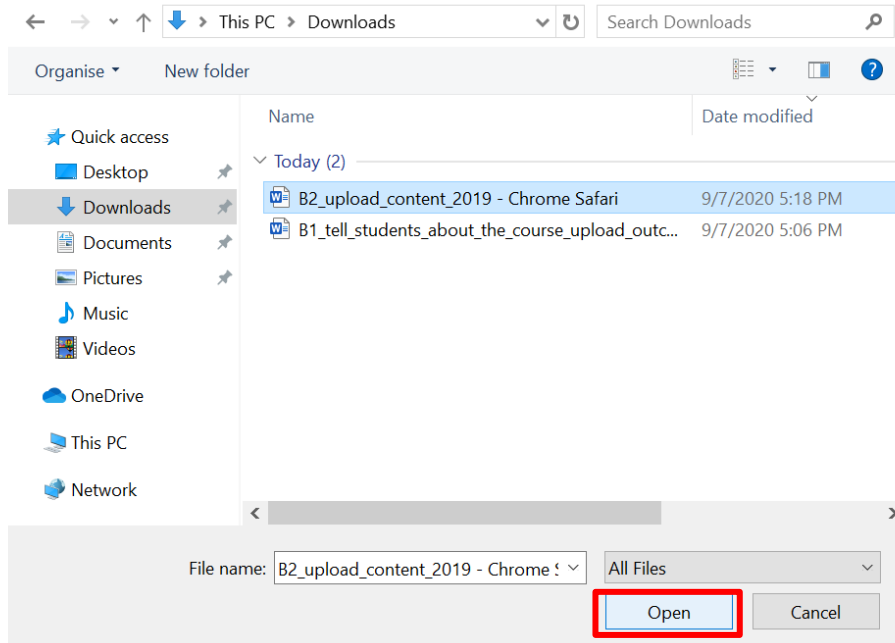
Choose '**Upload a file**' and click the '**Browse...**' button.



Tip -

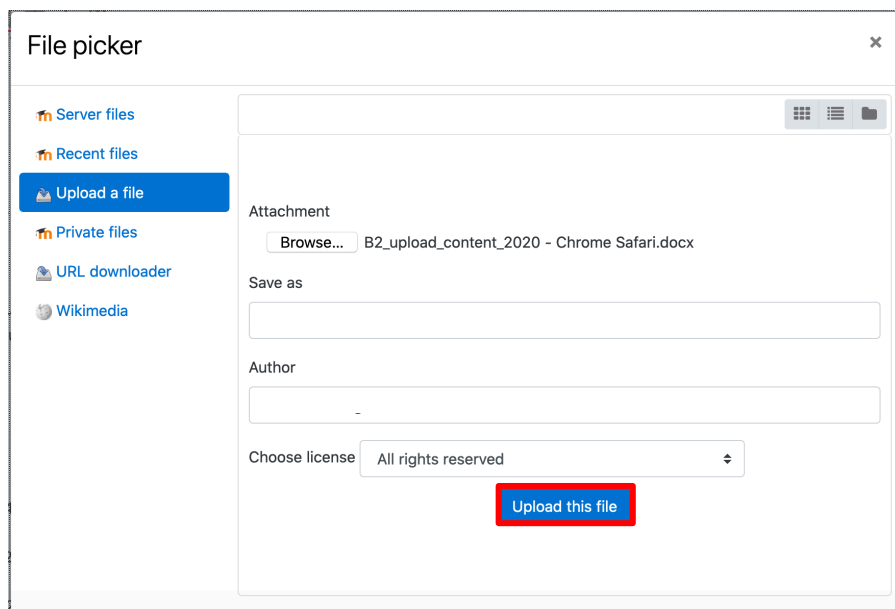
You can drag and drop files to upload them from your desktop.

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.



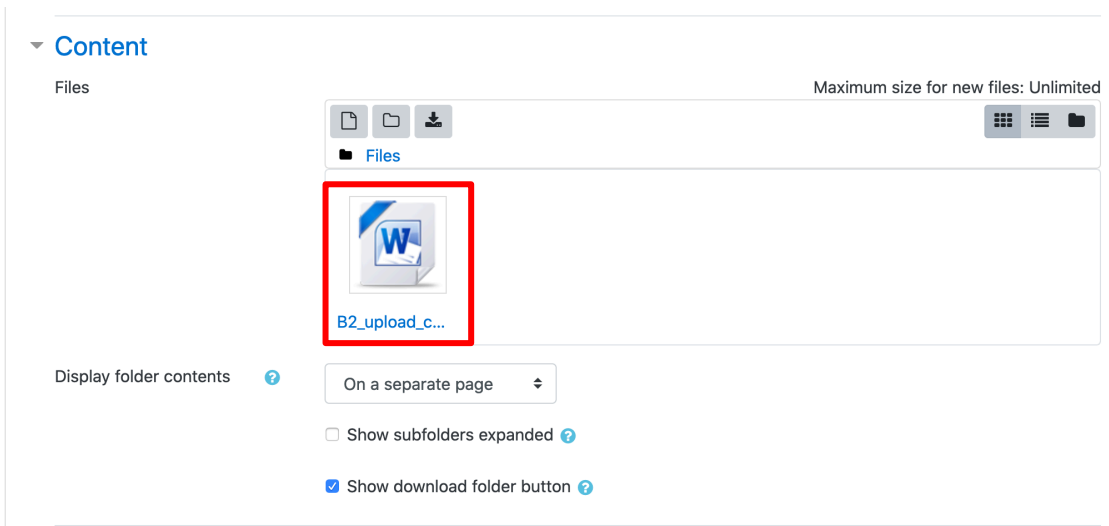
Step 7

Click **'Upload this file'**.

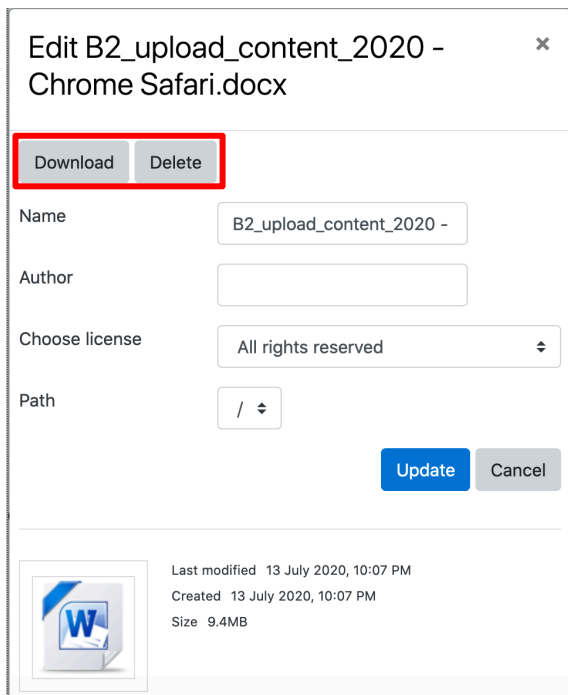
Step 8

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

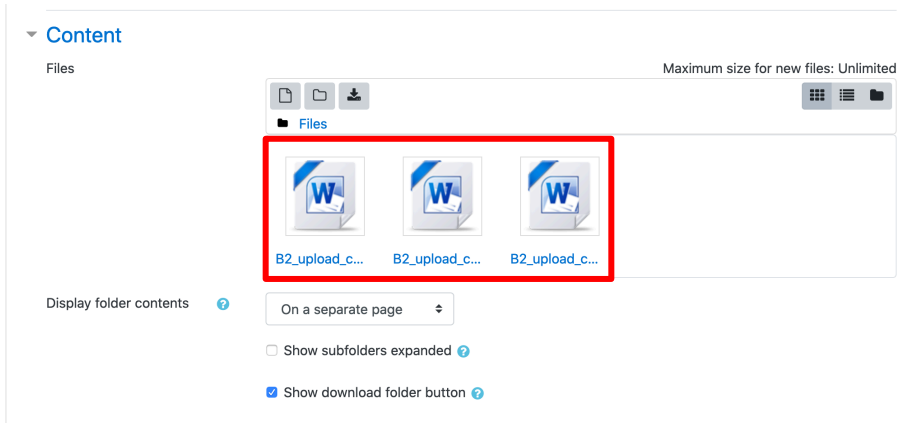
When you click on the file you have uploaded, there is another window pop up. You may choose to **delete** the file.



The screenshot shows the Moodle 'Content' area. At the top left, there is a dropdown menu labeled 'Content'. Below it, the word 'Files' is displayed. On the right side, it says 'Maximum size for new files: Unlimited'. In the center, there is a toolbar with icons for 'New', 'Add to folder', and 'Upload'. Below the toolbar, a file icon for a Word document is shown, with the name 'B2_upload_c...' underneath it. This file icon and name are enclosed in a red rectangular box. At the bottom left, there is a 'Display folder contents' section with a dropdown menu set to 'On a separate page'. There are also checkboxes for 'Show subfolders expanded' (unchecked) and 'Show download folder button' (checked).

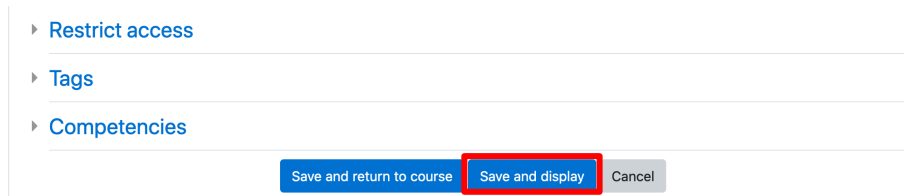


The screenshot shows a dialog box titled 'Edit B2_upload_content_2020 - Chrome Safari.docx'. At the top left, there are two buttons: 'Download' and 'Delete', both of which are highlighted with a red rectangular box. Below the buttons, there are several input fields: 'Name' with the value 'B2_upload_content_2020 -', 'Author' (empty), 'Choose license' with a dropdown menu set to 'All rights reserved', and 'Path' with a dropdown menu set to '/'. At the bottom right, there are two buttons: 'Update' and 'Cancel'. At the bottom left, there is a small thumbnail of the Word document icon. To the right of the thumbnail, the following information is displayed: 'Last modified 13 July 2020, 10:07 PM', 'Created 13 July 2020, 10:07 PM', and 'Size 9.4MB'.



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.