

# File and Folder Resources in Moodle

(Adding File and Folder Resources on a Moodle course page)

The File and Folder resources are used to share files with students.

What's the difference between these resources?

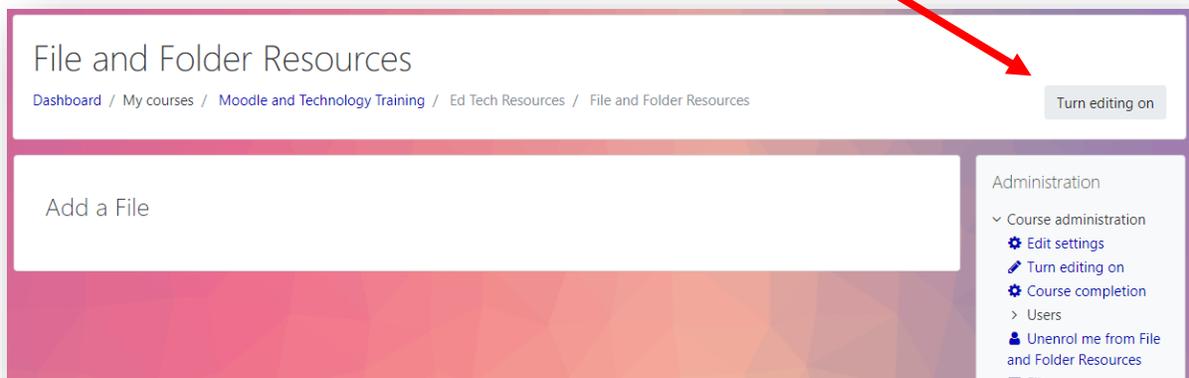
A *File* is a single file, that may be shown in the browser (depending on the file type) or downloaded.

A *Folder* holds multiple files that must be downloaded before being opened (regardless of the file type). Since an entire folder can be downloaded, it is a good way to share multiple files at the same time – though it is possible to select individual files inside the folder to download.

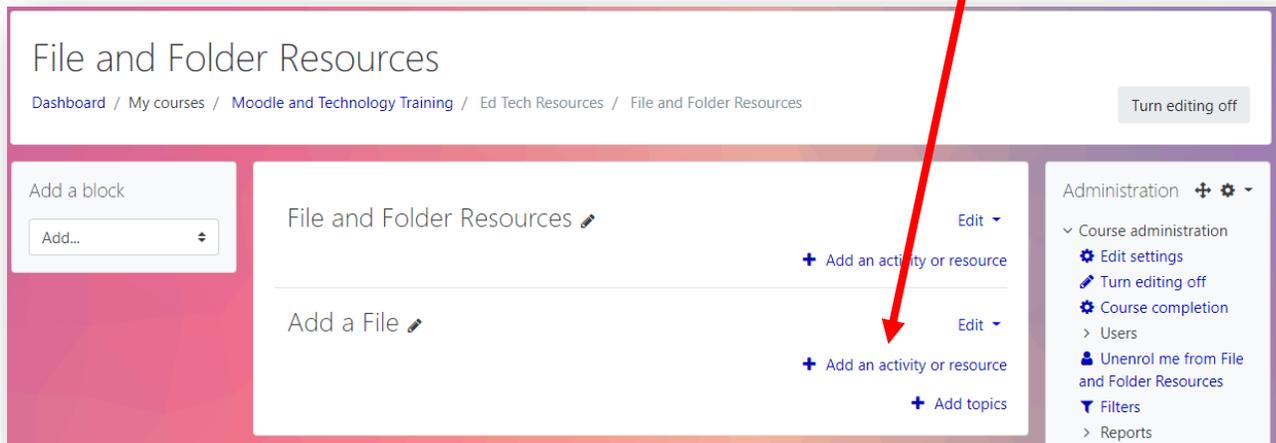
## Add a File to the course page

**Step 1:** Have the file prepared at a convenient location on your computer.

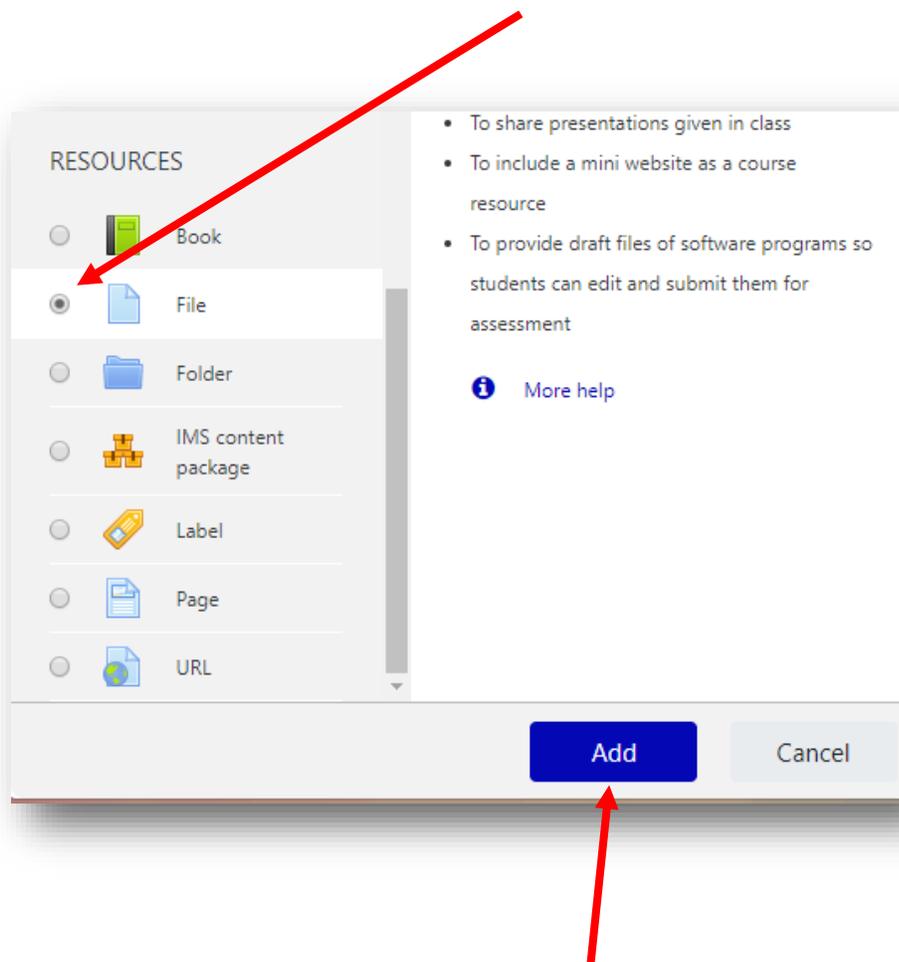
**Step 2:** On the main course page, turn editing on



**Step 3:** In the section where you wish to add the file, select the link “+ Add an activity or resource”

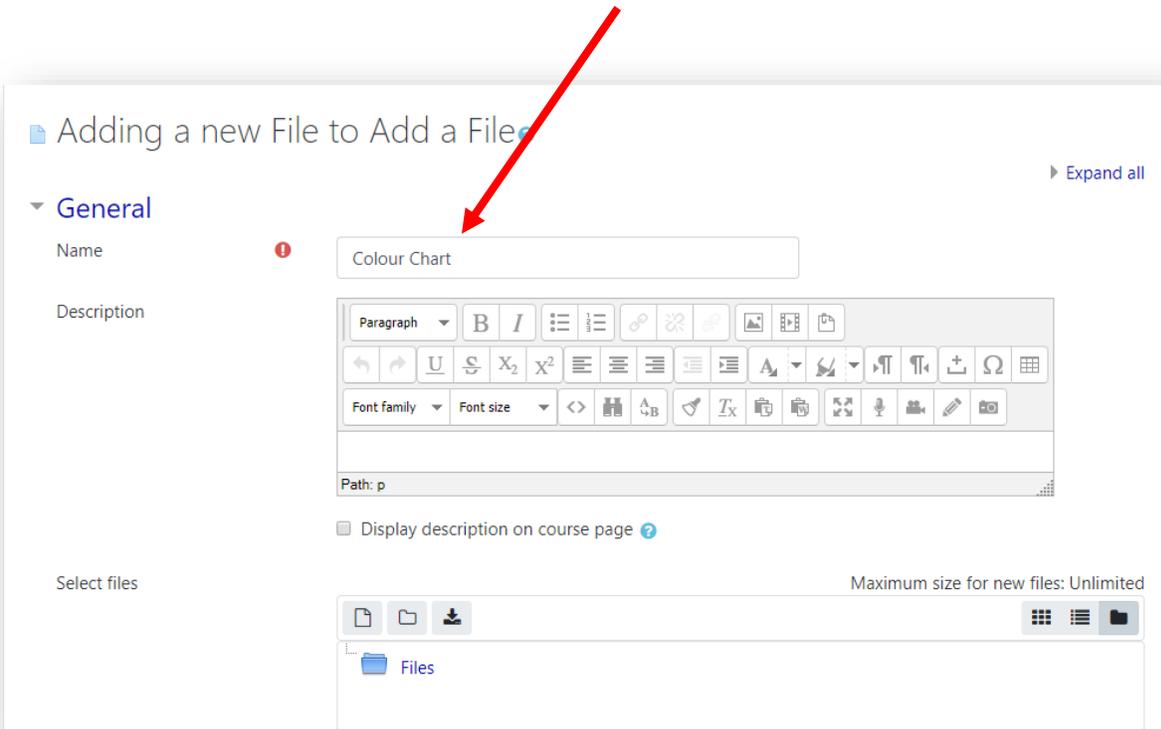


**Step 4:** Select the radio button beside the resource “File”

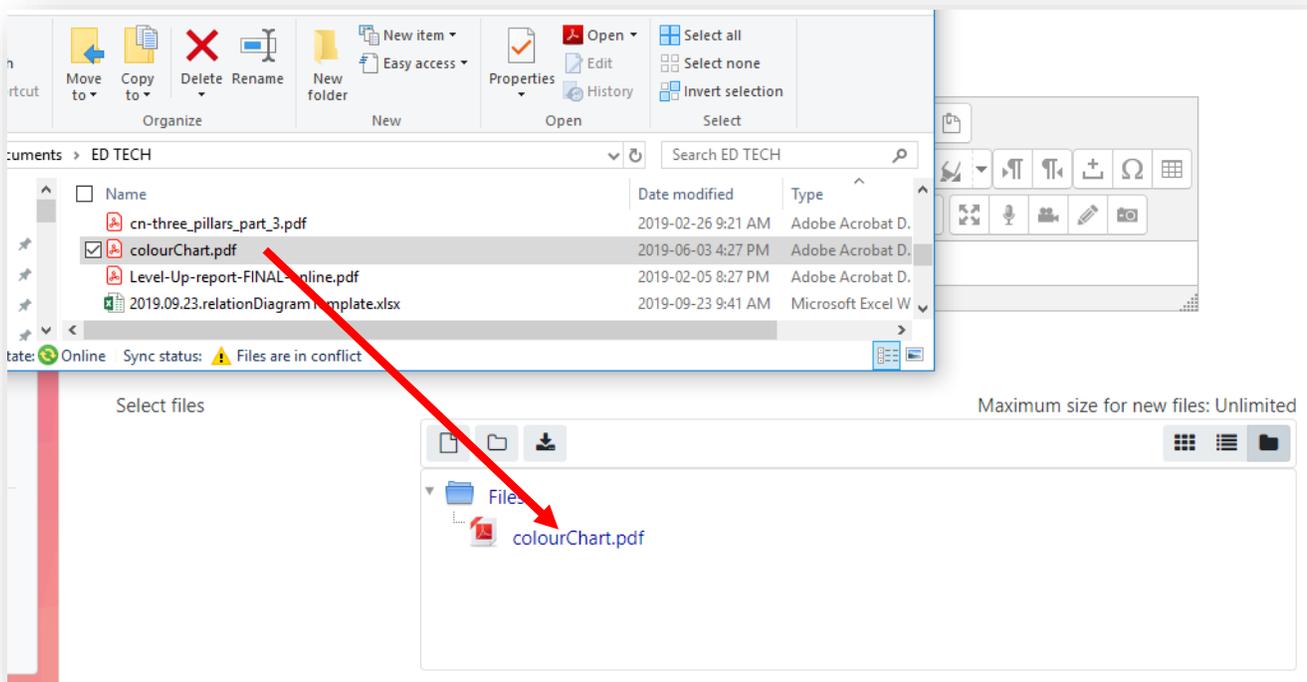


**Step 5:** At the button of the pop-up, select the button “Add”

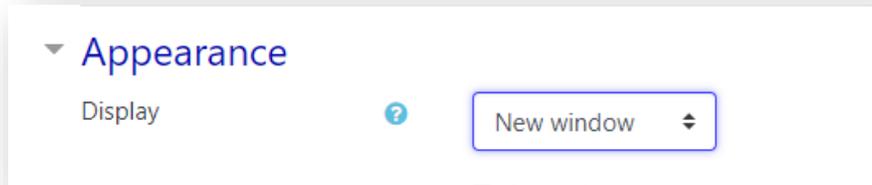
**Step 6:** On the Adding a new File page, in the General section, give the file a name. This name will appear on the course page regardless of the actual name the file has been saved as. In this example, I am calling the File “Colour Chart”.



**Step 7:** Drag the file from your computer to the Select files section



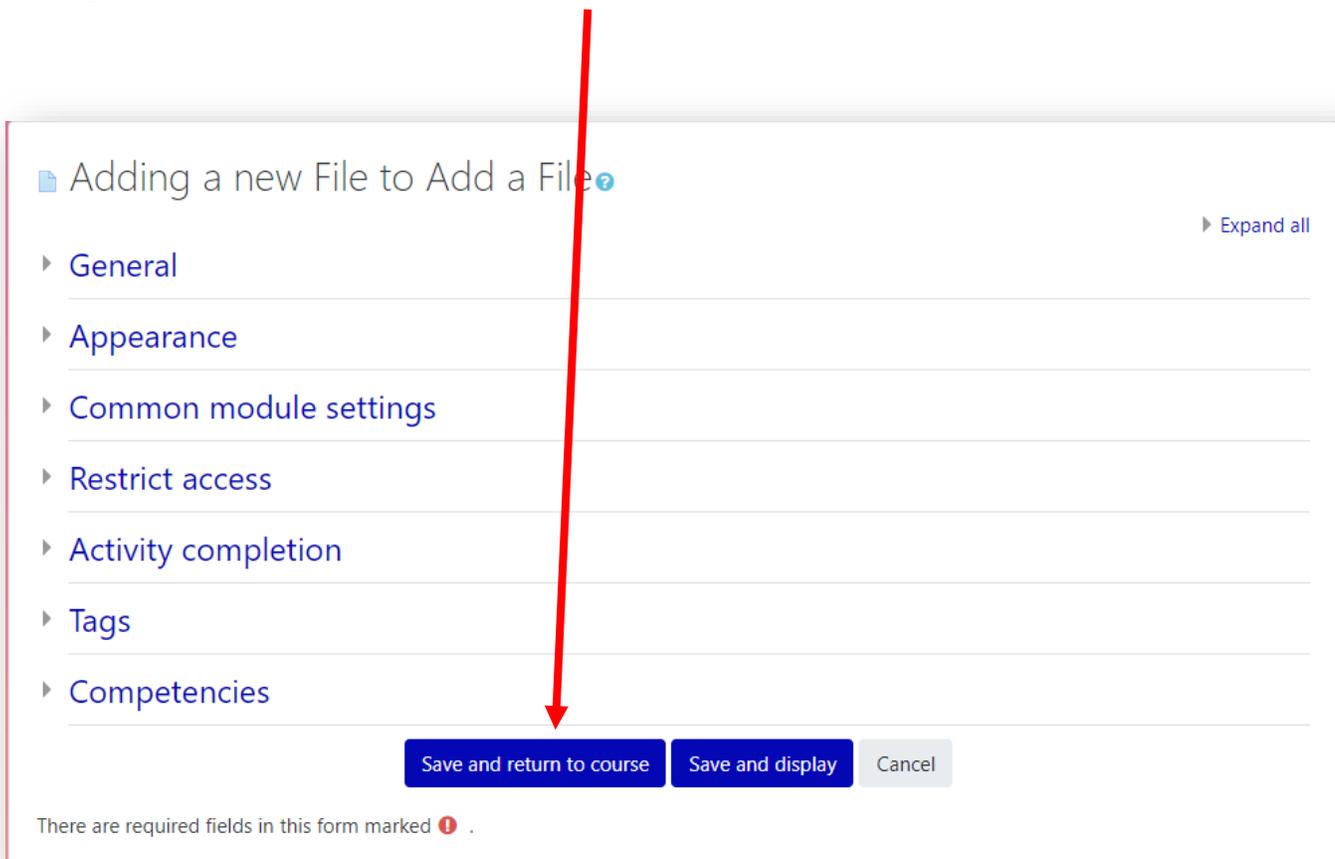
**Step 8:** On the Adding a new File page, in the Appearance section, select how you want the file to appear to the student. In this example, I want the file to open in a new window in the browser. If I add a file type that the browser can't open, the file will be downloaded automatically.



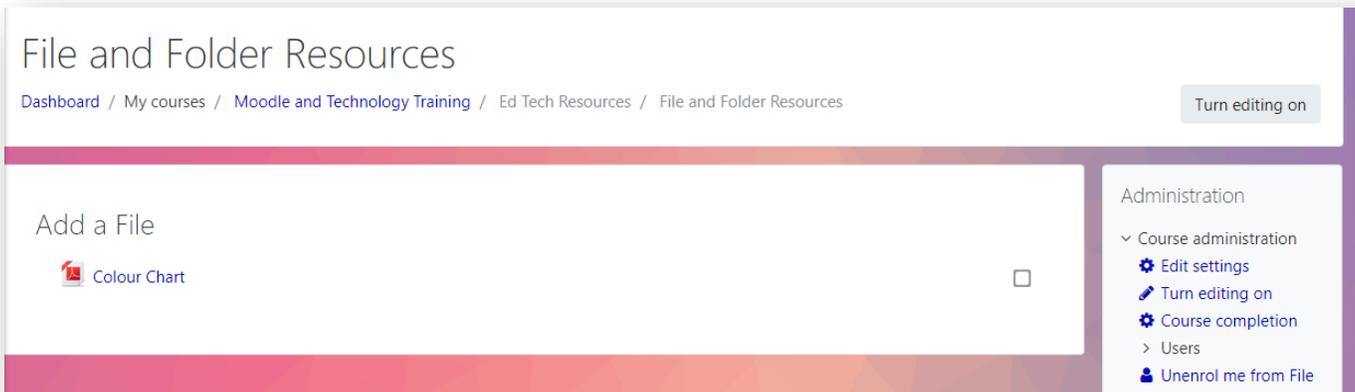
**Note:** Browsers cannot open most file types. All browsers however, can open PDF files. To make your course material more accessible, CLI recommends that Word and Power Point files be saved as PDFs. That way students can view the information without having to open another program.

It should go without saying that if you are sharing a file with the student to be used as a template, the file must be downloaded as the original file type (Word, Excel, etc.)

**Step 8:** Select the button "Save and return to course"



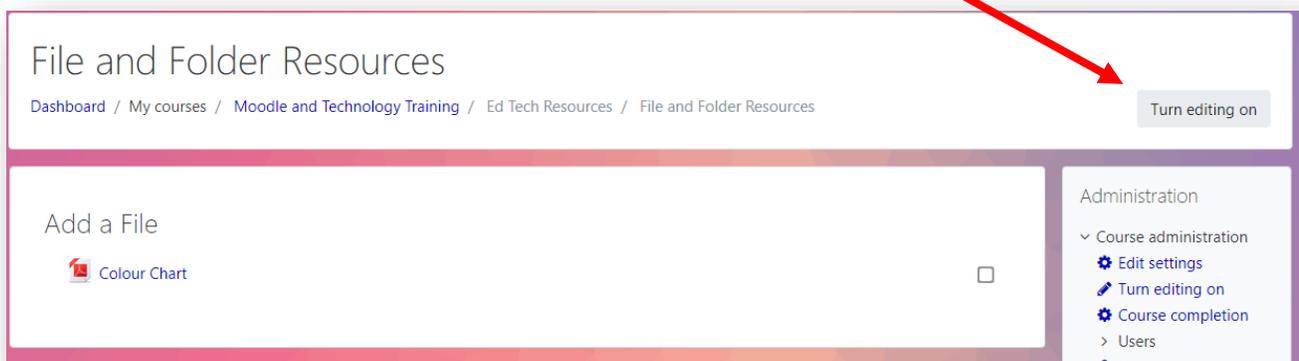
The file now appears on the course page. To view it, the student just has to click on the link.



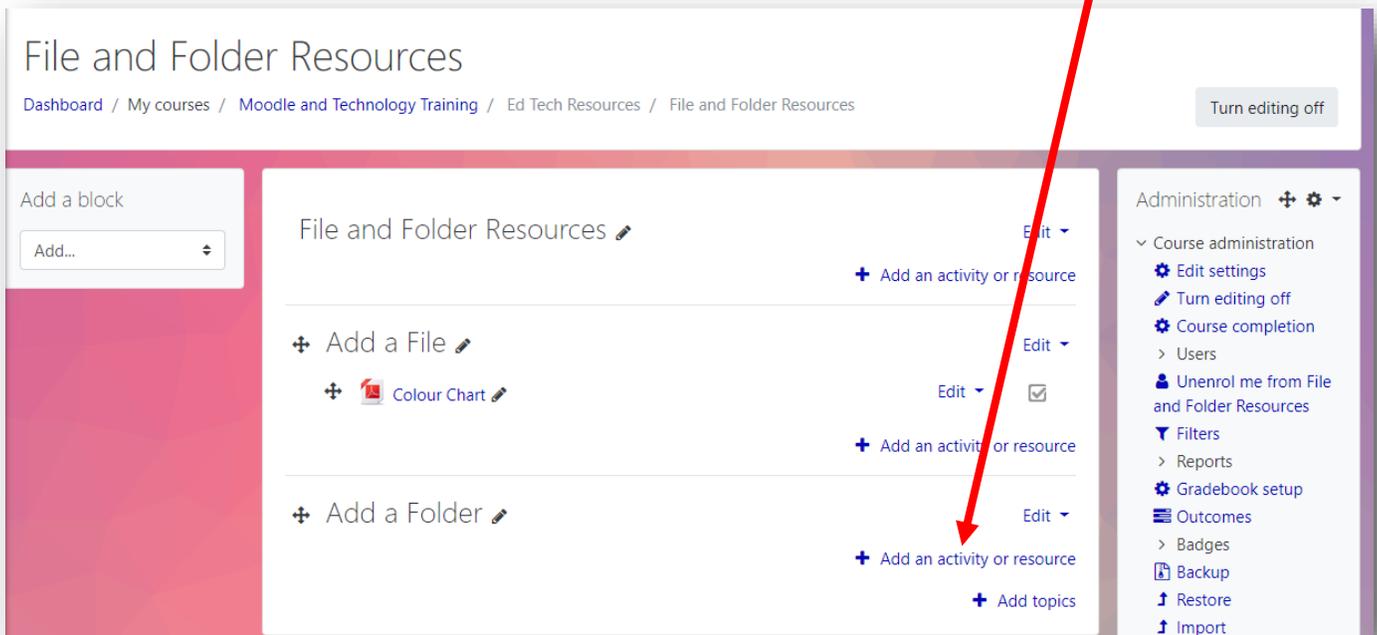
## Add a Folder to the course page

**Step 1:** Have all the files that will go into the folder conveniently located somewhere on your computer.

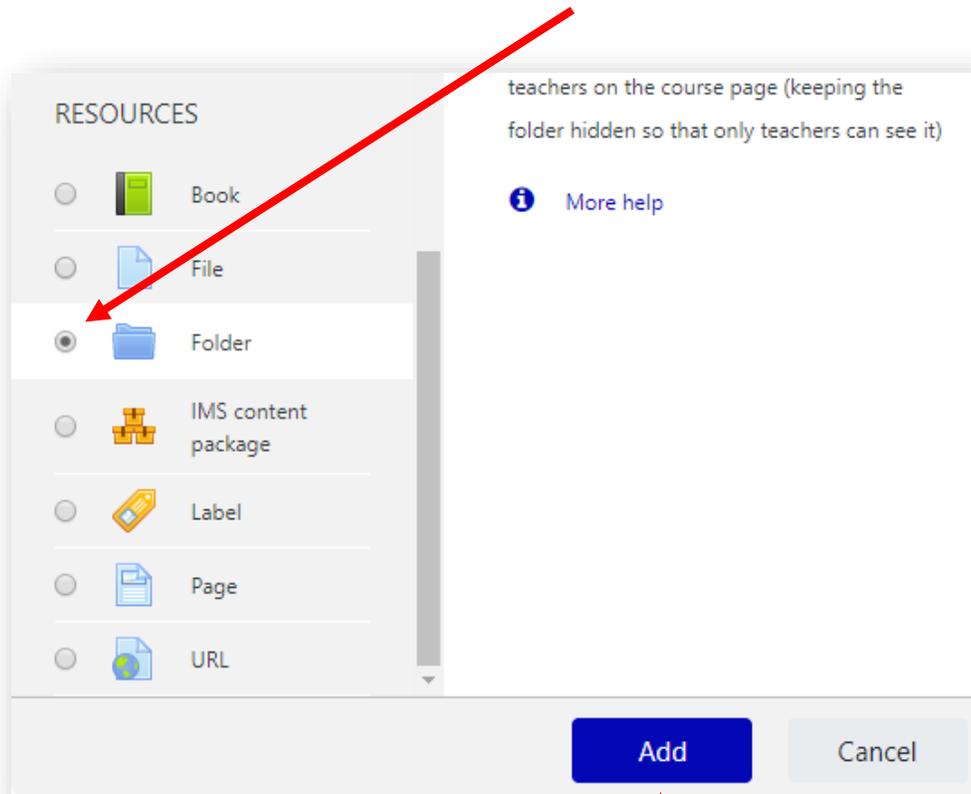
**Step 2:** On the main course page, turn editing on



**Step 3:** In the section where you wish to add the folder, select the link “+ Add an activity or resource”

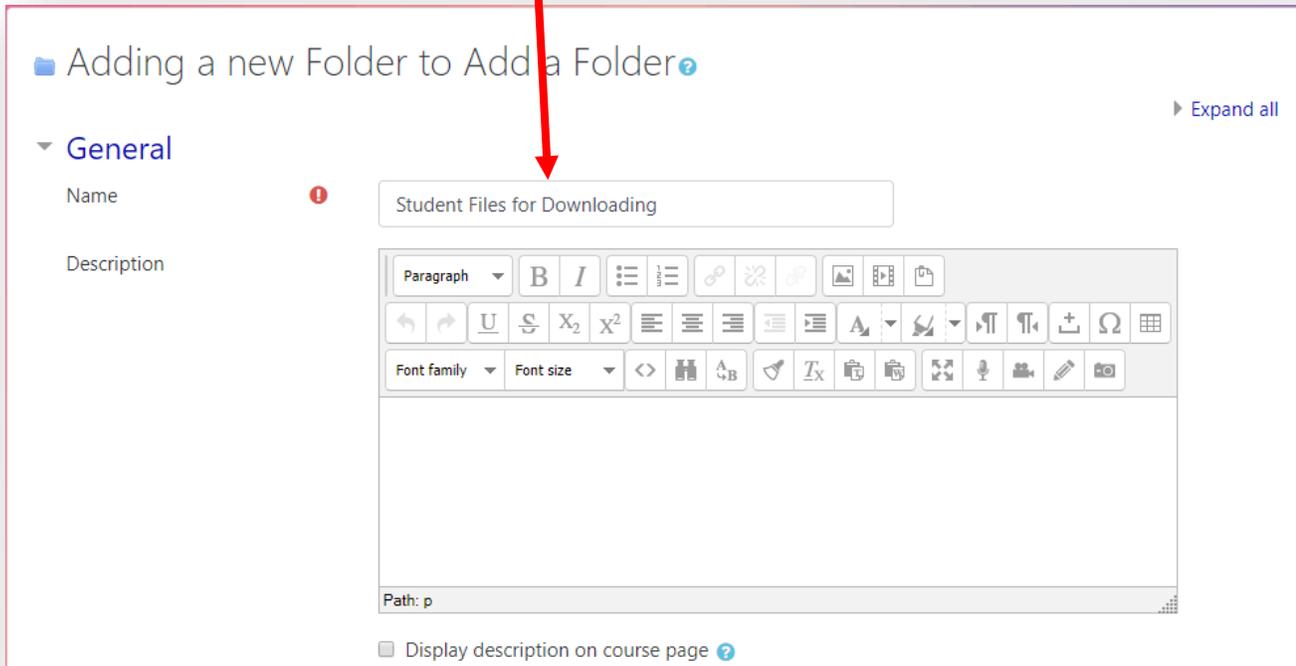


**Step 4:** Select the radio button beside the resource “Folder”



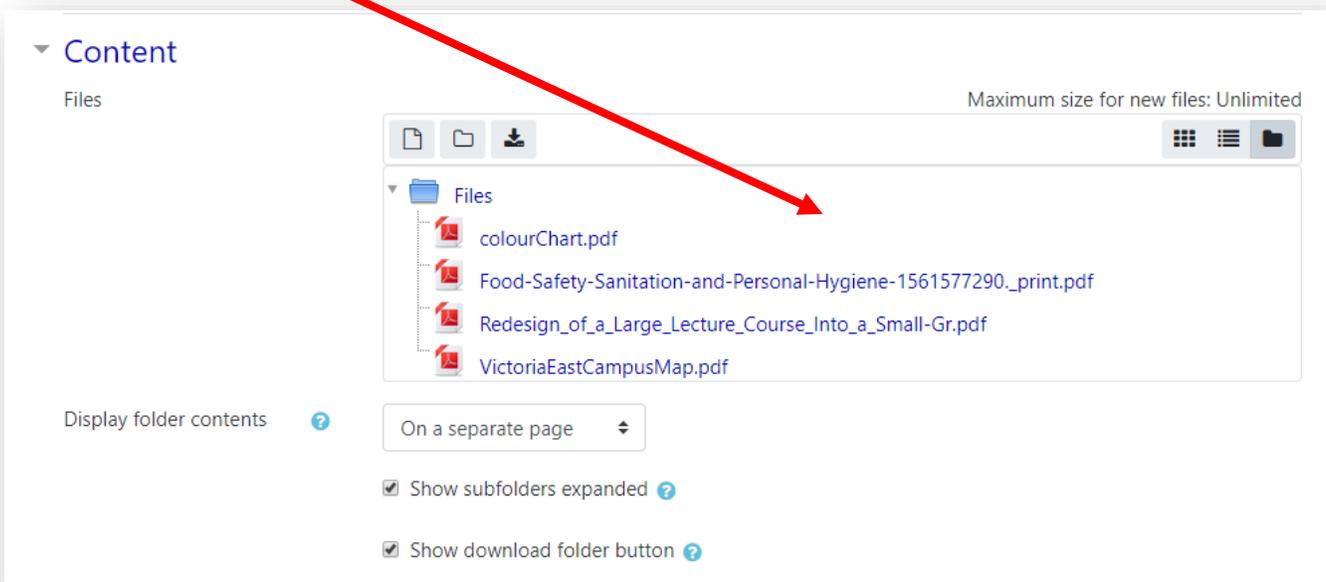
**Step 5:** At the bottom of the pop-up, select the button “Add”

**Step 6:** On the Adding a new Folder settings page, in the General section, in the Name box, enter the name of the folder you want to appear on the main course page. In this example, I will call the folder “Student Files for Downloading”



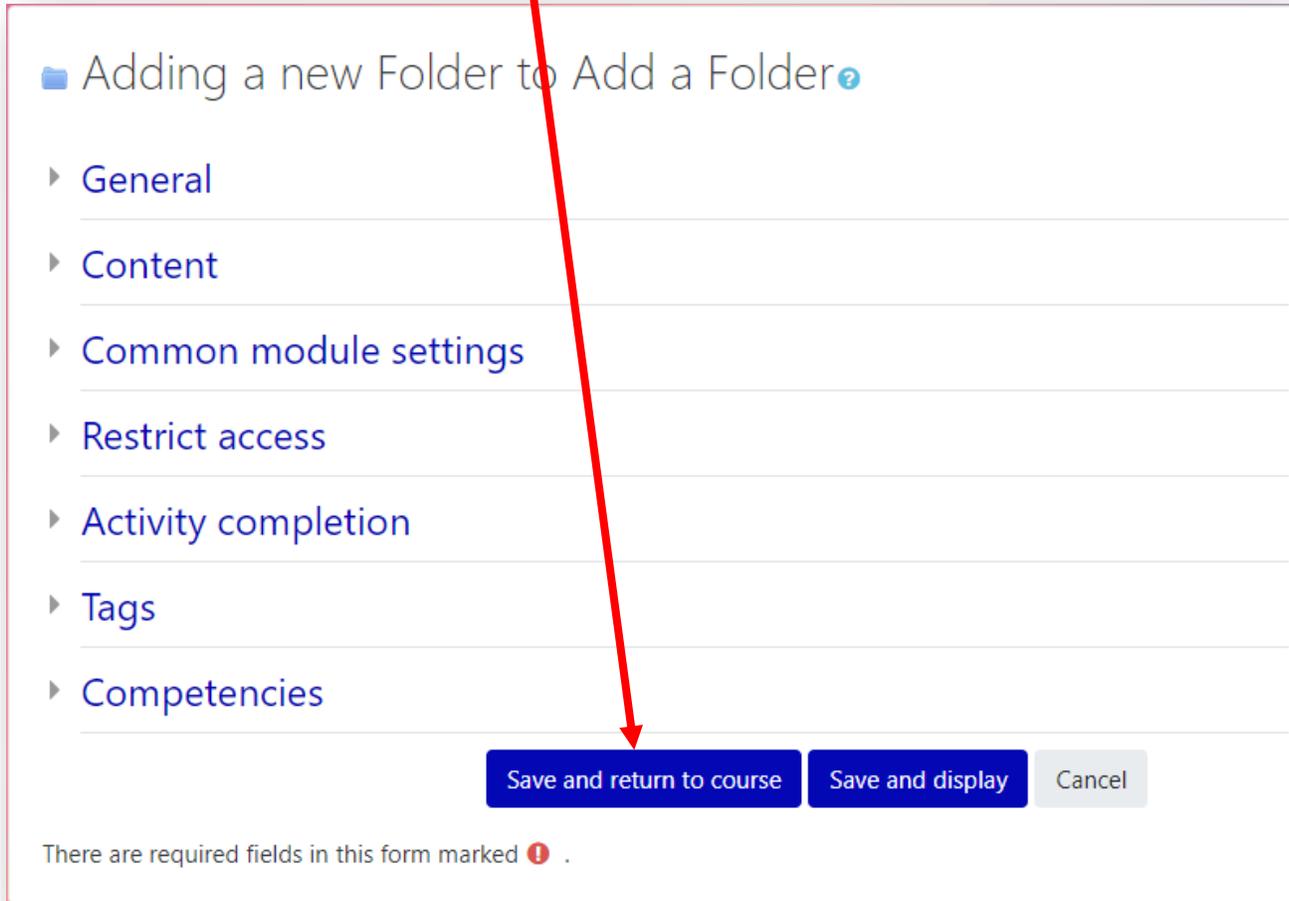
The screenshot shows the 'Adding a new Folder to Add a Folder' settings page. The 'General' section is expanded, showing the 'Name' field with the text 'Student Files for Downloading'. A red arrow points to this field. Below the name field is a rich text editor with various formatting options like bold, italic, link, and image. At the bottom, there is a 'Path' field with the value 'p' and a checkbox labeled 'Display description on course page' which is currently unchecked.

**Step 7:** In the Content section, drag and drop the files you want included within the folder to the Files drop box.



The screenshot shows the 'Content' section of the course page. A folder named 'Files' is expanded, showing four PDF files: 'colourChart.pdf', 'Food-Safety-Sanitation-and-Personal-Hygiene-1561577290\_print.pdf', 'Redesign\_of\_a\_Large\_Lecture\_Course\_Into\_a\_Small-Gr.pdf', and 'VictoriaEastCampusMap.pdf'. A red arrow points to the 'Files' folder icon. Below the file list, there are settings for 'Display folder contents' (set to 'On a separate page'), 'Show subfolders expanded' (checked), and 'Show download folder button' (checked). The maximum size for new files is set to 'Unlimited'.

**Step 8:** Select the button “Save and return to course”



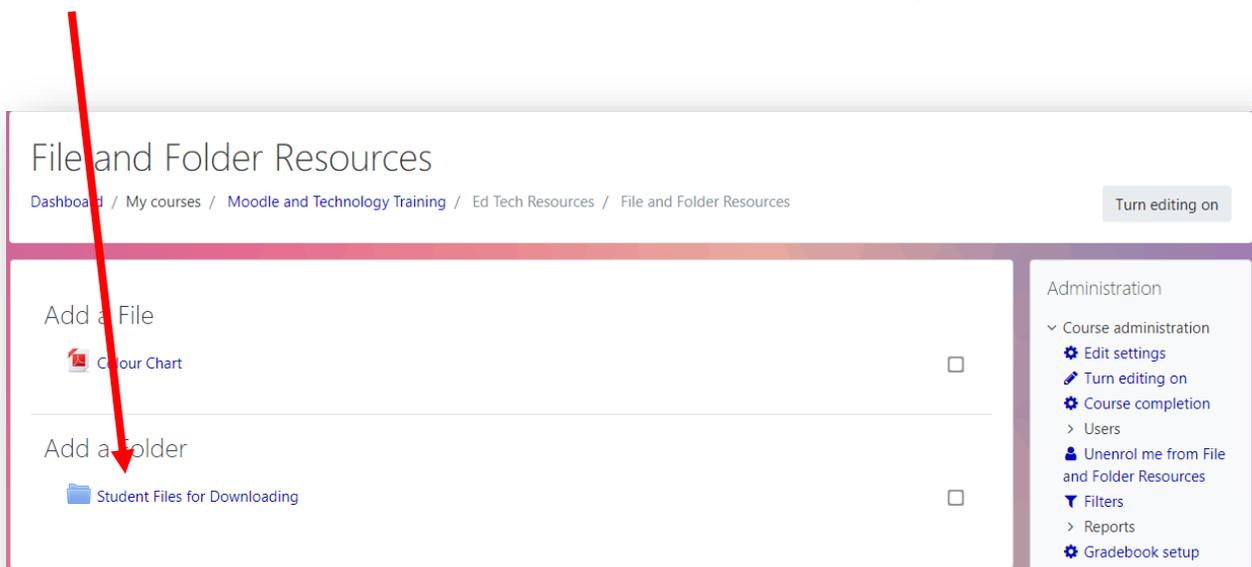
Adding a new Folder to Add a Folder?

- ▶ General
- ▶ Content
- ▶ Common module settings
- ▶ Restrict access
- ▶ Activity completion
- ▶ Tags
- ▶ Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked  .

The link to the folder contents now appears on the main course page.



File and Folder Resources

Dashboard / My courses / Moodle and Technology Training / Ed Tech Resources / File and Folder Resources Turn editing on

Add a File

-  Colour Chart

Add a Folder

-  Student Files for Downloading

Administration

- ▼ Course administration
  -  Edit settings
  -  Turn editing on
  -  Course completion
    - > Users
  -  Unenrol me from File and Folder Resources
  -  Filters
    - > Reports
  -  Gradebook setup

Clicking on the folder link will reveal the contents of the folder. Students can download whatever they need at the time, or the entire folder.

The screenshot displays the Moodle interface for managing file resources. At the top, the page title is "File and Folder Resources". Below it is a breadcrumb trail: "Dashboard / My courses / Moodle and Technology Training / Ed Tech Resources / File and Folder Resources / Add a Folder / Student Files for Downloading".

On the left side, there is a navigation menu under the heading "Administration". It includes sections for "Folder administration" (with sub-items: Edit settings, Locally assigned roles, Permissions, Check permissions, Filters, Competency breakdown, Logs, Backup, Restore), "Course administration", and "Site administration".

The main content area is titled "Student Files for Downloading". It shows a folder icon with a dropdown arrow, indicating it is expanded. Inside the folder, four PDF files are listed:

- colourChart.pdf
- Food-Safety-Sanitation-and-Personal-Hygiene-1561577290\_print.pdf
- Redesign\_of\_a\_Large\_Lecture\_Course\_Into\_a\_Small-Gr.pdf
- VictoriaEastCampusMap.pdf

Below the file list, there are two buttons: "Download folder" and "Edit".

At the bottom of the main content area, there is a "Jump to..." search box. A link labeled "Colour Chart" is visible to the left of the search box.

**End of Sheet**