

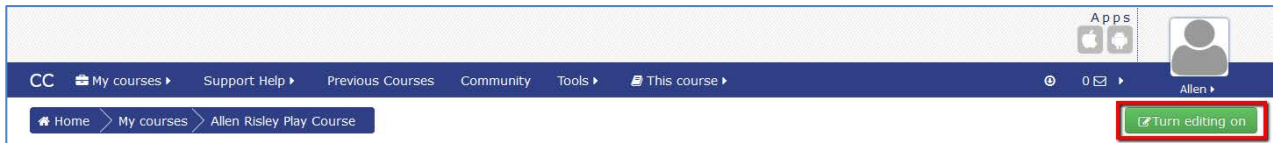


Course Resources – 3.2 - Dragging Zipped Folders to Your Course

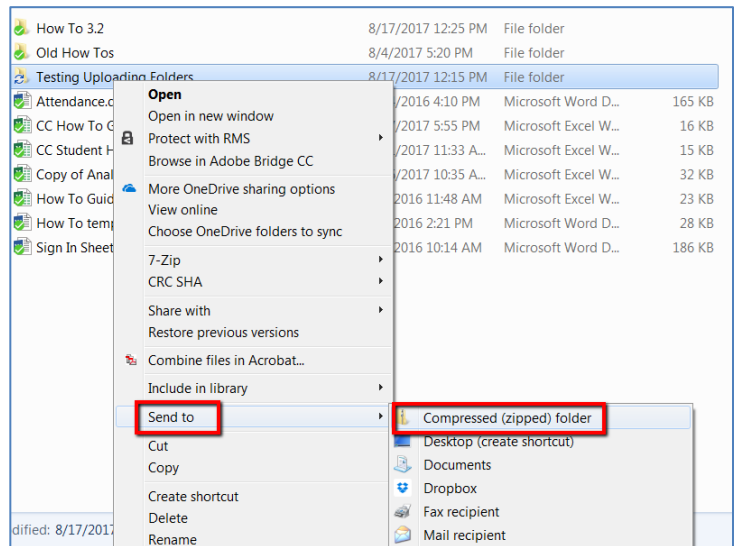
Why Do This

If you have folder of multiple documents and you would like to place that folder in your course, you can drag and drop this resource in after zipping the folder. The folder must be zipped in order to drag and drop it in. Once the folder is in your course, it will not be zipped anymore. It will be a folder of resources for you and your students to access. This is a great option for supplementary, non-required resources.

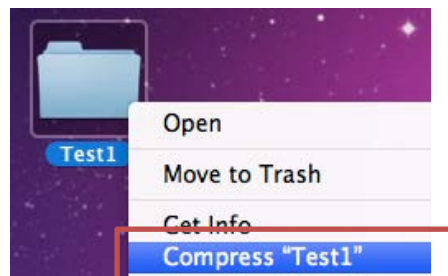
1. Log onto Cougar Courses and go to the main page of your course.
2. Click **Turn editing on**.



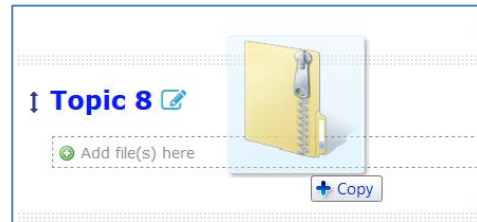
3. Create a .zip of the folders/files you will need in your course. This can usually be done by right-clicking a folder (or file) and clicking **Send-to -> Compressed (zipped) folder**.



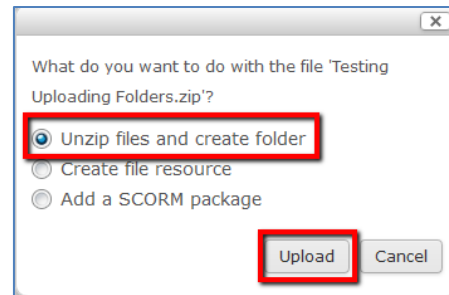
4. On a Mac, simply right-click any folder and click "Compress (folder name)".



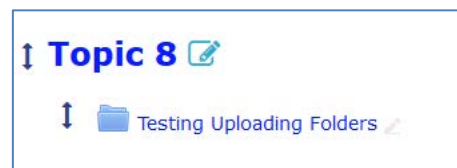
5. With editing turned on, you can drag any .zip folder directly to your course. Left-click and hold down mouse on the .zip file on your computer. Then, drag the .zip file to the indicated area in any topic in your course and let go.



6. Once you let go, a window will pop-up asking you how you want to use the .zip. Make sure “Unzip files and create folder” is selected, then click “Upload”.



7. The folder will then be created in the topic you chose.



8. Inside the folder, you’ll note that sub-folders inside are automatically opened and will show all documents.

