

Folder Quickstart Guide

Folders are a Moodle resource to organise files on the module page. It is a useful resource to organise related content for students. One folder may contain sub-folders. Moodle automatically orders files in folders alphabetically. This Quickstart Guide provides an overview of how to set up a **Folder** in 7 steps.

Reporting on file views by students

Please be aware that using folders of files is not recommended if you need to check if specific files in the folder have been viewed by students.

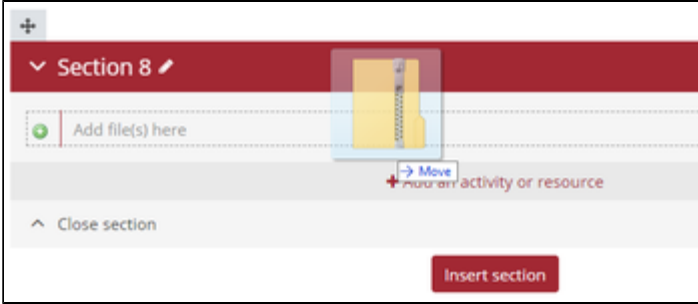
- When using a folder that shows the files on a separate page Moodle's reporting feature only shows that the folder has been clicked on. Reports will not show which specific files have been viewed.
- When using a folder which shows files inline on the main module page, Moodle's reporting feature does not show if the folder has been viewed. Reports will also not show which specific files have been viewed. If you want to generate logs for inline files, then select the **Show download folder button** option. If students click **Download folder**, this will be logged in the Moodle report.
- If the option **Show download folder button** is checked, a button will be displayed allowing the contents of the folder to be downloaded as a zip file.

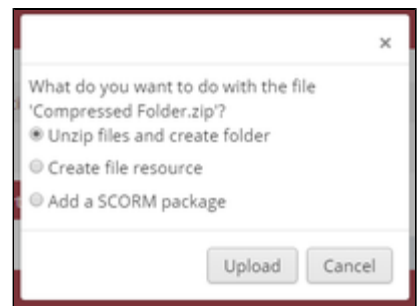
Adding a folder to your course

If you already have a folder of files you would like to display, there are two methods:

Folders you wish to upload to Moodle have to be "zipped" or "compressed" first. The way you do this depends on your computer and operating system.

Upload and display files within a zip folder

Step	How to	Image
1	<ul style="list-style-type: none">• Turn editing on.	 <p>The screenshot shows the Moodle course editor interface. A red header bar at the top indicates 'Section 8' with a pencil icon for editing. Below the header, there is a dashed box labeled 'Add file(s) here'. A yellow folder icon is being dragged into this box. A 'Move' button with a right-pointing arrow is visible below the folder icon. At the bottom of the editor area, there is a red 'Insert section' button. Below the editor area, there is a 'Close section' button with an upward-pointing arrow.</p>



U p l o a d a z i p f o l d e r

- Drag and drop the zip folder onto the module section where you'd like it to appear.
- Click the button of the action you would like to take with the folder (in this case, **Unzip files and create folder**) and click **Upload**.

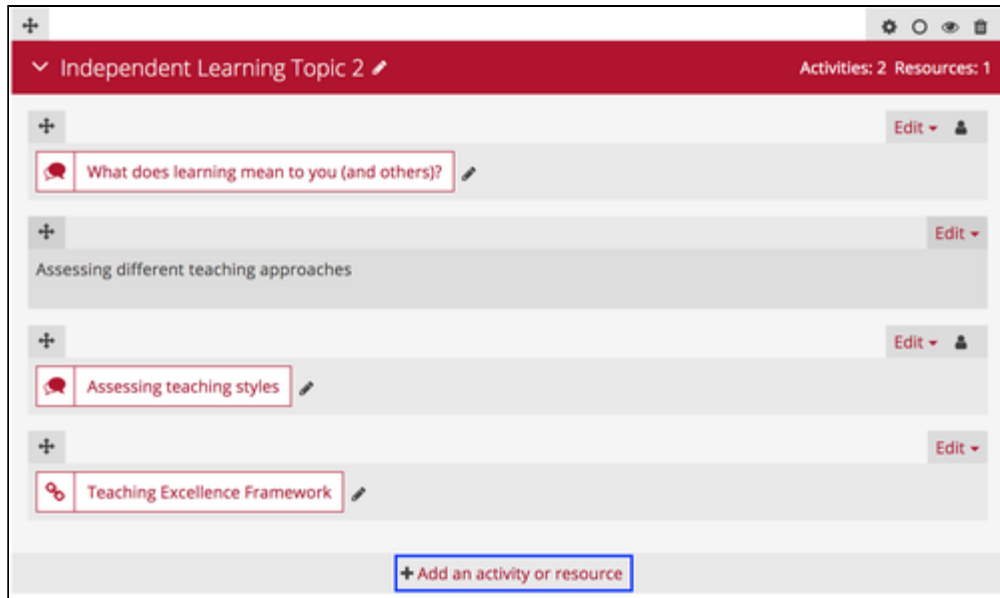
- If necessary, edit the title of the folder by clicking the pencil icon and selecting return on your keyboard.
- Open the folder resource and click **Edit** to add/delete files and folder

Upload Multiple files and display as a folder

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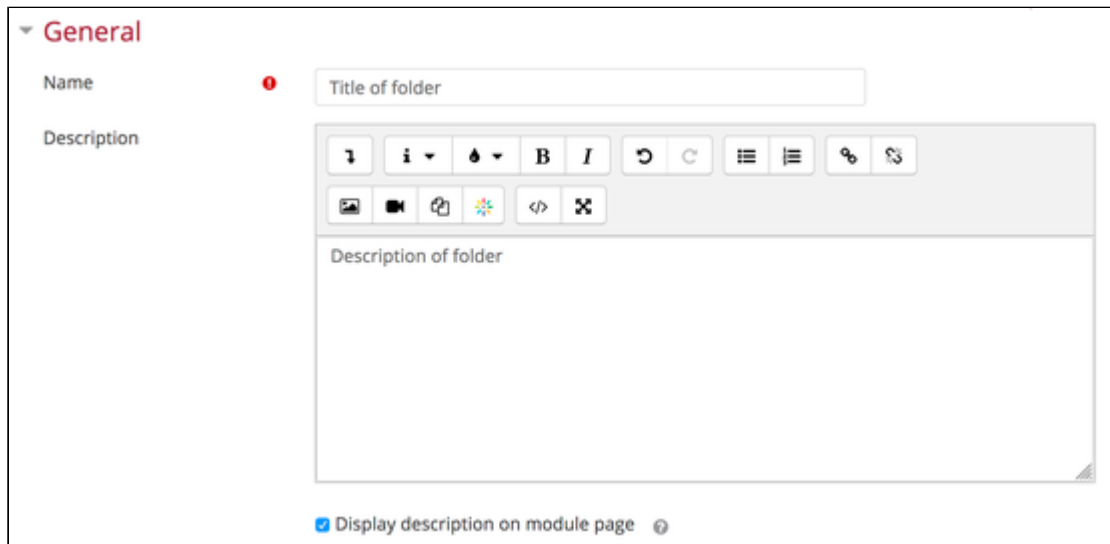
- **Turn editing on.**
- Open the section where you want to place your folder by clicking on the section heading.



- Scroll down to the end of the section and click on **+ Add an activity or resource** and select **Folder** from the **Resources** list.
 - Click **Add.**
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General settings

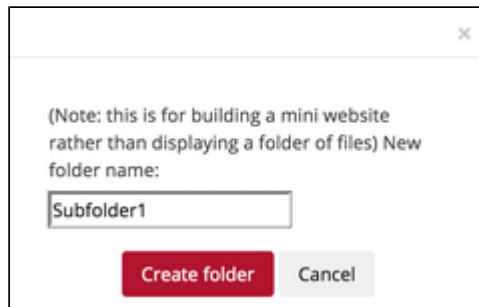
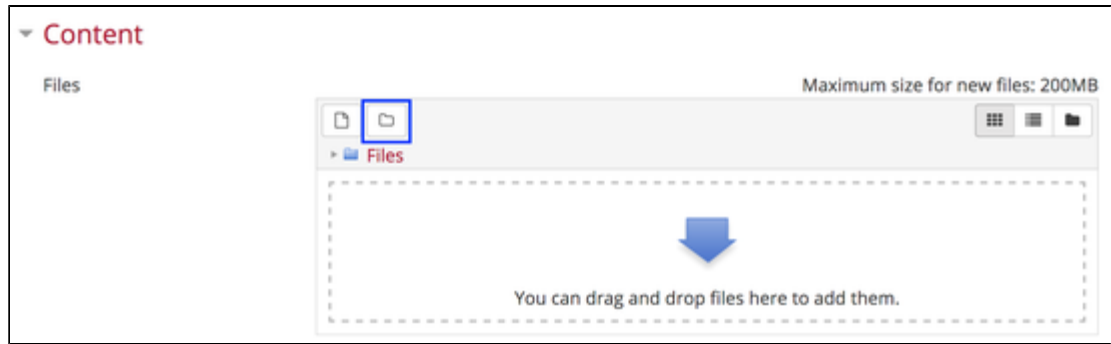
- Give your folder a **Name**
- Add a **Description** to provide some information on what the folder contains. You have the option of displaying this **Description** on the module homepage via the checkbox.



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C o n t e n t c o n t e n t s

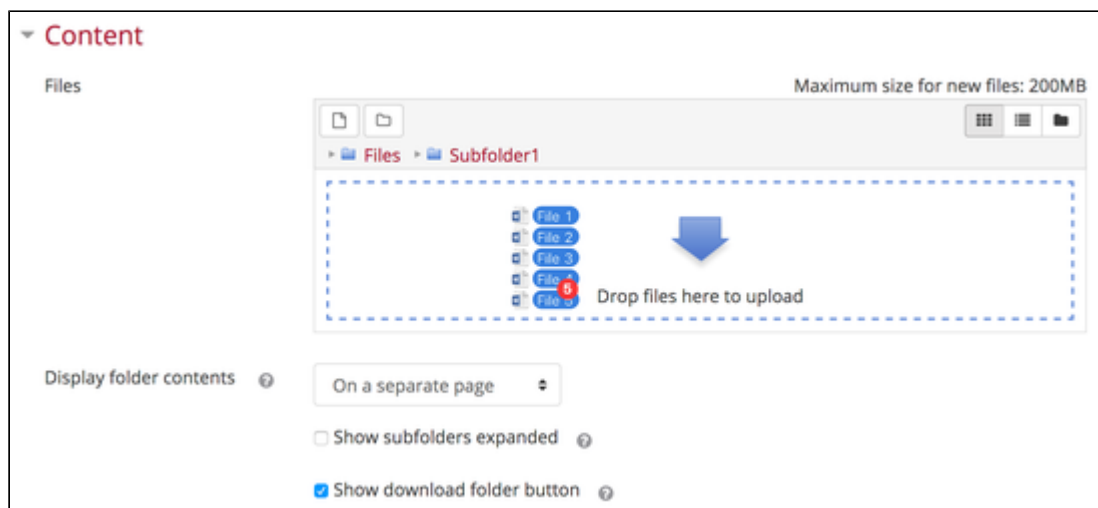
- Scroll down to the **Content** settings. You have the option of creating subfolders.
- Click on the Folder icon to create your subfolders.
- Give your subfolder a title. Click **Create Folder**.



- Complete these steps for each subfolder you want to create.

4 Add your files to your Folder

- If you are using subfolders, open the subfolder where you want the documents to be located.



- Open Windows Explorer (Right mouse click on **Start** and select **Windows Explorer**) in your Windows PC or Finder for Mac.
- Resize the explorer /finder window, so that the Moodle module on the browser is visible

- Navigate to the folder that contains the files you want to add and select the files. You can do this in a number of ways on a Windows computer:
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- Click the first file then while holding **S**hift, click the last file or folder.
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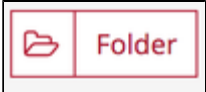
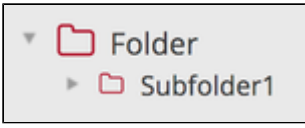
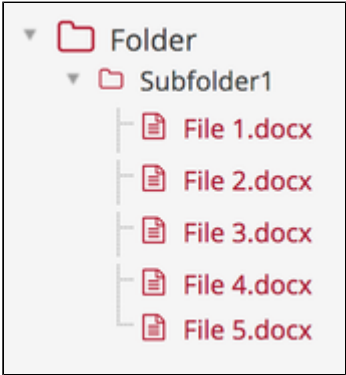
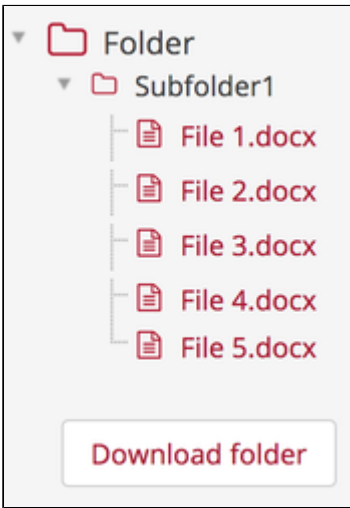
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- Once selected drag and drop the file selection into the Content area. The files display alphabetically and the order of these cannot be changed.

5 **Display folder contents** options:

Folder display options

1. **On a separate page** : Select this option if you want to display the link to the folder on the module homepage.
2. **Inline on a course page** : Select this option if you want to display the content of the folder on

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3. Show subfolders expanded setting:
Tick the checkbox if you want to display the content of any subfolder. Leave unchecked if you want any subfolder to be clicked by users to expand

4. **Show
download
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button.**

If checked, a button will be displayed allowing the contents of the folder to be downloaded as a zip file.

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Click on **Save and return to course** to save your settings and review how the folder displays on your module page.

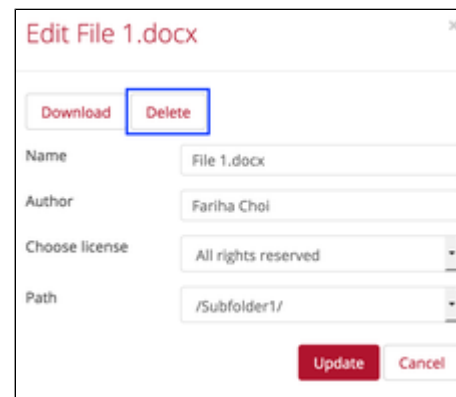
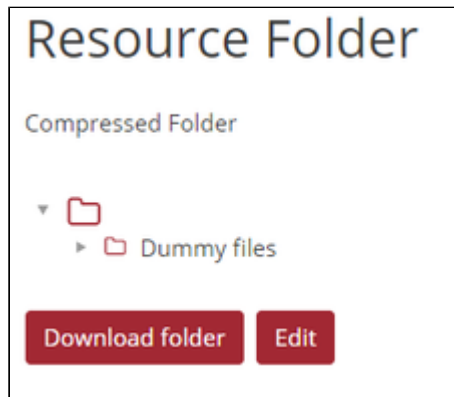


7 Delete files

To delete files in the folder, **Turn editing on** and click **Edit** below the folder and files.

From the **Files** area, open the folder and select the file you want to delete and click **Delete** and then click **Ok** when prompted.

Click **Save and return to course** or **Save and display** and your Folder will be updated.



8 Edit folder settings

To change the initial folder settings, click **Turn editing on**, then open **Settings** to the right of the folder and select **Edit Settings**.

