How to Add a Folder to Moodle

1. Open the **folder** on your computer where the documents you are uploading to Moodle are located.
2. Select/highlight the **files/Documents** you are going to Zip up (click the top file – press your shift key on your keyboard – click on the last file in the list).   Your highlighted files should look like the ones in the picture. **NOTE**: Don't zip the folder – you need to zip the documents or will end up with nested folders that you don't want.
3. Right-click on the files
4. Move your mouse pointer to **Send to a**nd then click on **Compressed (zipped) folder**
5. Rename the folder to the name you want it to have in Moodle OR you can rename it in Moodle.
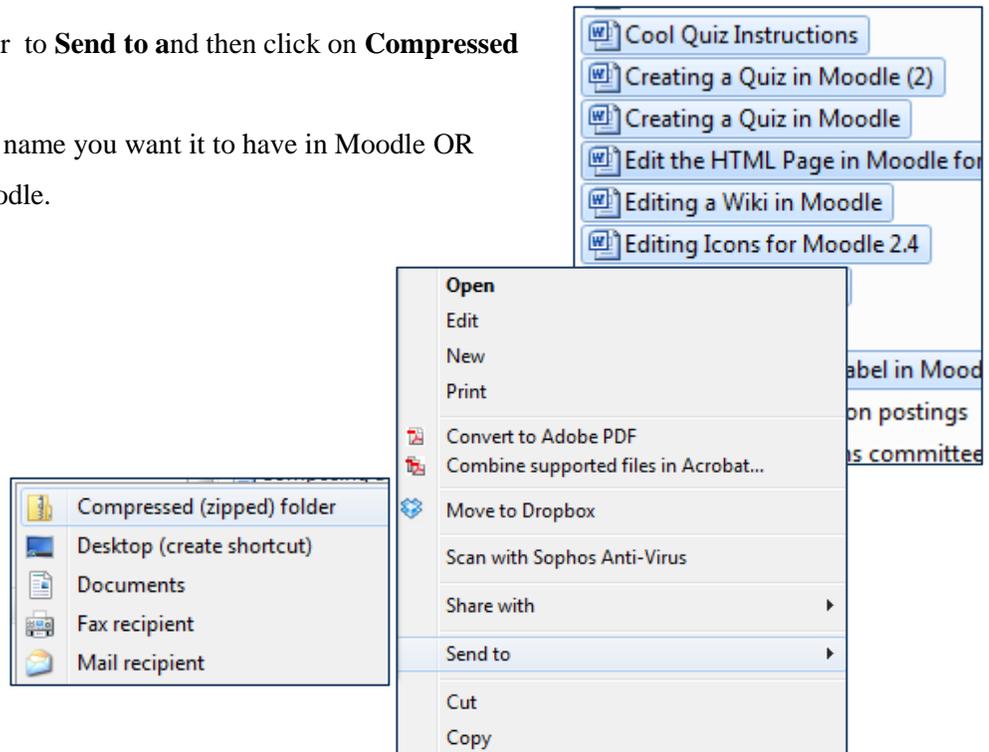
1. Log into Moodle and your course
2. Turn on editing
3. Position the folder containing your zip file in front of and to the side of the Moodle window
4. Click on and drag the zip over to the Moodle window
5. When you are over the Moodle page – drop the file
6. Click the Upload button on the "What do you want to do" dialog box.