

Creating and Editing Folder

Lecturer can use the folders to help organize academics or other course resources.

1. At your course, turn editing on with **Edit Mode**.

XMUM Moodle Home Dashboard My courses Library & IT Services Course Request (Lecturer) Moodle Users Guides

COURSE

THE0205 Introduction to International Politics 2024/02 Premanathan

+ Add a block

General Collapse all

FORUM Announcements

+ Add an activity or resource

13 February - 19 February

2. Click **Add an activity or resource** and select **Folder**.

▼ 13 February - 19 February

+ Add an activity or resource

▼ 20 February - 26 February

+ Add an activity or resource

Search

All Activities Resources

Assignment	Book	Chat	Choice	Feedback	File
☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ
Folder	Forum	Glossary	Group choice	Lesson	Mediasite Content
☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ
Page	Quiz	Survey	Text and media area	URL	Workshop
☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ

3. Enter folder's **Name** and **Description**.















▼ General

Name

Enter folder name

Description

Edit View Insert Format Tools Table Help

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Enter folder description

0 words

☐ Display description on course page


4. In folder's **Content**, you can select **Add file**, **Create Folder** or **Download all** (if have files uploaded).

The screenshot shows the Google Drive 'Content' view. At the top, three red boxes are labeled 'Add file', 'Create Folder', and 'Download all'. Below these, a red box highlights the three icons (file, folder, and download) in the toolbar. Red arrows point from these icons to their respective action boxes. A large red box at the bottom contains the text 'Add file from your computer or Drag and Drop your file here.'.

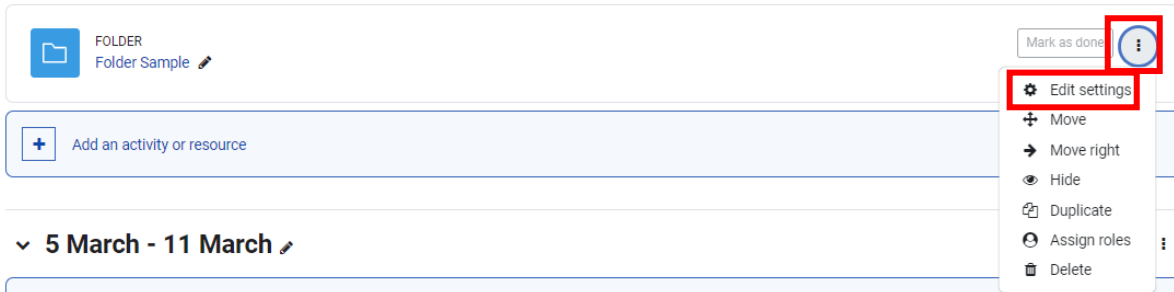
- Once you have added the files to your new folder, choose to either to **Save and return to course** or **Save and display** to save the folder with files created.

Save and return to course Save and display Cancel



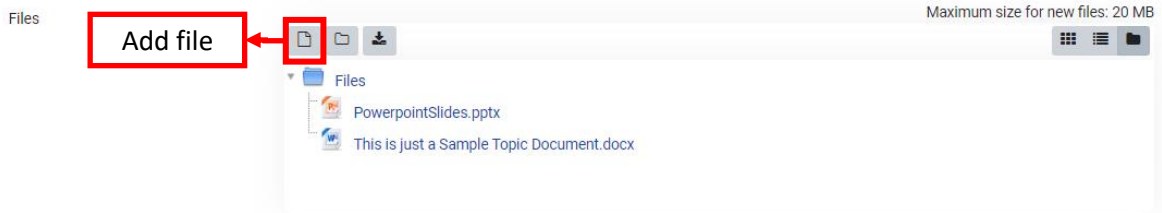
6. After your folder is created, you may go back and add more files or folders later. Ensure **Edit Mode** is on. Go to your folder and click on  and select **Edit settings** from dropdown menu.

▼ 27 February - 4 March ✎



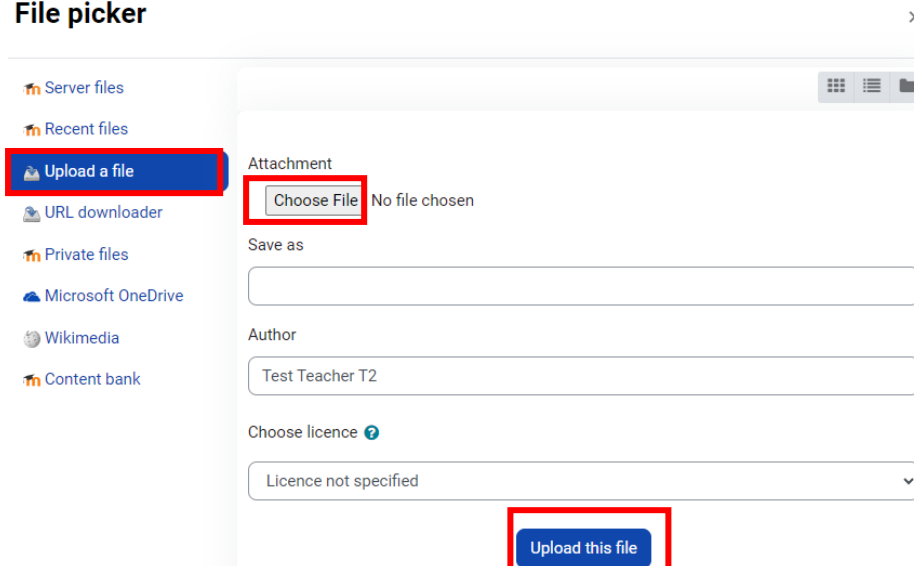
7. Click **Add** new files from your computer to your folder.

▼ Content



8. At **File Picker**, click **Choose File** to select the file from your computer to be uploaded to the folder. Click **Upload this file** after file selected.

File picker



9. Click **Save and return to course**.

