Adding a Folder to a Course

Overview

Like the *File* module, the *Folders* can be used to provide learners with online access to the files they use in the face-to-face classrooms. For example, a handout distributed in class can be provided to learners using this function, giving them a 'soft' or electronic copy of the item. Instructors aiming for a paperless classroom or those with limited access to printing or photocopying can use a *Folder* as a way to distribute handouts electronically and in a structure that creates an archive. Learners who prefer hard copies can print their own handouts prior to class.

Instructors can use this function to provide learners with access to digital media files not available elsewhere on the Internet. For example, audio and video files they have used in class can be uploaded to the courseware and shared with learners. Instructors recording their own audio and video with a smartphone or tablet can share these with learners using this feature.

PowerPoint presentations used in class, rubrics for grading assignments and spreadsheets can also be shared with learners using the *Folder* module. This is a very flexible feature that can be used to bring many types of activities from the face-to-face classroom into the courseware.

Adding a Folder to the Course

1. Navigate to the top of the page and click on the *Turn edit on* button.

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Note that the *Turn edit on* button turns red.

- 2. Locate the *Topic* or *Unit* where you want to add the *Folder*. For this example, the *Zero Topic* is chosen.
- 3. Click on the +Add an activity or resource link at the bottom of that topic.

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	+ Add an activity or resource

The Add an activity or resource panel appears.

4. Select Folder.

Add an activity or r	esource			×
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- 5. In the *General* section, input a descriptive *Name* for the *Folder*. This name will be used as the link to the *Folder*.
- 6. Input a *Description* of the *Folder*.

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	▼ General	Expand all					
-	Name						
	Classroom Activities for Communicating Online						
	Description						
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	In this folder, you will find printable files for some of the or	iline activities.					

7. Drag the files from your computer into the *Drag and drop* area as shown below.

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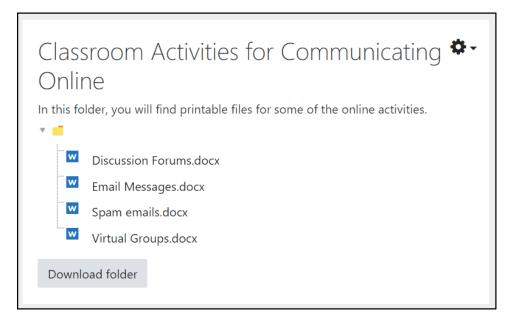
8. Repeat Step 7 until all the files you need appear in the Drag and drop area.

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	Files			Maximum size fo	r new files: 1GB
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Files added to folder	w	w	w	W	
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9. Click Save and return to course to see the Folder added to the course.

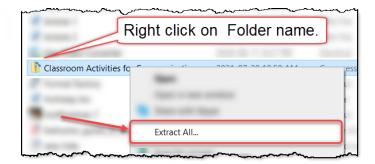


10. Click on the *Folder* to see its contents.



Learners can click on each individual file to download it, or click on the *Download Folder* button to download a *Zipped Folder* of these files.

11. Instruct learners to right click on the name of the Zipped Folder and click on Extract all.



In the pop-up window that appears, learners choose the destination where they want the *Folder* saved and click on *Extract*. This will save the *Folder* with all the files accessible for use.

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\leftarrow	Extract Compressed (Zipped) Folders	
	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	\alavi\Desktop\Classroom Activities for Communicating Online-20210728 Browse	
	Show extracted files when complete	
	Extract Cance	el

12. Use the Breadcrumb menu to go back to the course page.



13. Use the *Move* icon to move the folder to the desired location in your course.



14. Click on the Turn edit off button.





The link to the Folder appears on the course page.

Classroom Activities for Communicating Online