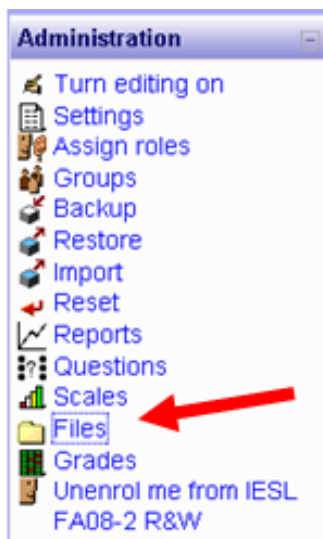


## How to create a folder and display it on the main page

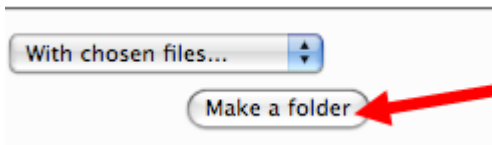
1. In the **Administration Panel** on the left-hand side, click on **Files**.
2. Click on **make folder**.
3. Enter a name for your new folder. This name will be visible to students.
4. Click on **Create** to save.
5. To add documents to folder: Click on **Upload file** and follow the steps. (For more information on uploading files, see the “Five Easy Steps” Moodle page)
6. Once you have uploaded all the files, select the files you want to add to your folder by clicking on the square buttons.
7. Then, select **Move to another folder** from the **With chosen files** drop-down menu.
8. After you have selected the files that you want to move, select and click on the destination folder.
9. A window opens that shows the parent folder. Click the **Move files to here** button.
10. Decide where you want to put your folder on the main page.
11. If yes, return to the main page, choose **Add a resource** and then **Display a directory**.
12. Type a name for your folder, and choose the folder you’d like to display from the drop-down menu.
13. Click on **Save changes** and you’re done.

### Step-by-Step

In the **Administration Panel** on the left-hand side, click on **Files**.



Click on **make folder**.

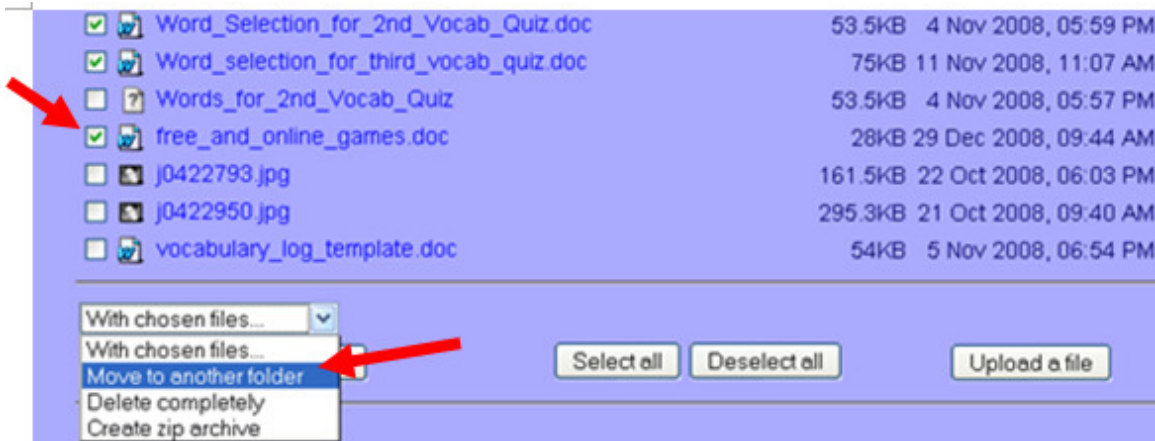


Enter a name for your new folder. This name will be visible to students.

Click on **Create** to save.

To add documents to folder: Click on **Upload file** and follow the steps. (For more information on uploading files, see the “Five Easy Steps” Moodle page)

Once you have uploaded all the files, select the files you want to add to your folder by clicking on the square buttons. Then, select **Move to another folder** from the **With chosen files** drop-down menu.



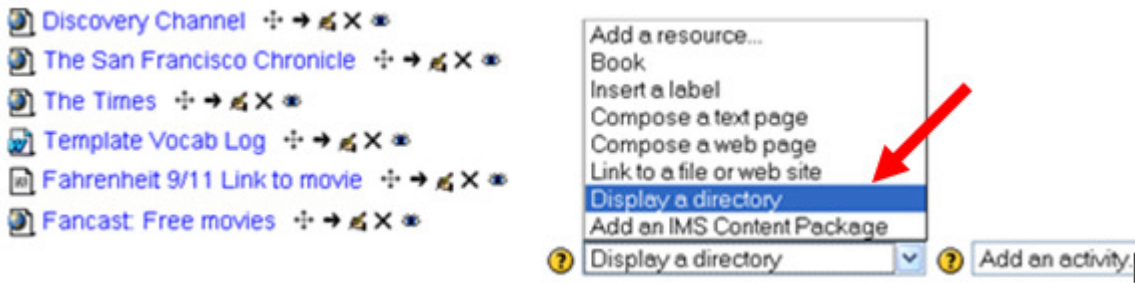
After you have selected the files that you want to move, select and click on the destination folder.



Click the **Move files to here** button.



Decide where you want to put your folder on the main page. If yes, return to the main page, choose **Add a resource** and then **Display a directory**.



Type a name for your folder, and choose the folder you'd like to display from the drop-down menu. Click on **Save changes** and you're done.

