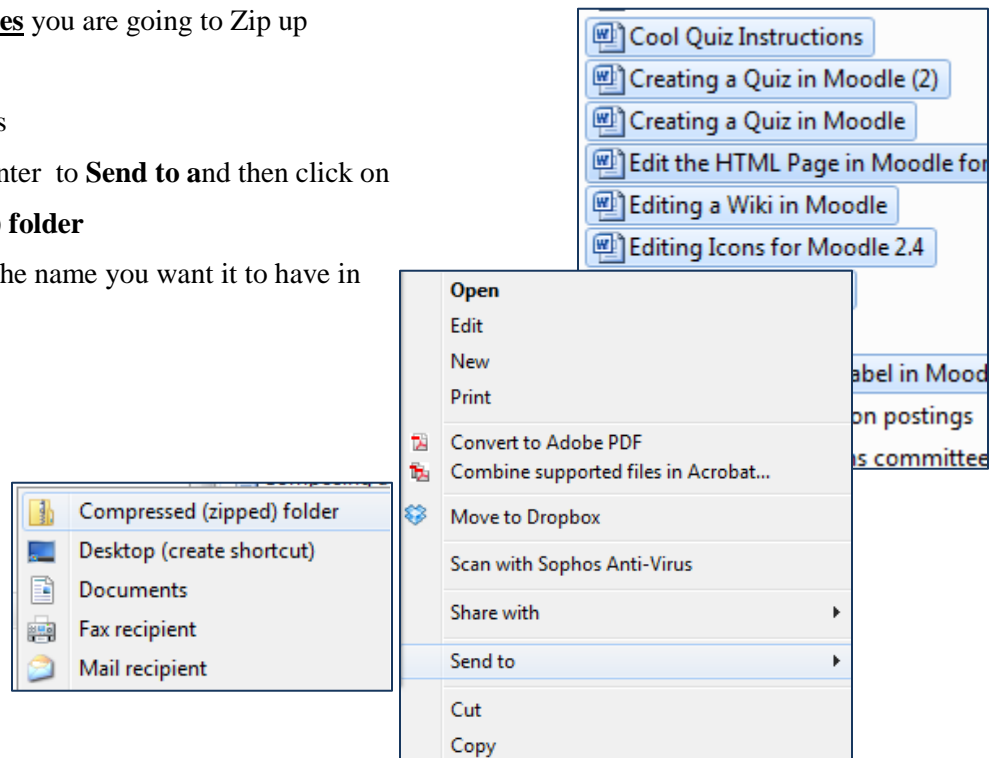


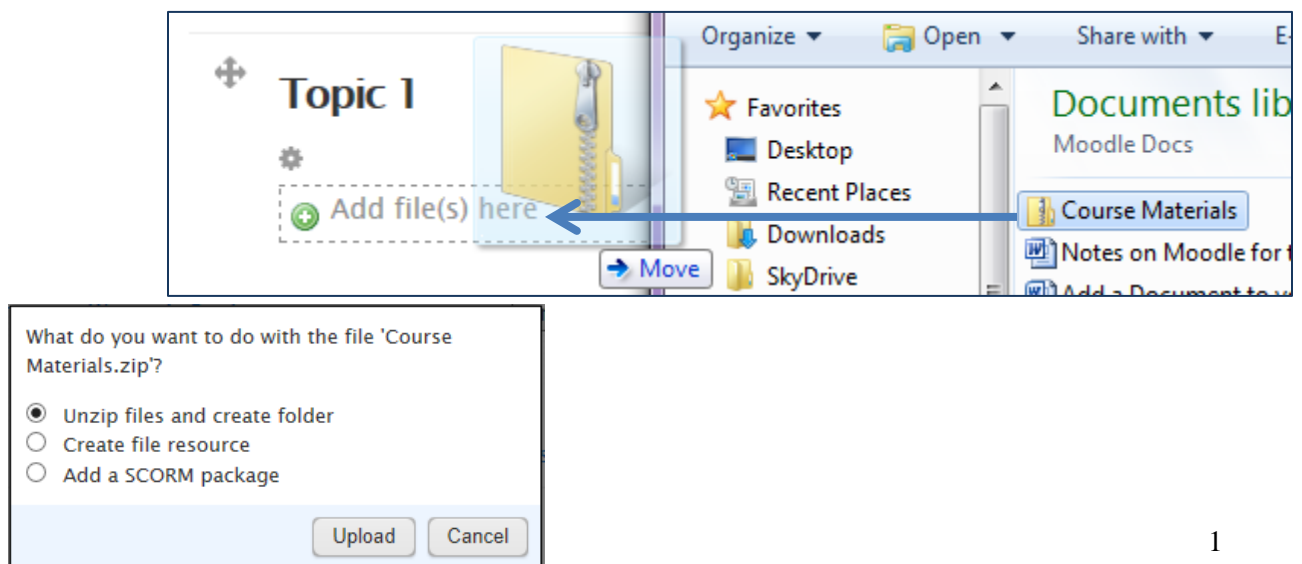
# How to Add a Folder to Moodle

## Method # 1

1. Open the folder on your computer where the files you are uploading to Moodle are located
2. Select/highlight the **files** you are going to Zip up  
(don't zip the folder)
3. Right-click on the files
4. Move your mouse pointer to **Send to** and then click on **Compressed (zipped) folder**
5. Rename the folder to the name you want it to have in Moodle



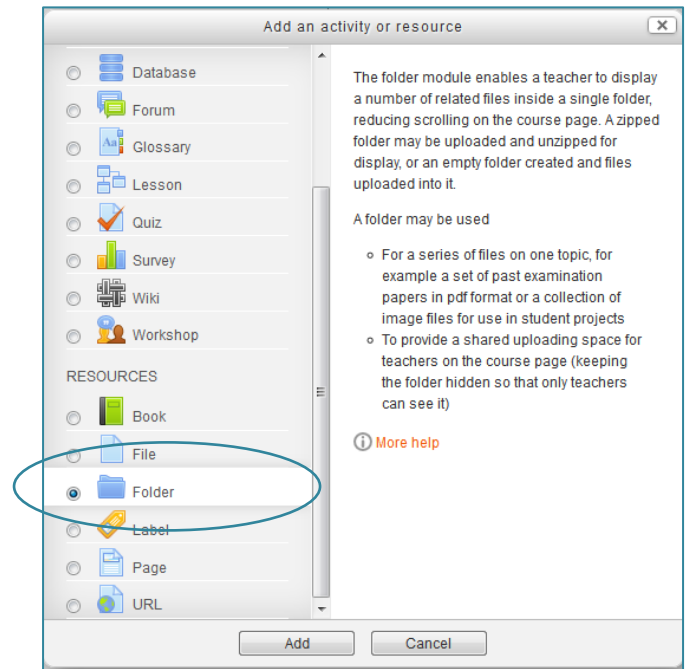
1. Log into Moodle and your course
2. Turn on editing
3. Position the folder containing your zip file in front of and to the side of the Moodle window
4. Click on and drag the zip over to the Moodle window
5. When you are over the Moodle page – drop the file
6. Click the Upload button on the “What do you want to do” dialog box.



## Method # 2

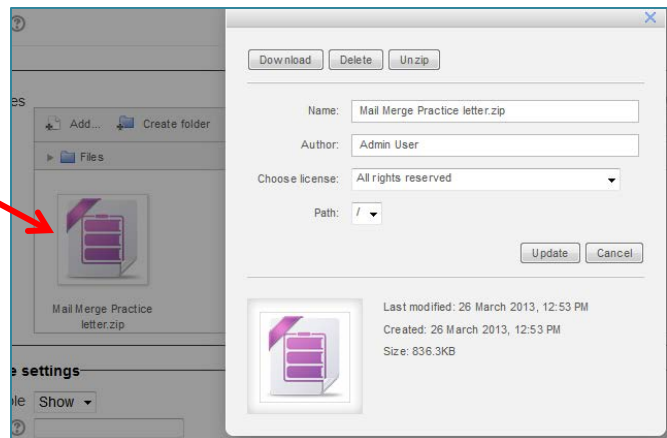
1. Log into Moodle and your course
2. Turn on editing
3. Click on **Add an activity or resource**
4. Scroll down the list and select **Folder**
5. Click the **Add button**

The screenshot shows the 'General' tab of the Moodle 'Add an activity or resource' form. It includes a 'Name\*' field, a 'Description' field with a rich text editor, a 'Path: p' field, and a 'Display description on course page' checkbox. Below the form is the 'Content' section, which shows a file manager interface with a 'Files' folder and a dashed box indicating where to drop files. A red arrow points from the dashed box to the next screenshot.

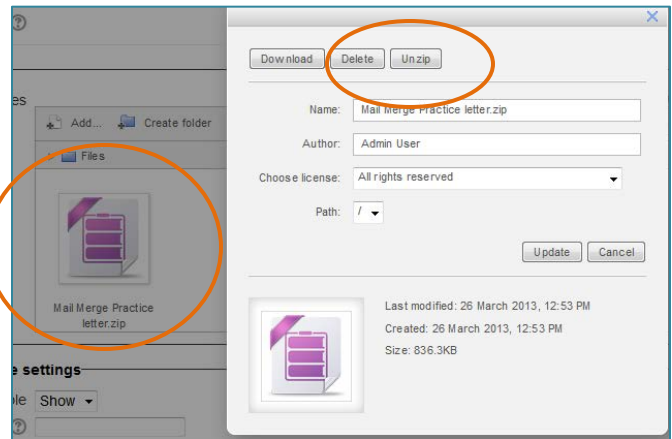


### On the **Add Folder** page:

4. Fill in the folder **Name**
5. Description is optional
6. Open the folder on your computer that contains your zipped file and drag and drop it into the file area or drag the *individual files* and drop them into the file area.



7. Click on the zip file
8. Click on Unzip
9. You will now see all your individual files & the original zip file
10. Click on the zip file again – this time click **delete** and delete it.
11. Scroll down and click on **Save and Display**



Below is what your folder looks like when you click on it.

Click the **Edit** button to add more files

