

Adding a Folder to a Course

Overview

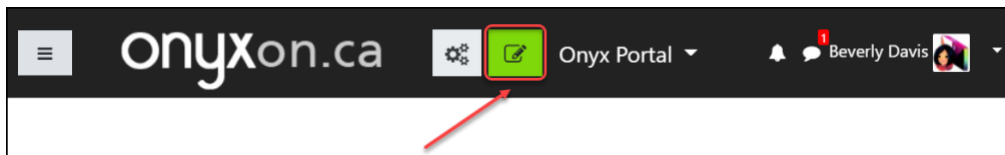
Like the *File* module, the *Folders* can be used to provide learners with online access to the files they use in the face-to-face classrooms. For example, a handout distributed in class can be provided to learners using this function, giving them a 'soft' or electronic copy of the item. Instructors 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.

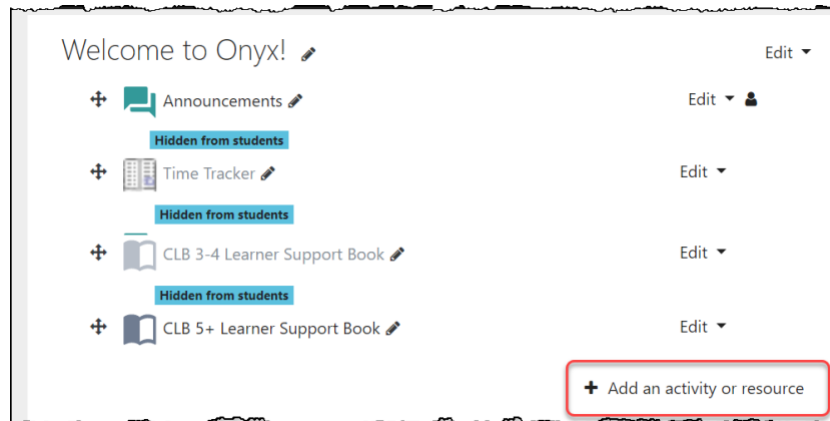
Adding a Folder to the Course

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



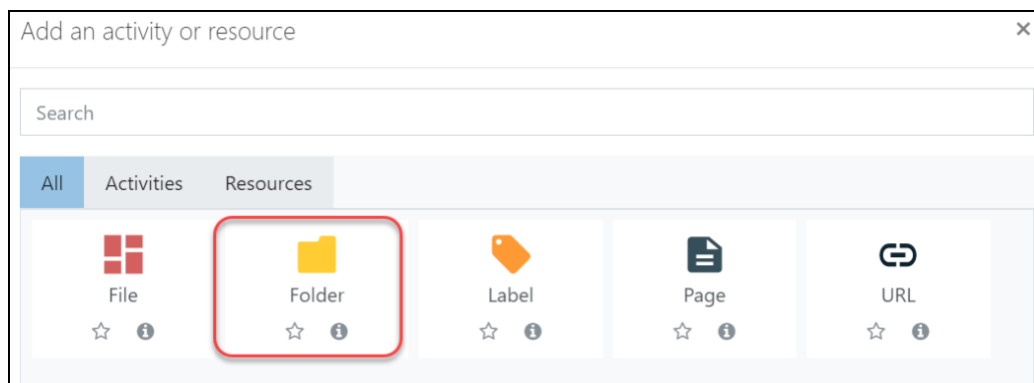
Note that the *Turn edit on* button turns red.

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.

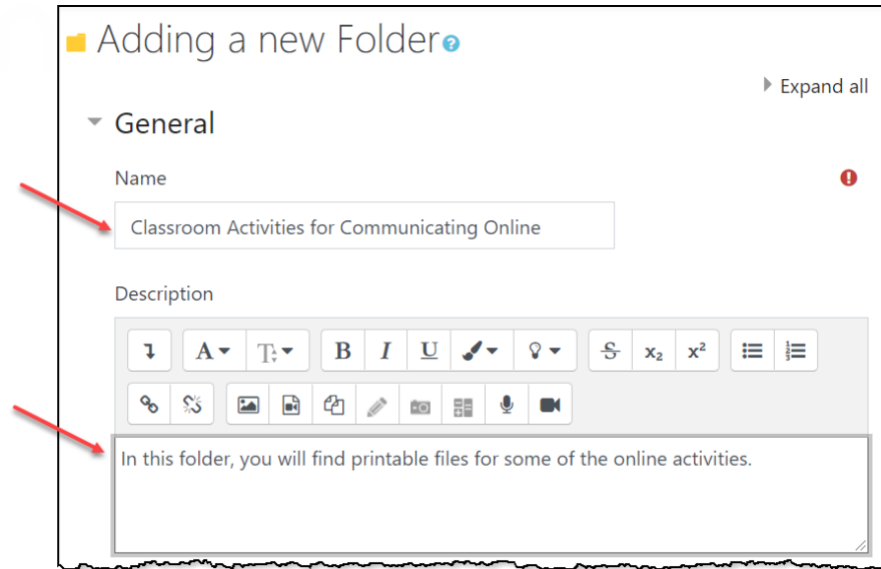


The *Add an activity or resource* panel appears.

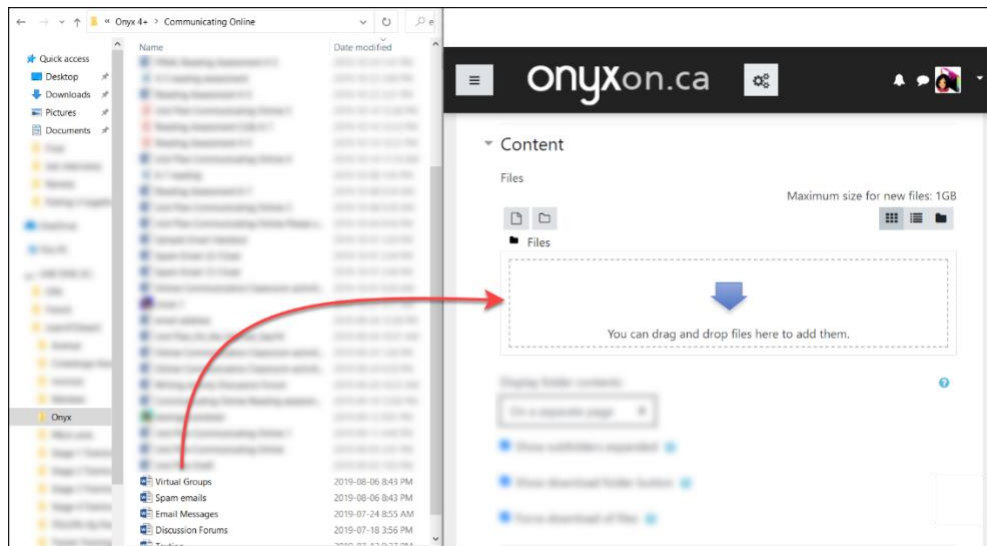
4. Select *Folder*.



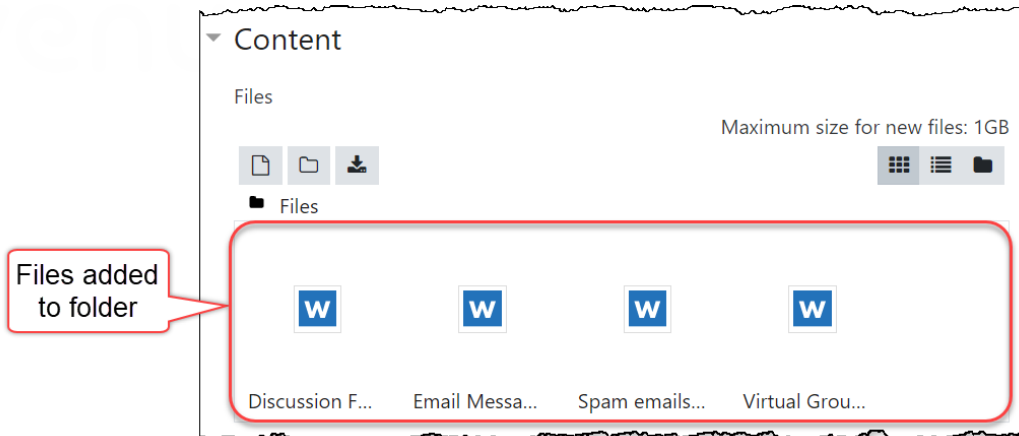
5. In the *General* section, input a descriptive *Name* for the *Folder*. This name will be used as the link to the *Folder*.
6. Input a *Description* of the *Folder*.



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



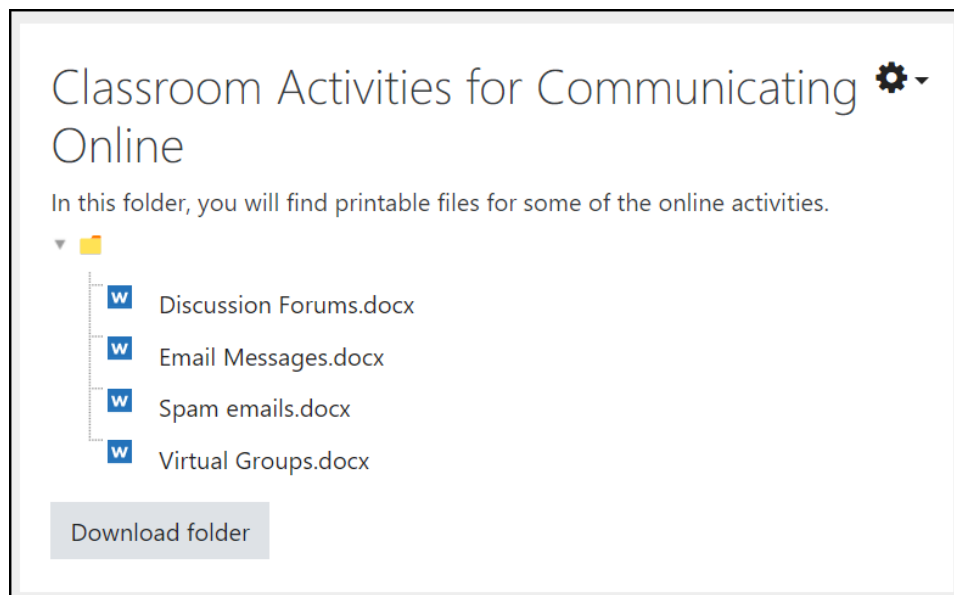
8. Repeat *Step 7* until all the files you need appear in the *Drag and drop* area.



9. Click **Save and return to course** to see the *Folder* added to the course.

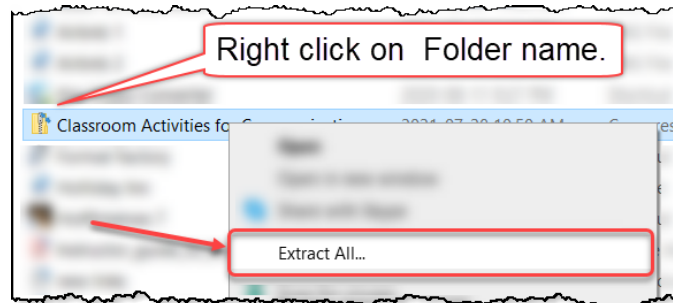


10. Click on the *Folder* to see its contents.

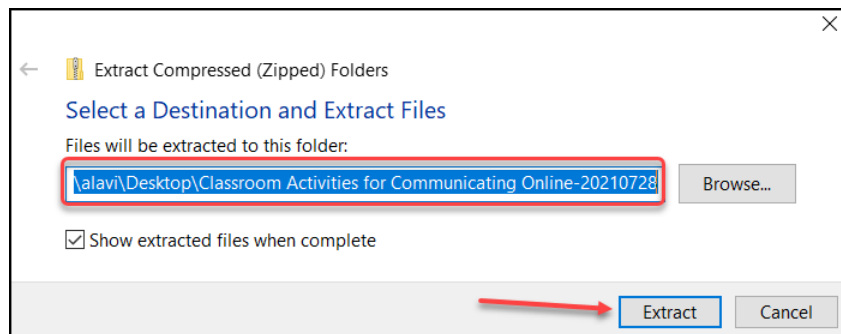


Learners can click on each individual file to download it, or click on the *Download Folder* button to download a *Zipped Folder* of these files.

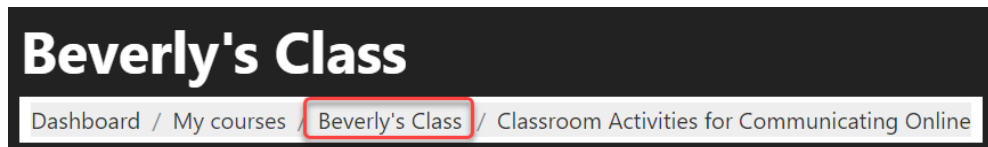
11. Instruct learners to right click on the name of the *Zipped Folder* and click on *Extract all*.



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.



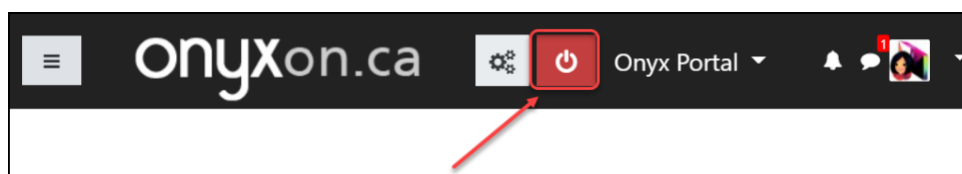
12. Use the *Breadcrumb menu* to go back to the course page.



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.

