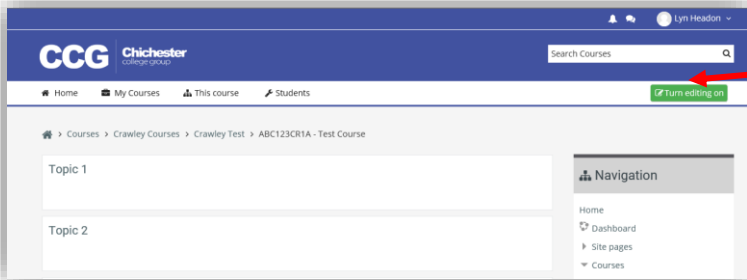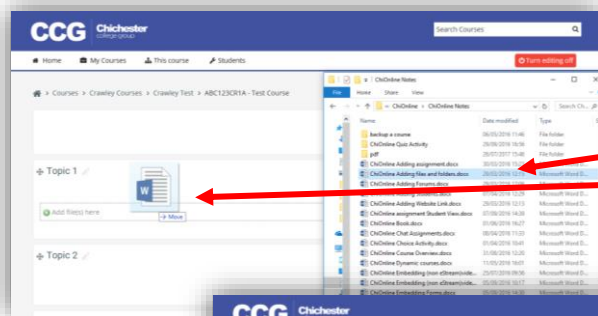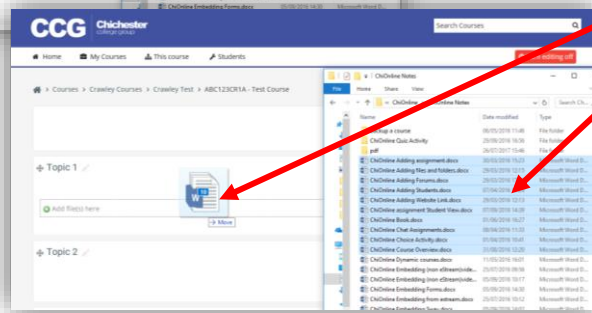# CCG | moodle

ADDING FILES

Before making any changes you must switch to editing mode by clicking on the **Turn editing on** button
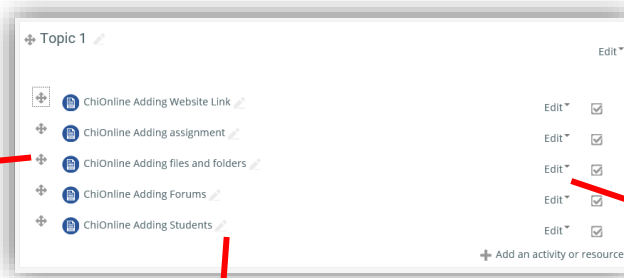
To add documents just click and drag them into the section you want them

You can upload multiple files by highlighting several and dragging them in together

Once the files are in the course you can edit their settings
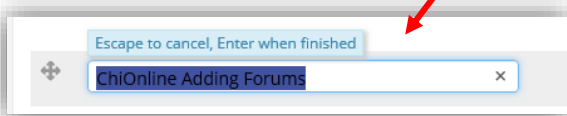
Clicking and dragging the cross allows you to alter the position of the file, or even move it to another section of the course

Click Edit to open the menu box
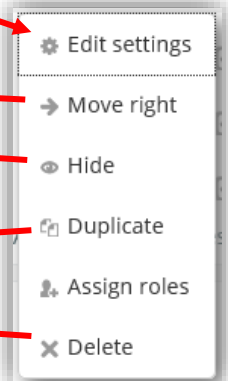
Clicking the pencil allows you to rename files

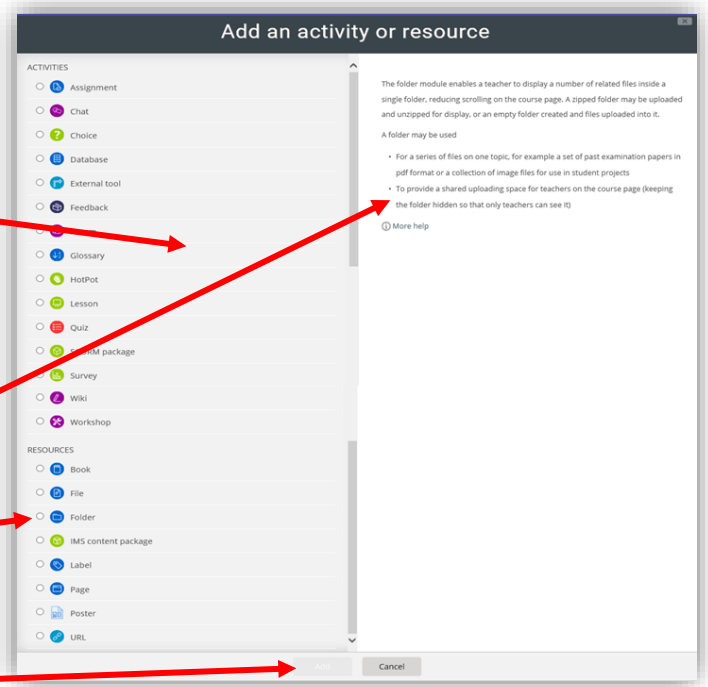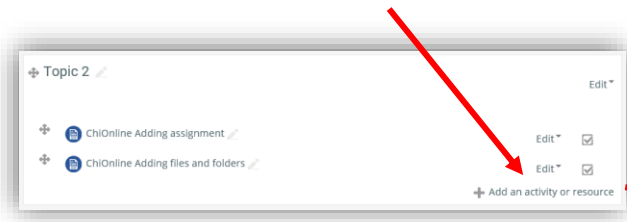Indent the file

Hide the file from students

Duplicate the file

Delete the file

- Edit settings
- → Move right
- ◉ Hide
- Duplicate
- Assign roles
- ✕ Delete

Sometimes it is useful to have files in folders, particularly if you have a large group of files in one section; to make a folder and add files requires two steps.
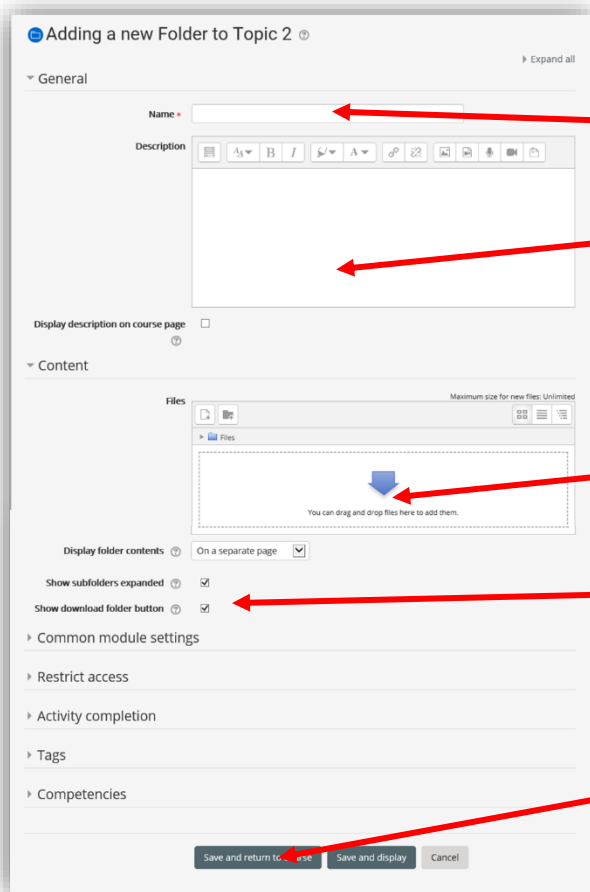
Click Add an activity or resource

Add an activity or resource

Topic 2

ChiOnline Adding assignment

ChiOnline Adding files and folders

Add an activity or resource

ACTIVITIES

- Assignment
- Chat
- Choice
- Database
- External tool
- Feedback
- Glossary
- HotPot
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page
- Poster
- URL

The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

A folder may be used

- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

More help

When you select an activity a brief description and uses is displayed on the right. If you need more help there is also a More Help link which links to Moodle Docs about this activity

Scroll down and select Folder

Then click Add

Cancel

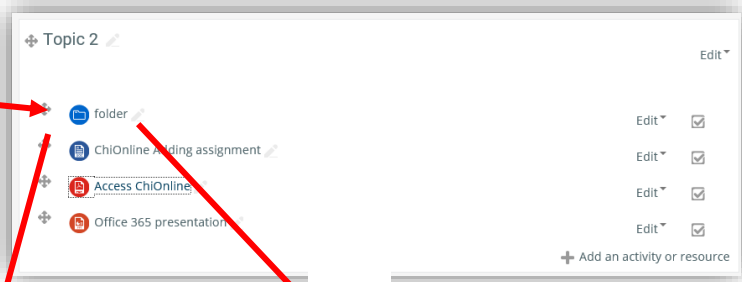**Adding a new Folder to Topic 2**

Expand all

General

Name *

Name the folder

Description

Add a description (optional)

Display description on course page

Content

Files

Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

You can drag and drop files directly here (these can be added or edited later)

Display folder contents On a separate page

Show subfolders expanded

Show download folder button

You can set for folders to be expanded as well as adding a button allowing users to download the while folder

Common module settings

Restrict access

Activity completion

Tags

Competencies

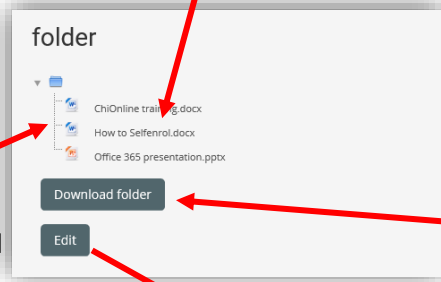Save and return to course Save and display Cancel

Save and return to course

You can always tell what type of activity the link is by the link icon when a student clicks the link the file or folder will open
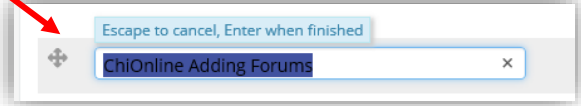
Topic 2

folder

ChiOnline Adding assignment

Access ChiOnline

Office 365 presentation

Edit ▾ ☑
Edit ▾ ☑
Edit ▾ ☑
Edit ▾ ☑

Add an activity or resource

Clicking on the folder name opens the folder menu

Clicking the pencil allows you to rename the folder

Escape to cancel, Enter when finished

ChiOnline Adding Forums   ✕

folder

ChiOnline training.docx
How to Selfenrol.docx
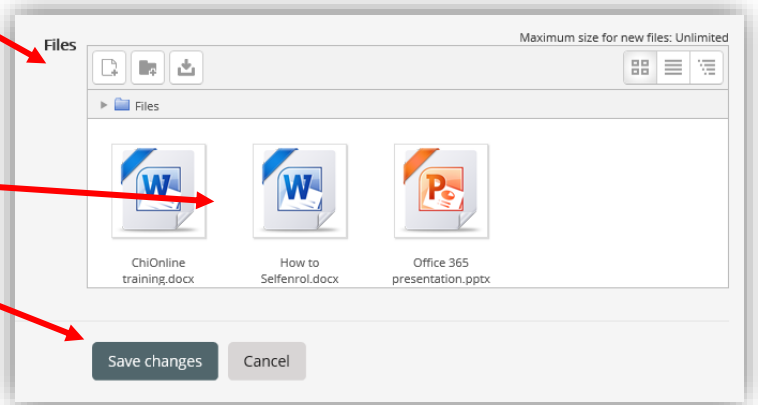Office 365 presentation.pptx

Download folder

Edit

Any files in the folder are displayed

If you selected the option in the setup a download button allows users to download the whole folder

Click Edit to add/remove files

Files   Maximum size for new files: Unlimited

▶ Files

ChiOnline training.docx   How to Selfenrol.docx   Office 365 presentation.pptx

Drag and drop files into the box then click save changes

Save changes   Cancel

DON'T FORGET TO TURN EDITING OFF WHEN YOU HAVE FINISHED

Please Note: Any file type can be uploaded to Moodle, however the learner will need the correct software on their device/computer to open the file (only relevant if you are using specialist software)