


## Uploading a Folder

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.

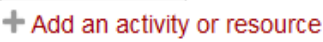


**A folder may be used for:**

- A series of files
- To provide a shared uploading space for teachers on the course page.

- **Step 1:** 
- **Step 2:** Drag and drop the folder onto the course section where you would like it to appear.
- **Step 3:** Click the button of the action you would like to take with the folder and click “Upload”
- **Step 4:** If necessary, edit the title of the folder by clicking the pencil icon.

**OR**

- **Step 1:**
- **Step 2:** 
- **Step 3:** Add folder
- **Step 4:** Add folder name and description

▼ General

Name\*

Description\*

Display description on course page

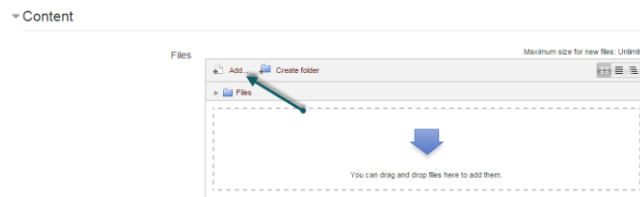
- **Step 5:** Select Content

Either drag and drop a zipped/compressed folder into the box with an arrow or

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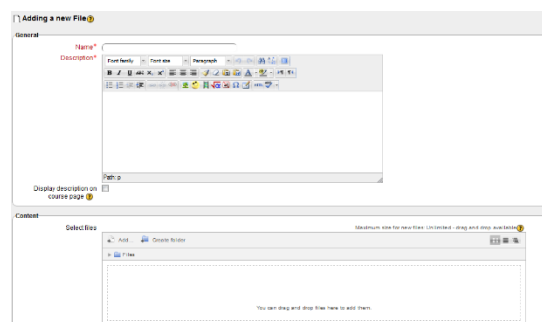


click the Add button to open the File picker menu in order to choose a file from your computer or a repository.



OR

- **Step 1:** Turn editing on
- **Step 2:** + Add an activity or resource
- **Step 3:** Add name and description
- **Step 4:** Click “Create folder”, choose a name for your new folder and then click “Create folder”
- **Step 5:** Click INTO the folder
- **Step 6:** You can then add individual files into the folder either by dragging and dropping into the box or clicking the “Add” button to upload files from the file picker
- **Step 7:** Choose how you want to display your folder contents, your Common module settings and if enabled, Conditional activities settings
- **Step 8:** Save and return to course



- Individual items CANNOT be hidden in a folder
- Remember that you will be able to Drag and Drop files ONLY if you are using one of the following browsers: Firefox / Chrome / Internet Explorer 10. Should your browser support this feature, you will see this message above the “select files” box:

Maximum size for new files: Unlimited - drag and drop available ?

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