Course Resources – 3.2 - Adding a Resource Folder to Your Course

Why Do This

Using folders on your home page allows you to organize your course file resources, reducing visual clutter and the amount of scrolling you and your students will have to do. You can make a folder available to specified groups, which can be very useful for team projects. A folder is also a great way to share supplemental materials, references or graphics without distracting students from required readings or assignments.

Folders are created and then populated with files uploaded from your computer, or available in the Recent Files tab of file picker.

1. Log onto Cougar Courses and go to the main page of your course.
2. Click **Turn editing on**.

3. Choose the section you want to place a folder and select **Add an activity or resource.**

4. In the activity and resource picker, scroll down to select **Folder**. Click on the **Add** button.

5. Enter a descriptive for the folder. This is a required field. You may also type a description.
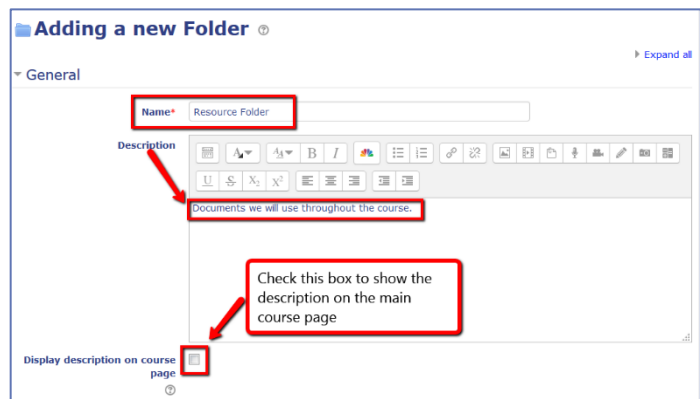

6. In the **Content** section, select the **Add** icon. The icon looks like a sheet of paper with a plus sign on it.

Note: Clicking **Create folder** will create a *subfolder* for the folder you created in step 3.
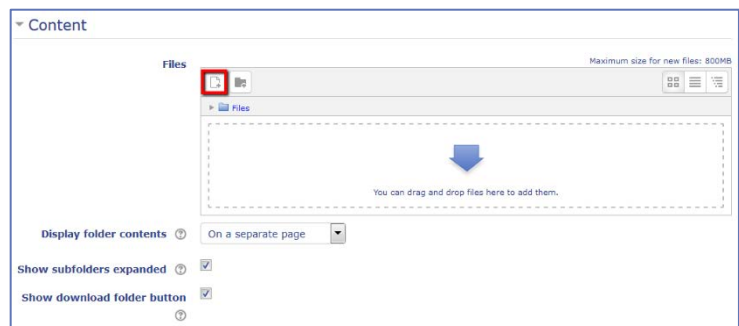
7. When the File picker opens:
    a. Select **Upload a file.**
    b. Click button and locate file on your computer.
    c. Click **Upload this file.**

Note: if you have recently uploaded the file into a course select **Recent files** instead of Upload a file.
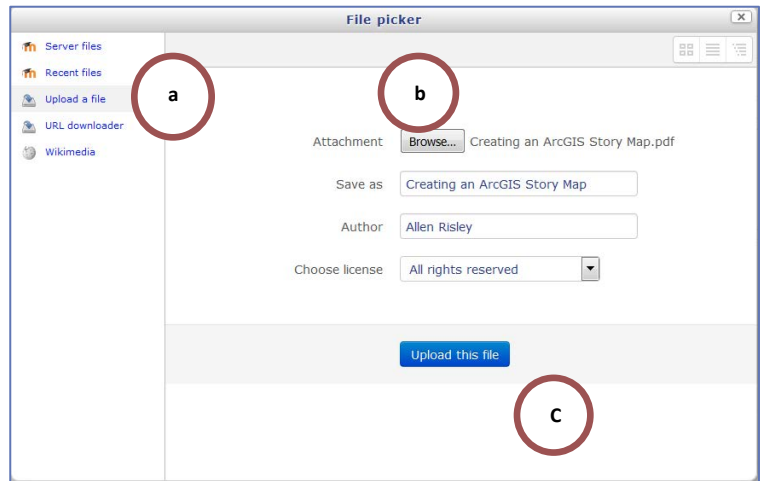
8. **Repeat** steps 6 and 7 to add additional files to the folder.
9. Click either **Save and return to course** or **Save and display.**

To edit, rename or delete files within a folder

1. On your course page, click the **edit icon** to the right of the folder name.
2. Scroll to the **Content** area, which displays a list of the files in the folder.
3. **Right click the document** icon to the right of the file name.
   - Select <u>Download</u> - to edit the file. You will need to add the file again after editing and saving it to your computer.
   - Select <u>Delete</u> – to remove file from the folder.
   - Edit the text in the <u>Name</u> field to rename the file.
   - Click on <u>Update</u> once you are done making changes.