## 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 <u>files/Documents</u> 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 and 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.

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- 1. Log into Moodle and your course
- Turn on editing 2.
- 3. Position the folder containing your zip file in front of and to the side of the Moodle window

Desktop (create shortcut)

Documents

Fax recipient

Mail recipient

- 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.



Cut Copy