



Create a Moodle Folder Resource

Folder: The folder module enables you to reduce the existing page size and reduce scrolling. Folders can contain documents that may otherwise clutter your page.

Step 1: On your Moodle page left click **Turn editing on**

Turn editing on

Step 2: Left click *Add an activity or resource*

+Add an activity or resource

Step 3: In the *Add an activity or resource* window, Left click the **Folder** radio button



Step 4: Left click the **ADD** button

Add

Step 5: In the *Adding a new folder* window, complete all details with an asterisk *

Name*

Step 6: drag and drop the files onto the down Arrow
OR use the **file picker** to browse your computer.
There is a short delay while documents upload.



Options: Under *Display folder contents* you can choose:

On a Separate Page. Documents open in a new window
{Recommended}

Or **Inline on a course page:** Opens in current window

Display folder contents ?

On a separate page
Inline on a course page

Step 7: Left click *Save and return to course*

Save and return to course

Finally: On your Moodle page left click **Turn editing off**

Turn editing off