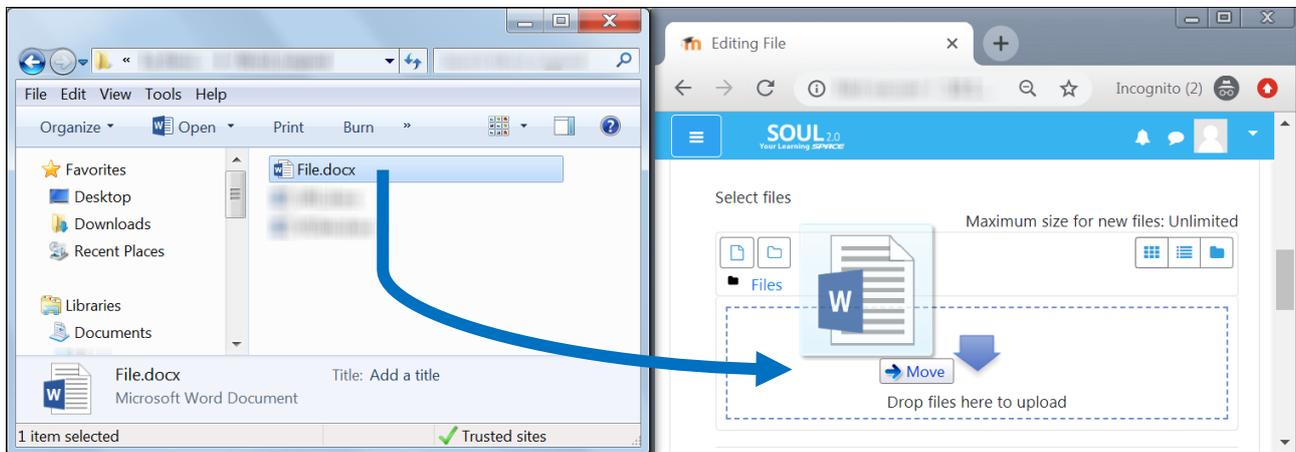


## Folder

Folder resource allows you to show a number of files in a folder.

### Create a Folder resource

- 1) In course main page, press **[Turn editing on]** at top right corner
- 2) Press **[ + Add an activity or resource ]** under a course section
- 3) Press the **“Folder”** box
- 4) Enter the Folder name
- 5) Open your computer’s File Explorer that has the file(s) you want to add in the Folder resource
- 6) Select, drag and drop the file(s) from File Explorer to **Files** field



- 7) Select the appropriate display options:
  - **Display folder contents** - whether to show Folder files in course main page or a new page
  - **Show subfolders expanded** - whether to show subfolders expanded or collapsed
  - **Show download folder button** - If checked, all Folder files can be downloaded as a zipped file after pressing **[Download folder]**
- 8) If necessary, modify its Common module, Restrict access and Activity completion settings
- 9) Press **[Save and return to course]**

#### **Note:**

After step 1), you can also select, drag and drop a zipped file from File Explorer to the end of a section in course main page, then select “Unzip files and create folder” option to unzip the zipped file and create a Folder resource that contains the files inside the zipped file.