

Working with Folders

Creating Folders

The more files that are uploaded to a Moodle course, the further a user may need to scroll vertically. In some instances it may be preferable to present related materials in a folder in order to reduce clutter on the page and to make it easier to navigate.

The process for creating a folder is similar to that for uploading a file.

- From the relevant course, [Turn editing on](#).
- Click on **Add an activity or resource** in the relevant topic
- Select **Folder** from the Resources section in [Activity Chooser](#).
- Enter a **Name**. This is the name that will be displayed to students within the course area



Details on how to upload files to Moodle courses can be found on the [Files page](#). You will need to follow the instructions listed for **Option #2: Advanced upload**.

- Files can be displayed either **On a separate page** or **Inline on a course page**, so be sure to make the appropriate selection.
- Scroll down the page and press the **Save and return to course** button