Folder module - Sharing a Directory of Course Files

The **Folder** module is used to display and/or link to a directory of files from the course home page. This directory can be embedded on the course page and its contents displayed by numbering the files. The default display is alphabetical. The contents can also be organized into sub-directories or displayed on a separate page. Single files can be added to a **Folder** one at a time. Alternatively, multiple files can be uploaded at one time if they are compressed into .ZIP format. Once uploaded to the directory, all of the contents of the .ZIP file can be easily expanded into the **Folder**. Learning how to create .ZIP files on your local computer can be time saver.

The **Folder** module makes it very easy for instructors to share files with their learners, since multiple files can be uploaded at one time, giving learners easy access to all of them. When a **Folder** is embedded on the main course page and the contents arranged sequentially, the contents can be seamlessly integrated into the course content. Thumbnails (small images of a file) are also used to display the folder contents. Many files can be embedded in a relatively small area on the course home page, minimizing the amount of scrolling on this page. In addition, by using multiple **Folder** modules on a course home page or sub-folders in a **Folder** module, multiple files can be grouped together logically.

Although there are options for where a **Folder** will be displayed, i.e. embedded on the course home page or on a separate page, there are no options available for how the contents of the folders will be displayed. Typically these items are downloaded to the learner's computer and then opened by the default application associated with that file type. The disadvantage of this is that the instructor is not able to manage the learner-course interface. However, the **Activity** reports do track learner access of individual files within a directory.

Using the Folder module to support blended learning

Like the **File** module, the **Folder** module 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 this module 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.

Exemplar

The **Classroom Activities (Employment)** Folder immediately below the Topic 1 heading in the Stage 2/3 Exemplar course is an example of a link to a directory of files that displays on a separate page. Examples of a **Folder** with the content embedded on the course home page can be found in the **Getting Started, Course Management, Managing Learning Activities, Customizing and Creating Content and Ending a Courseware Delivery Cycle** sections in the Stage 2 training course.

Adding a Folder to the course

Before starting this process, ensure that the documents to be included in the folder are in a compressed (ZIP) format on the hard drive. If you are unfamiliar with compressing files using ZIP, upload the files one at a time, or refer to the instructions on this WikiHow web page.
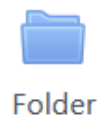
1. On a course, click on the Turn editing on button.

2. Click the **Add an activity or resource** link in the appropriate topic/section.
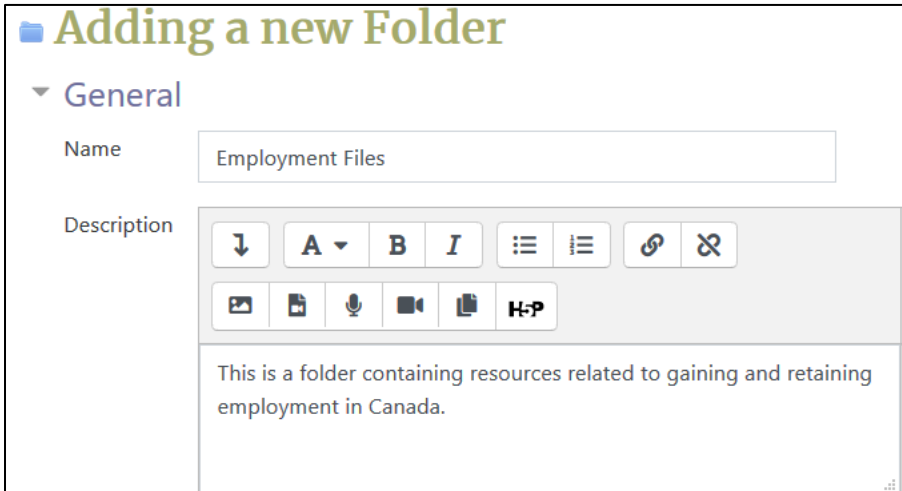
   The **Add a new activity or resource** pop up appears.

3. Select the **Folder** icon.

   The **Add a new activity or resource** window appears.

4. In the **General** section, type a brief, descriptive name for the **Folder.** This name will be used as the link to the file.

5. Type a description of the **Folder** being added to the course.

The **folder** is ready to accept uploaded files.

1. Drag the **.ZIP folder** (compressed files) from your computer into the **Files** area as shown below.
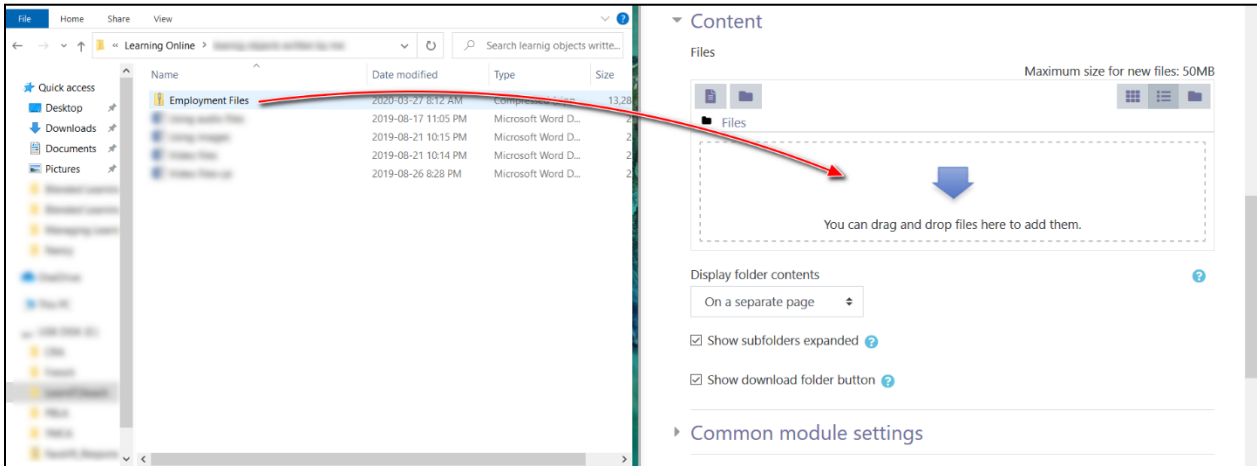
The **icon** for the compressed file changes in appearance.
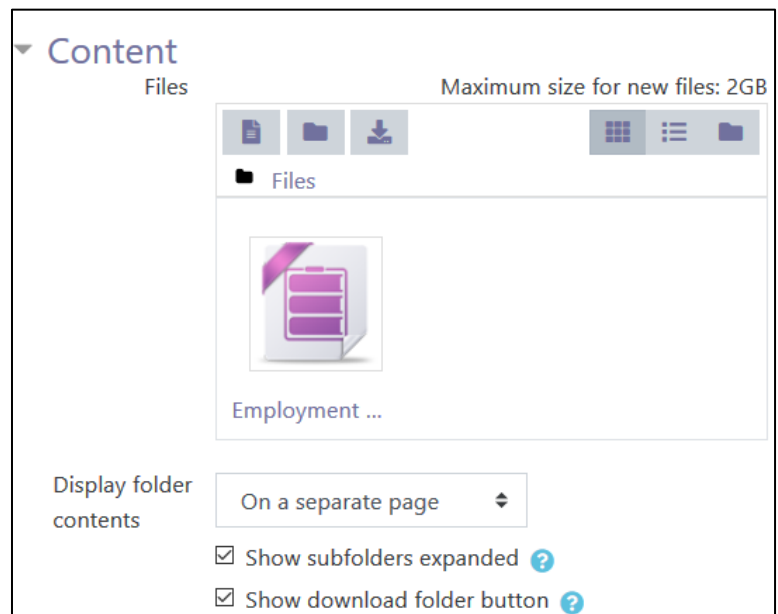
2. Click on this **icon**.

    The **Edit** window appears, showing options to edit the selected file.

Edit Employment Files.zip ✕

Download	Delete	Unzip

Name   [Employment Files.zip]

Author   [Beverly Davis]

Choose license   [All rights reserved ▲▼]

Path   [/ ▲▼]

[Update] [Cancel]

Last modified   27 March 2020, 8:24 AM
Created   27 March 2020, 8:24 AM
Size   13MB

3. Click the **Unzip** button.

Download	Delete	Unzip

The file unzips (decompresses) and the files appear as a **new folder** that is unzipped.

▼ Content

Files   Maximum size for new files: 2GB

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📁 Files

Employment ...   Employment ...
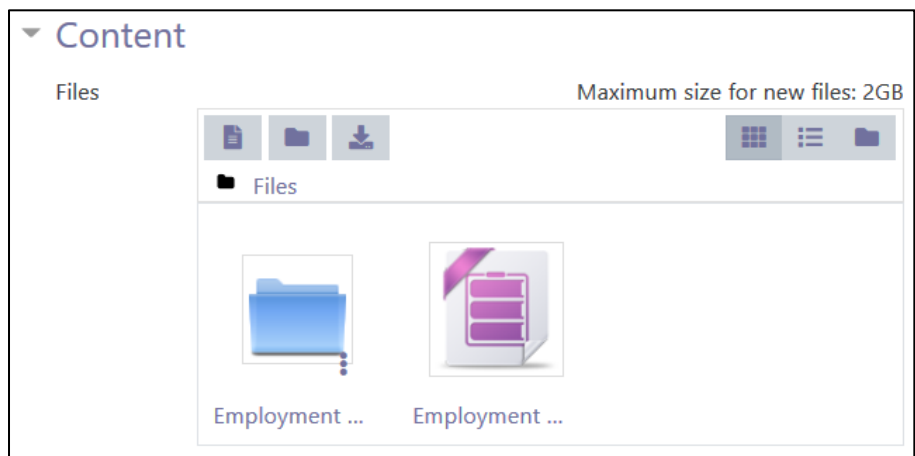
4. Click **Save and return to course** to see add the file.

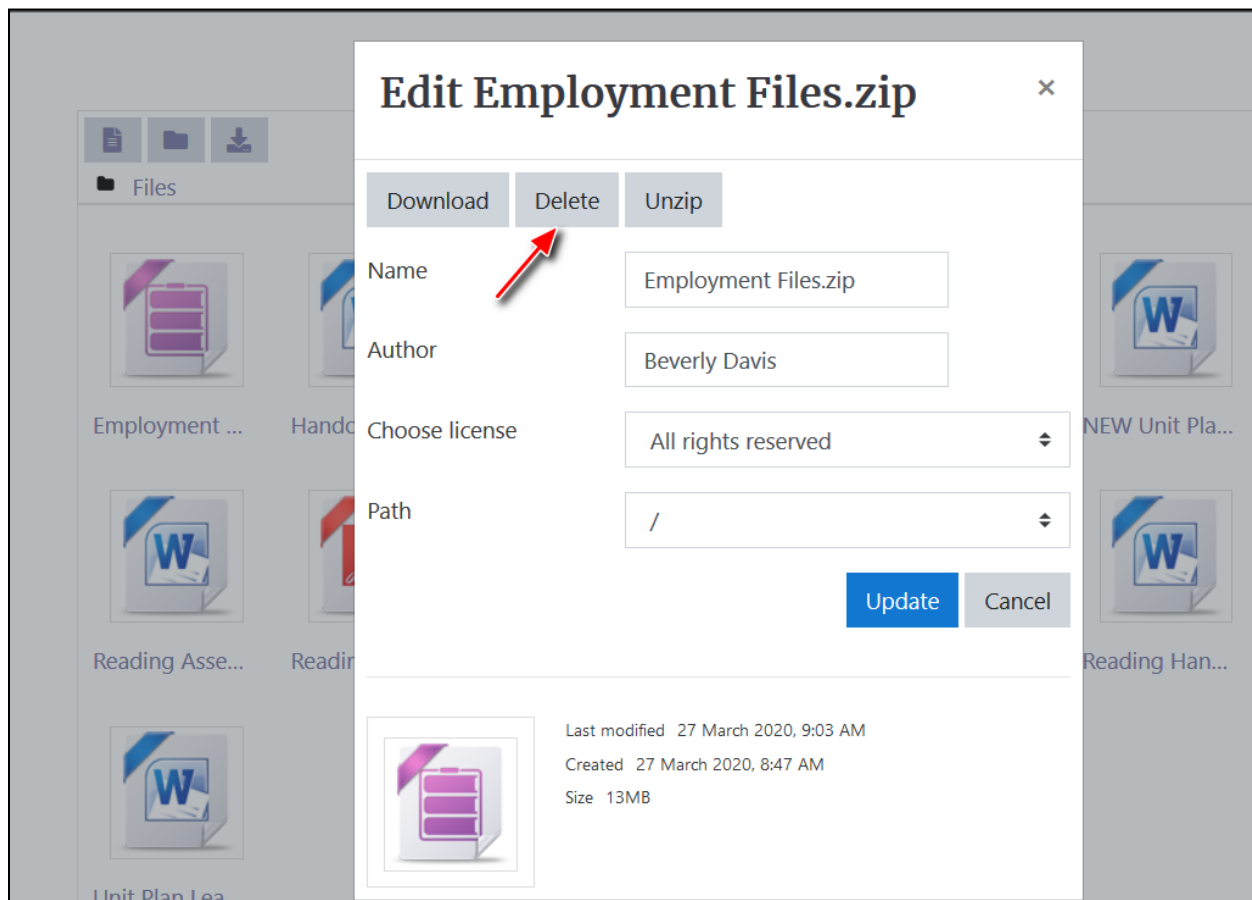[Save and return to course] [Save and display] [Cancel]

Delete the .ZIP (or any other) file

1. **Turn editing on** in your course, navigate to the **Folder** and click on **Edit settings** in the **Edit** drop-down menu.
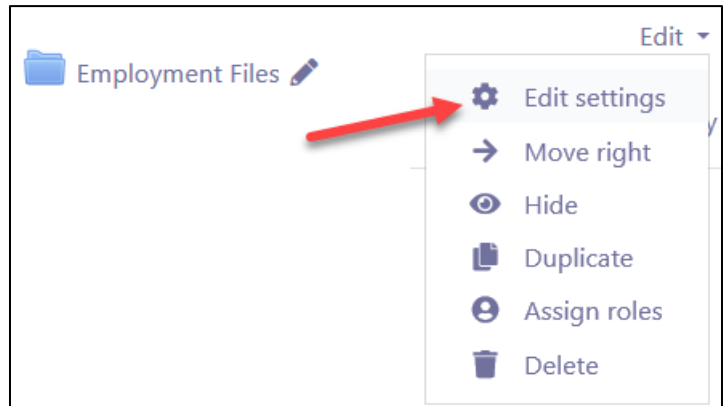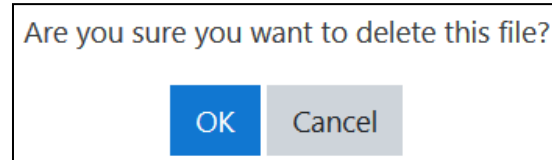

2. Click the **.ZIP** file or any other file you want to delete. A window appears with options to edit the selected file.
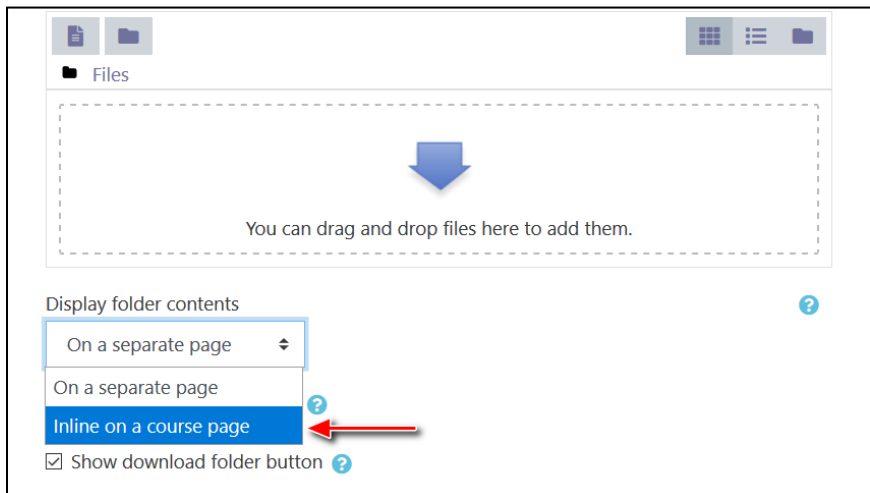
3. Click the **Delete** button.

4. Click **OK** to confirm deletion of the file.

The **file** is removed from the folder.

Change the settings below the drag and drop area to choose how the **Folder** and its contents will be displayed on the course home page.

5. Select **Inline on a course page** in the drop-down menu, next to **Display folder contents**.

6. Click the **Save and return to the course** button.

The **folder** is displayed on the course page. The contents can be displayed and hidden by clicking on the activity and the triangle next to the directory link.

Video Resource

File picker

https://youtu.be/L_233jlINTQ

Resources

Moodle Documents: Folder_resource
<https://docs.moodle.org/39/en/Folder_resource>

Moodle Documents: Folder_resource_settings
<https://docs.moodle.org/39/en/Folder_resource_settings>

Moodle Documents: Folder_resource_FAQ
<https://docs.moodle.org/39/en/Folder_resource_FAQ>