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 §

Compressed (zipped) folder

5. Rename the folder to the name Moodle

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Cool Quiz Instructions

- 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
- When you are over the Moodle page drop the file 5.
- 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

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\langle		The folder module enables a teacher to display anumber 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
	Add	Gancer

On the Add Folder page:

- 4. Fill in the folder Name
- 5. Description is optional
- 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.

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- 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 clickdelete 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

Word Workshop Doc
THese are the documents that we use 2010 Workshop.
Label Merge.doc
Mail Merge 2010 Workshop.doc
Tables.doc Using Headers and Footers.docx
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