Working with Multiple Files & Folders

You can upload files to Moodle one at a time as needed. However, if you have a large number of files, you can upload them all at once. Procedures are explained below, along with important things to consider before uploading files to Moodle.

Naming Files

For best results, we recommend using only letters and numbers in filenames. Also be sure the correct file extension appears in the file name (such as .doc for a Word file, .ppt for a PowerPoint, etc.) so that students will be able to open the file. On a Mac, check the "Append file extension" box (if available) in the "Save As" screen to ensure that the correct extension is attached to the file name.

Working with Large Files

Moodle has a file upload limit of 50 MB for any file type. However, please do not post individual files that are larger than a few megabytes, as your students may have difficulty viewing them—some students still have dial-up connections! Posting extremely large files in your course may also make it difficult to copy your course from one term to the next, slow down the system for all Moodle users, and lead to expensive storage charges from our hosting service.

If you have large media files, consider the following options (for help with any of these solutions or with working with multimedia files, contact the Center for Instructional Support):

- For PowerPoint files without audio, convert to PDF by using the "Save as..." feature.
- For PowerPoint files with voice narration, upload to a web server using Camtasia or Screencast-o-matic.
- Upload video files (.WMV, .AVI .MOV, etc.) to YouTube, Vimeo, or Dropbox.com.
- Post large files to the **CourseFiles** folder dedicated to the CRN on your "X" drive. Similarly, your students can upload large files to the course **DropBox** on the "X" drive. (For more information, see the related article in the Knowledgebase.)

Creating a Zip File

If you need to upload a large number of files to Moodle, you can save time and effort by compressing the files into a zip archive and uploading the resulting .zip file. Once the zip archive is uploaded to Moodle, it is very easy to unzip all the original files. Note the following:

- If you need to upload very large files, we recommend that you upload them to Moodle one at a time rather than zipping them together. Otherwise, the zip file will take a very long time to upload. Of course, you can always upload and go for a cup of coffee! ☺ Also, don't forget the 50 MB upload limit. You may need to create two or three zipped folders in order to upload all of the files you wish to share with students.
- If you have a large number of files, you can organize them into sub-folders before zipping. Moodle will maintain the folder structure when you upload and unzip the archive file. Again, check the size of the folder to make sure it is less than 50 MB in size.

To Compress Files on a PC:

1. Open **Windows Explorer** and review the file names in the folder(s) you intend to compress. Rename files to delete any # signs or other symbols in the file names, if necessary.
2. If the folder contains only the files you wish to upload, go to step 3. To pull files together from diverse folders, create a new folder (and sub-folders if applicable) to hold the desired files, and copy or move all of the desired files into the folder(s).

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3. Right-click on the folder name and select **Send to...**, then choose **Compressed (zipped) folder**. (If the folder contains sub-folders, right click on the parent folder.)

   The zip archive will appear in the list of files where the original folder is located. It will have the same name as the folder, but it will be displayed with a zipper icon. If you have file extensions showing, the file name will include a ".zip" extension. Check the size of the zipped file to make sure it is less than 50 MB by right-clicking on the file name and selecting "Properties."

To Compress Files on a Mac:

1. Select **Finder** and review the file names in the folder(s) you intend to compress. Rename files to delete any # signs or other symbols in the file names, if necessary. If the file extension (.doc, .ppt, etc.) is missing, add the correct file extension to ensure your students will be able to open the file. Check the "Append file extension" box in the "Save As" screen (if available) to ensure that the correct extension is attached to the file name.
2. If the folder contains only the files you wish to upload, go to step 3. To pull files together from diverse folders, create a folder (and sub-folders if applicable) to hold the desired files, and copy or move all of the desired files into the folder(s).
3. [Ctrl]+[click] or right click on the parent folder and choose **Compress**.

   The zip archive will appear in the list of files where the original folder is located. It will have the same name as the folder, but will be displayed with a ".zip" extension and a zipper icon. Check the size of the zipped file to make sure it is less than 50 MB by right-clicking on the file name or using [Ctrl]+[click] and selecting "Get Info."

Uploading Multiple Files to Moodle

Now that you have bundled your files into a compressed folder, it's time to upload them into your Moodle site. By creating a folder, you can either share all of the files immediately with your students or have them easily available to you to link to individually as needed throughout the term. As with loading a regular file, there are two methods for uploading your zip file: using drag-and-drop or creating a Folder resource.

Drag and Drop Method

1. Reduce the page displaying Moodle to about half of its normal width.
2. Locate the .zip file you wish to upload.
3. Select the file with your mouse and drag it over to the desired section.
4. Release it where you see the **Add file(s) here** area (Figure 1).
5. When you release the file, the dialogue box shown here as Figure 2 offers the choice of unzipping the files and creating a folder or leaving the file in its zipped form for students to download. Leave the "Unzip" option selected and click on **Upload**.
6. After a few moments, the new folder will appear on your course page (Figure 3).
7. Click on the Show/Hide eyeball to hide the folder if you are not ready to share all of the folder's contents with your students.

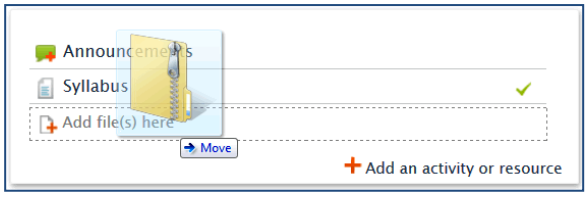

Figure 1: Drag and Drop .Zip File

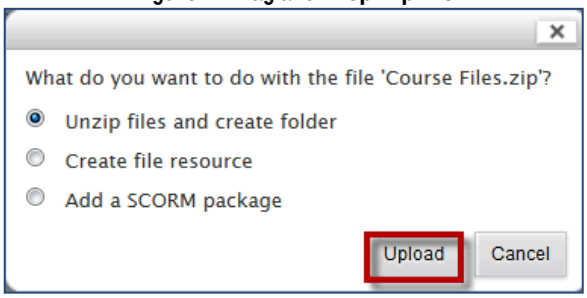

Figure 2: Upload Option Menu

Figure 3: Uploaded Folder

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Create a Folder Method

1. With editing turned on in your site, click on the **Add an activity or resource link** and scroll down to **Folder**.
2. Select **Folder** and click on **Add** (Figure 4).
3. Enter a name for the folder that will appear on the course home page ("Course Files" is a logical choice if you don't plan to share the files with students immediately), and add a brief description.
4. In the file selection area, **drag and drop** your zip file in the box provided or click on **Add** to open the **File picker**, then use the **Upload a file** interface to locate and attach your zip file.
5. When your zip file appears in the file selection box, click on the file icon and click on **Unzip**.
6. When your files have been extracted, you'll see two icons in the file selection box, one for the unzipped folder full of files and one for the original zip file. Click on the zip file again and then click on **Delete** to clear it out of your way. Confirm the deletion.
7. For files intended to be shared over time, open the **Common section settings** options and set the visibility option to **Hide** (you will be able to see this folder, but your students will not). If you wish to share **all** files with students immediately, leave the folder visibility option set to **Show** and set the remaining options as you wish.

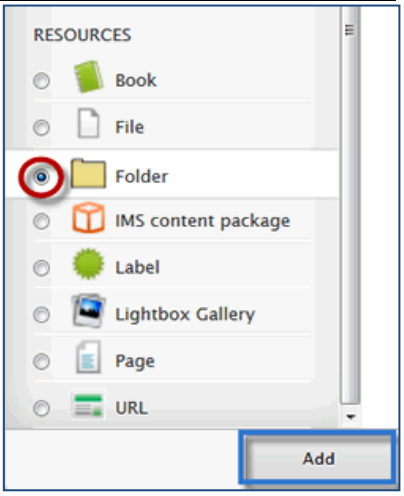

Figure 4: Add Folder

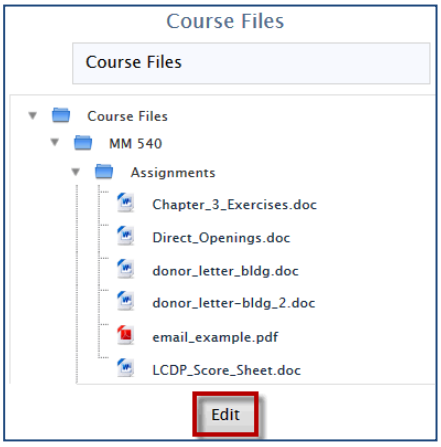

Figure 5: Edit Files in Folder

Adding Files to a Folder

After you've created a folder filled with course files, you can add files to it or replace existing files with new versions. To do so:

1. Click on the folder name on your course home page to view the contents (Figure 5).
2. Click on **Edit**.
3. Click on the **folder** to open it (Figure 6).
4. Drag and drop each file that you want to add to the folder into the file selection box or use the **Add** link in the upper left corner to upload a file. As shown in Figure 7, you can see the **name of the folder** that you are uploading to in the Files breadcrumb trail in the border above the selection box.
5. After uploading the new files, **be sure** to click on **Save changes** to add the files to the folder.

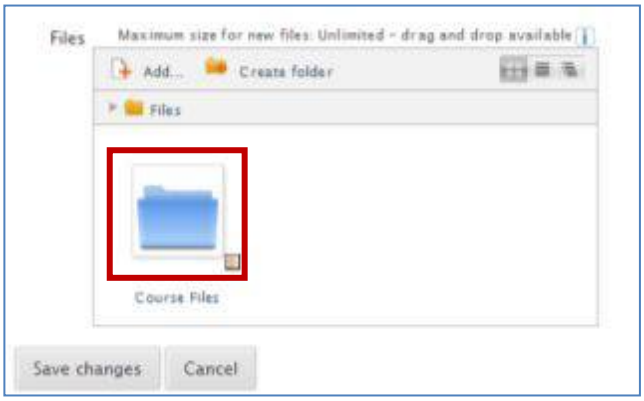

Figure 6: Open Folder to Add/Replace Files

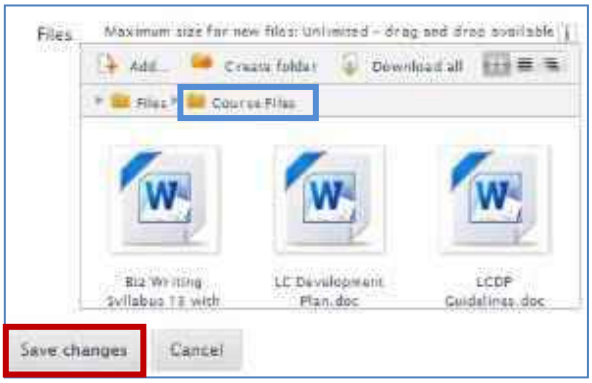

Figure 7: Add/Replace Files

Replacing Files in a Folder

To replace an existing file in a folder:

1. Update the file on your computer and save it with the same name as the file you wish to replace.

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2. Follow steps 1-4 above for adding new files.
3. Moodle will recognize that you are uploading a file with the same name as an existing file. In the **File exists** dialogue box (Figure 8), choose **Overwrite** to replace the existing file with the updated version.

Figure 8: Overwrite Existing File

Important Note: As long as you have created "shortcuts" to this file in your **File** links (as described in the following section), your revised version will be available to students. If you chose to "make a copy" of the original file when you linked it in your course, the old version will still be displayed. You will have to edit any copied links and re-link to the new version in order to have the latest version available to your students.

Linking to Batch Uploaded Files

Once a file is uploaded, you can create links to it from a section in your course as many times as you wish.

Post a Previously Uploaded File to the Course Home Page

1. With editing turned on, click on the **Add an activity or resource link** and choose **File**. Click on **Add**.
2. Enter a display name for the file and a description if you wish.
3. In the file selection box, click on **Add** in the top left corner to display the **File picker** screen.
4. In the left column, click on **Server files** to display the files posted in the course site (Figure 9). **Note**: Content is sorted by section name in sequence, from the top to the bottom of the course.
5. Click on the **folder** that has your course files in it, then click on subsequent folder links until you reach the file you wish to post.
6. Select the file you wish to post by clicking on it.
7. In the file options window (Figure 10), select **Create an alias/shortcut to the file**. (Creating a shortcut helps minimize the size of your site and ensures that the link will work if you replace the file in the folder with an updated version.) Insert a new display name in the **Save as** field, if desired, then click on **Select this file**.
8. Set other options as desired, then **Save and return to course**.

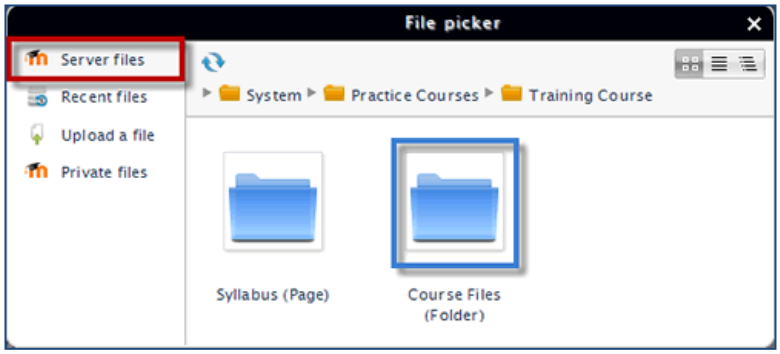

Figure 9: Server Files Area in File Picker

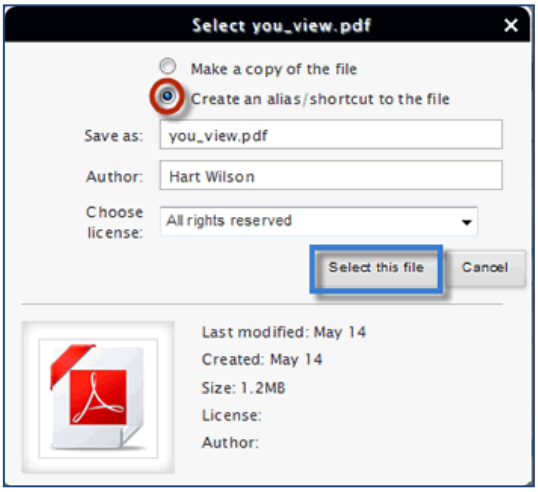

Figure 10: File Options

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Link to a Previously Uploaded File from a Text Box

1. Add an item, enter a name for it, then enter text in the text box to which you will create your link. (See this article on embedding links for details, if needed.)
2. Select the text where you wish to embed the file. Bold it (and underline, if you wish), then click on the link icon in the toolbar. (Bolding the link will make it more visible to your students.)
3. In the **Insert/edit link** page that pops up, click on the **Browse** link adjacent to the "Link URL" field to bring up the **File picker** screen
4. In the left column of the **File picker**, click on **Server files** to display the files posted in the course site (Figure 9 above).
5. Click on the folder that has your course files in it, then click on subsequent folder links until you reach the file you wish to post.
6. Select the file you wish to post by clicking on it.
7. When the name of the desired file is displayed in the link field, click on **Insert** and continue completing the information in the text box as needed.

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