

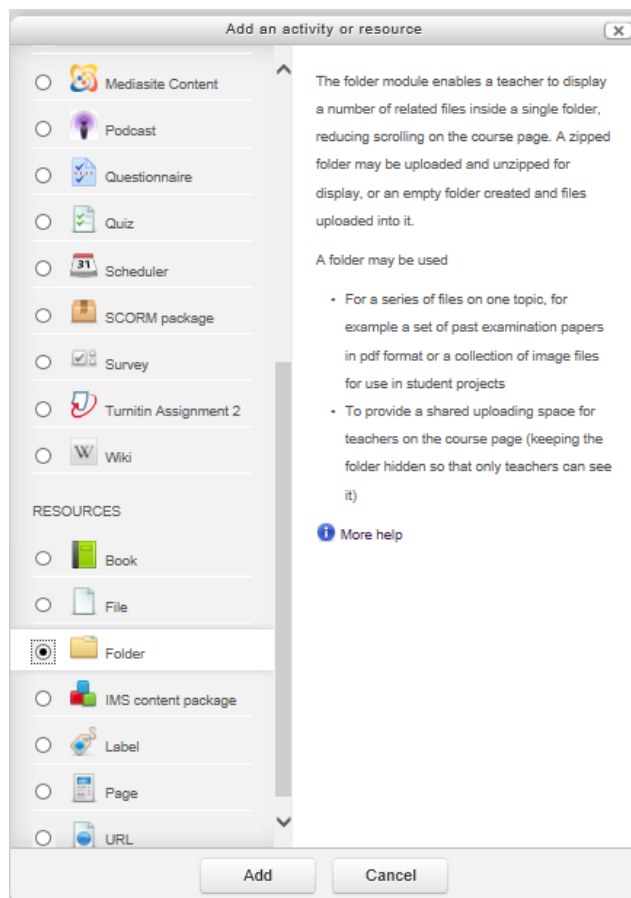
Display a File Folder

Creating Folders

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 within your Moodle course Turn editing on.
- Within each topic or week, click on the **Add an activity or resource** link to display the Activity Chooser (see below)



- 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
- Upload files by following **Option #2** under [Upload a file](#).
- Files can be displayed either **On a separate page** or **Inline on a course page**
- Scroll down the page and press the **Save and return to course** button