Folder

Adding a folder containing files to Moodle

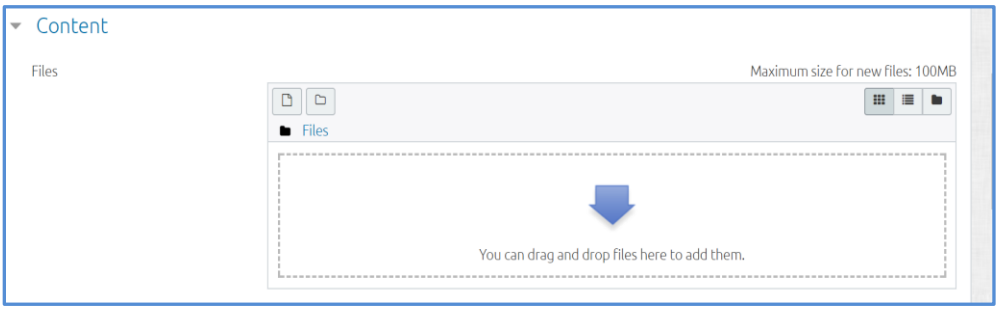
Use

The label module allows text and multimedia to be inserted into the course page in between links to other resources and activities.

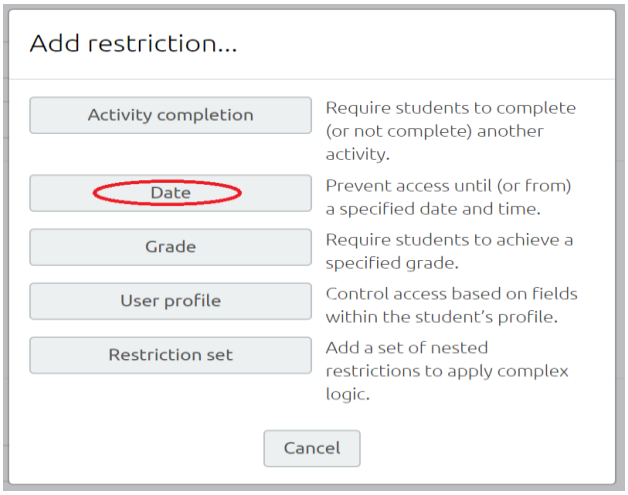
Set up

Adding a folder and populating it

1. Go to front page of your course**,** click the **Gear icon** at top right of the screen, scroll down and **Turn editing on.**
2. Go to the topic that you want to add the resource to and click the **Add an activity or resource** link located at the right hand side.
3. Double click **Folder** from the 'Add an activity or resource' pop up list.
4. Add or drag and drop text, images, links or multimedia to the **Label text** input box.
5. In Description field enter a short description. The description can be displayed on the course page by ticking the **Display description on course page** box underneath the input box.
6. Drag and drop files that you want to include into the **Files** box in the content section.



7. It is possible to restrict access to this resource by inserting a date range. To do this click on **Restrict access, add restriction** and **date.**
8. Click **Save and return to course** at the foot of the page



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