



# How to Add a Folder and Add Files To The Folder

GCC

Glendale Community College

# Online Learning Resources

powered by moodle

Connie Lantz

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out

**MAIN MENU**

- Site news

**NAVIGATION**

- Home
  - Dashboard
  - Site pages
  - My courses

**ADMINISTRATION**

- Front page settings
  - Turn editing on
  - Edit settings
- Users
- Filters
- Reports
- Backup
- Restore
- Question bank

**My courses**

- San FACC Moodle**
  - Instructor: Yeranui Barsegyan
  - Instructor: Meg Chil-Gevorkyan
  - Instructor: Connie Lantz
  - Instructor: Demo Teacher
- Classified Staff Moodle Training**
  - Instructor: Armenuhi Andzhu
  - Instructor: Sevada Avakian
  - Instructor: TATYANA BARTHOLOMEW
  - Instructor: Nune Coe
  - Instructor: Dawn Corner
  - Instructor: Connie Lantz
  - Instructor: Dominique Margolis
  - Instructor: Manny Markarian
  - Instructor: Richard McColl
  - Instructor: Margaret Nadir
  - Instructor: Mikhail Nouh
  - Instructor: Diana Rivera
  - Instructor: Rebecca Robins

**All Moodle**

<http://gcc.eche>

**Students:**

Use the GCC Student ID number as the USERNAME.

Use the six-digit date of birth (mmdyy) as the password

CREATE a NEW password as directed by the screen.

Summer 2016 courses can still be accessed here...

<http://moodle-8.glendale.edu>

**Instructors:**

Use your email username and password to login.

The old Moodle server is accessible here:

<http://moodle-8.glendale.edu>

Log in to Moodle. Click on the dropdown under your name in the upper right hand corner of your Dashboard page. Click on "Profile".



## Connie Lantz

[Home](#) ▶ [Dashboard](#) ▶ [Profile](#)

### NAVIGATION

- [Home](#)
- [Dashboard](#)
- ▶ [Site pages](#)
- ▶ [My courses](#)

### ADMINISTRATION

- ▶ [Site administration](#)

### User details

[Edit profile](#)

**Email address**  
[clantz@glendale.edu](mailto:clantz@glendale.edu)

### Course details

#### Course profiles

- [San FACC Moodle](#)
- [Classified Staff Moodle Training](#)
- [CS/S 101 Fall 2016 Moodle Resource Page](#)
- Test Course - Ody Milton
- M3 Session 3: Aligning Course SLOs and Exit Standards to an Online Environment (1 hour FLEX)
- M4 Session 4: Accessibility and DE (2 HOURS FLEX)
- E1 Regular and Effective Contact 2.0 @ GCC (1 hour FLEX)
- E2 Lesson Planning in Distance Education (1 Hour FLEX)
- E3 Learning Adventure: Closed Captioning (2hrs FLEX)
- E4 Online Teaching Techniques Showcase (2hrs FLEX)
- E5 Online Learning Activities (2 Hours Flex)
- E6 Online Teaching Activity Index (2 Hours FLEX)
- M1 Instructional Design for Course Type - Hybrid / Online Models (1 hour)
- M2 Regular & Effective Contact via Moodle (1 hour)
- M5 Use of Student Support & Resources (1 hour FLEX)
- M6 GCC DE Orientation via Moodle (1 hour FLEX)
- Test Course - clantz
- demo Moodle empty
- Test Course - David Glover

### Miscellaneous

- [Blog entries](#)
- [Notes](#)
- [Forum posts](#)
- [Forum discussions](#)

### Reports

- [Today's logs](#)
- [All logs](#)
- [Outline report](#)
- [Complete report](#)
- [Browser sessions](#)
- [Grade](#)

### Login activity

#### First access to site

Wednesday, 2 March 2016, 3:50 PM (180 days 15 hours)

#### Last access to site


Tuesday, 30 August 2016, 8:28 AM (1 sec)


#### Last IP address

[10.47.113.1](#)





In your profile page, click on “Customize this page”.

GCC Connie Lantz 

 **Connie Lantz**

[Home](#) > [Dashboard](#) > [Profile](#)

[Reset page to default](#) [Stop customising this page](#)

**NAVIGATION**  

Home

- Dashboard
- Site pages
- My courses

**User details** [Edit profile](#)

Email address  
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**Reports**



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**Login activity**

**First access to site**  
Wednesday, 2 March 2016, 3:50 PM (180 days 15 hours)

**Last access to site**  
Tuesday, 30 August 2016, 8:28 AM (28 secs)


**Last IP address**  
[10.47.113.1](#)

**ADMINISTRATION**  

Site administration

**ADD A BLOCK**

Add... 

The "Add a block" option will come up on the left hand side of the page.



## Connie Lantz

- Add...
- Activities
- Admin bookmarks
- Blog menu
- Blog tags
- Calendar
- Comments
- Community finder
- Course completion status
- Course/site summary
- Courses
- HTML
- Latest news
- Logged in user
- Mentees
- Messages
- Online users
- People
- Private files
- Random glossary
- Recent activity
- Recent blog entries
- Remote RSS feeds
- Self completion
- Add...



### User details

[Edit profile](#)

**Email address**  
clantz@glendale.edu

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M6 GCC DE Orientation via Moodle (1 hour FLEX)  
Test Course - clantz  
demo Moodle empty  
Test Course - David Glover  
Demo Course 123

[View more](#)[Reset page to default](#)[Stop customising this page](#)

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Tuesday, 30 August 2016, 8:28 AM (28 secs)

**Last IP address**  
10.47.113.1

Click on the arrow and choose "Private files".

GCC Connie Lantz 



## Connie Lantz

[Home](#) > [Dashboard](#) > [Profile](#)


**NAVIGATION**

- Home
  - Dashboard
  - Site pages
  - My courses

**ADMINISTRATION**

Site administration

**PRIVATE FILES**

 unhide course, change dates.PNG

[Manage private files...](#)

**ADD A BLOCK**

Add...

**User details** [Edit profile](#)

Email address  
[clantz@glendale.edu](mailto:clantz@glendale.edu)

**Course details**

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**Login activity**

**First access to site**  
Wednesday, 2 March 2016, 3:50 PM (180 days 15 hours)

**Last access to site**  
Tuesday, 30 August 2016, 8:34 AM (now)

**Last IP address**  
[10.47.113.1](#)

This adds the "Private files" block to your dashboard. Click on "Manage private files".

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**Connie Lantz**

Home > Dashboard > Private files

**NAVIGATION**

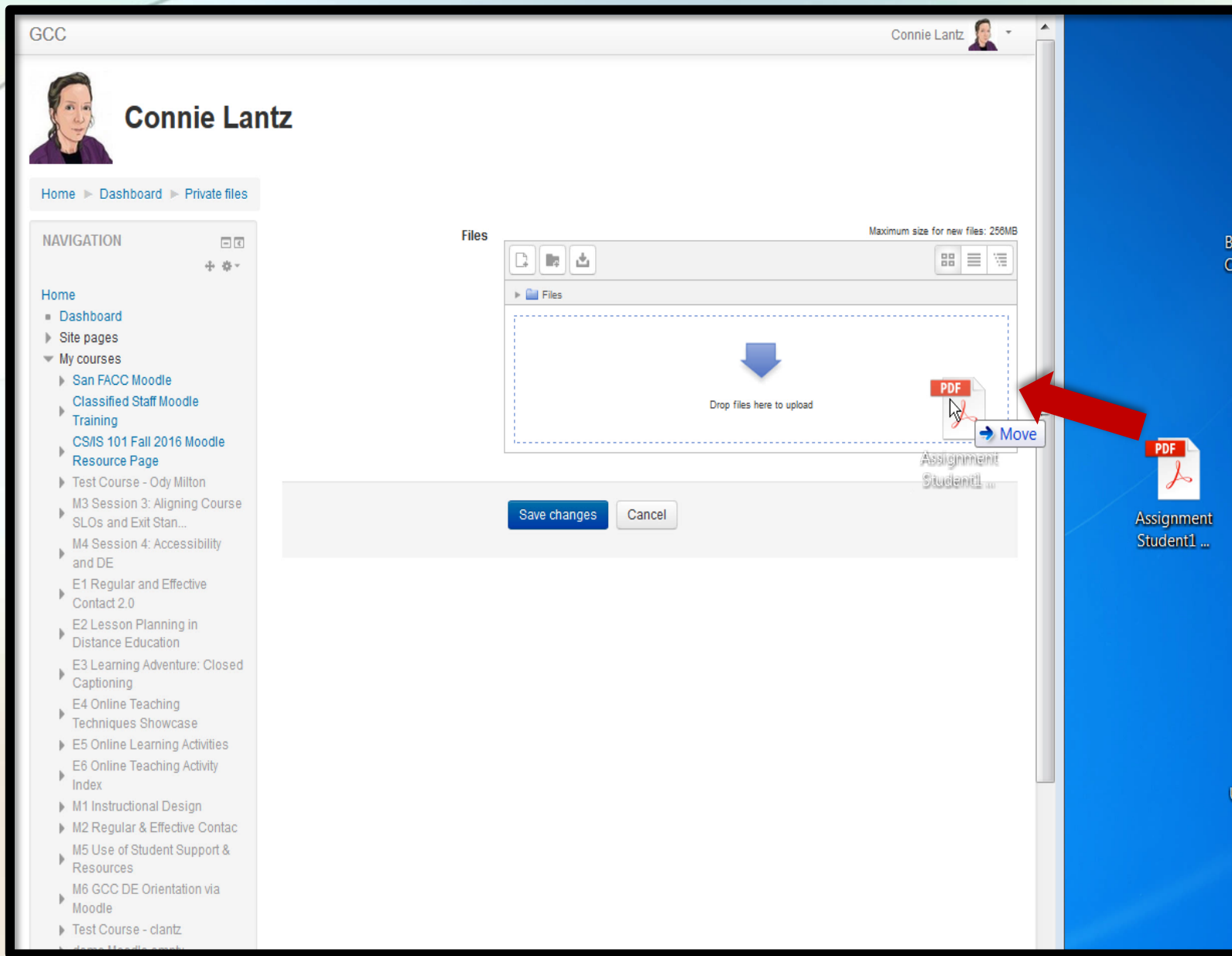
- Home
  - Dashboard
  - Site pages
  - My courses
    - San FACC Moodle
    - Classified Staff Moodle
    - Training
    - CS/IS 101 Fall 2016 Moodle
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    - E3 Learning Adventure: Closed Captioning
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    - E5 Online Learning Activities
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    - M1 Instructional Design
    - M2 Regular & Effective Contac
    - M5 Use of Student Support & Resources
    - M6 GCC DE Orientation via Moodle
    - Test Course - clantz

**Files** Maximum size for new files: 256MB

Drop files here to upload

Assignment Student1 ...

Save changes Cancel

The screenshot shows the Moodle user interface for Connie Lantz. On the left is a navigation menu with a tree view of courses and pages. The main area is titled 'Files' and contains a large dashed box with a blue arrow pointing down, labeled 'Drop files here to upload'. A file icon labeled 'Assignment Student1 ...' is being dragged from a blue sidebar on the right into the main area. A red arrow points from the file in the sidebar to the file in the main area. Below the main area are 'Save changes' and 'Cancel' buttons.

You can drag and drop your files into this repository.

GCC Connie Lantz

**Connie Lantz**

Home > Dashboard > Private files

**NAVIGATION**

- Home
  - Dashboard
  - Site pages
  - My courses
    - San FACC Moodle
    - Classified Staff Moodle Training
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    - M5 Use of Student Support & Resources
    - M6 GCC DE Orientation via Moodle
    - Test Course - clantz
    - demo Moodle empty

**Files** Maximum size for new files: 25MB


Files

Assignment Student1 unhide course,

**Save changes**

Click "Save changes".

GCC Connie Lantz



## Connie Lantz

Home > Dashboard > Profile



**NAVIGATION**

- Home
  - Dashboard
  - Site pages
  - My courses

**ADMINISTRATION**

Site administration

**PRIVATE FILES**

-  Assignment Student1 Demo.pdf
-  unhide course, change dates.PNG

[Manage private files...](#)

**ADD A BLOCK**

Add..

**User details** [Edit profile](#)

Email address  
clantz@glendale.edu

**Course details**

**Course profiles**

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- Demo Course 123

[View more](#)

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- [Grade](#)

**Login activity**

**First access to site**  
Wednesday, 2 March 2016, 3:50 PM (180 days 15 hours)

**Last access to site**  
Tuesday, 30 August 2016, 8:36 AM (4 secs)

**Last IP address**  
10.47.113.1

  
Assignment Student1 ...

Your "Private files" area will now show the files you add .

GCC Connie Lantz

## Test Course - clantz

Home > Miscellaneous > Test Course - clantz

Turn editing off

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
- My courses

ADMINISTRATION

- Course administration
  - Turn editing off
  - Activity chooser off
  - Edit settings
  - Users
    - Unenrol me from Test Course - clantz
  - Filters
  - Reports
  - Grades
  - Gradebook setup
  - Outcomes
  - Badges
  - Backup
  - Restore
  - Import
  - Publish
  - Reset
  - Question bank
- Switch role to...
- Site administration

SEARCH FORUMS

  
[Advanced search](#)

LATEST NEWS

Add a new topic...

test 7/13/18  
13 Jul, 15:04 Connie Lantz

WELCOME!!  
20 Apr, 15:46 Connie Lantz

Older topics ...

UPCOMING EVENTS

Demo OFFICE HOUR LIVE CHAT Friday @ Noon!  
Friday, 2 September, 1:00 PM

Go to calendar...  
New event...

RECENT ACTIVITY

Activity since Tuesday, 30 August 2016, 8:01 AM  
[Full report of recent activity...](#)  
No recent activity

News forum (Course Announcements) Edit

Demo OFFICE HOUR LIVE CHAT Friday @ Noon! Edit

Have questions? Please log in here any Friday at noon for my live chat online office hour!

Combining Moodle Courses Into One Section Edit

Moodle developer meeting Edit

The changes in the Moodle 3.0 gradebook aggregation, pertaining to Sum of Grades being replaced by Natural. Natural does not allow dropping the lowest scores whereas Simple Weighted Mean of Grades does.  
132.:40 to 135:28 discusses the change of aggregate names and functions.

+ Add an activity or resource

1 June - 7 June Edit

feedback test 7.13.16 Edit

Quiz June Edit

Quiz June Edit

Assignment Student1 Demo Edit

DEAcademyRegularEffectiveContactCourseChecklist Edit

demo 2 Edit


+ Add an activity or resource

8 June - 14 June Edit

What's Education For?  
EDUCATION FOR?

This is a great video

ADD A BLOCK

Add... 

Go into the individual course shell. Click on "Add a block" in the individual course shell.

GCC Connie Lantz

## Test Course - clantz

Home > Miscellaneous > Test Course - clantz

Turn editing off

NAVIGATION

- Home
  - Dashboard
  - Site pages
  - Current course
  - My courses

ADMINISTRATION

- Add...
- Activities
- Activity results
- Admin bookmarks
- Blog menu
- Blog tags
- Calendar
- Comments
- Community finder
- Course completion status
- Course/site summary
- Courses
- HTML
- Latest badges
- Logged in user
- Mentees
- Messages
- Online users
- People
- Private files**
- Recent glossary entry
- Recent blog entries
- Remote RSS feeds
- Section links
- Self completion
- Tags
- Add...

Search

News forum (Course Announcements)

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Combining Moodle Courses Into One Section

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132:40 to 135:28 discusses the change of aggregate names and functions.

+ Add an activity or resource

SEARCH FORUMS

Go

Advanced search

LATEST NEWS

Add a new topic...

test 7/13/16

13 Jul, 15:04 Connie Lantz

WELCOME!!

20 Apr, 15:48 Connie Lantz

Older topics ...

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No recent activity

+ 1 June - 7 June

feedback test 7.13.16

Quiz June

Quiz June

Assignment Student1 Demo

DEAcademyRegularEffectiveContactCourseChecklist

demo 2

+ Add an activity or resource

+ 8 June - 14 June

What's Education For?

EDUCATION FOR?

This is a great video

Demo Quiz 1

You can add the quiz details on the course page...

Choose "Private Files" from the drop down menu.

The screenshot shows a Moodle course page with the 'Add an activity or resource' dialog box open. The dialog box has a list of activity and resource types on the left, and a description on the right. The 'Folder' option is selected and highlighted with a red arrow. The 'Add' button is visible at the bottom of the dialog box.

**ADD AN ACTIVITY OR RESOURCE**

External tool

Feedback

Forum

GeoGebra

Glossary

Lesson

Quiz

SCORM package

Survey

Wiki

Workshop

**RESOURCES**

Book

File

Folder

IMS content package

Label

Page

The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

A folder may be used

- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

[More help](#)

Now, go to “Add an activity or a resource”, click on “Folder”, click “Add”.

## Test Course - clantz

Home » Miscellaneous » Test Course - clantz » Adding a new Folder to 8 June - 14 June

NAVIGATION

- Home
  - Dashboard
  - Site pages
  - Current course
    - Test Course - clantz
      - Participants
      - Badges
      - General
      - 1 June - 7 June
      - 8 June - 14 June
      - 15 June - 21 June
      - 22 June - 28 June
      - You can change these titles!
      - 6 July - 12 July
      - 13 July - 19 July
    - My courses

ADMINISTRATION

- Course administration
  - Turn editing off
  - Edit settings
  - Users
    - Unenrol me from Test Course - clantz
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  - 
  - Search

### Adding a new Folder to 8 June - 14 June

Expand all

General

Name\*

Description

Paragraph **B** *I*

Path: p

Display description on course page

Content

Files Maximum size for new files: 250MB

Files

You can drag and drop files here to add them.

Display folder contents  On a separate page

Show subfolders expanded

Common module settings

Restrict access

ADD A BLOCK

Add...

Name the folder, click on "Save and Display".

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## Test Course - clantz

Home > Miscellaneous > Test Course - clantz > 8 June - 14 June > Folder o' stuff

### NAVIGATION

- Home
  - Dashboard
  - Site pages
- Current course
  - Test Course - clantz
    - Participants
    - Badges
    - General
      - 1 June - 7 June
      - 8 June - 14 June
        - Demo Quiz 1
        - Demo Forum (students respond to your initial post)
        - Demo Forum (students post their own thread first)
        - Demo Assignment 1
        - Getting the Most out of Lynda GlendaleCC
        - TopicDevelopmentI PDF
        - each person posts one discussion type
        - Folder o' stuff
          - 15 June - 21 June
          - 22 June - 28 June
          - You can change these titles!
          - 6 July - 12 July
          - 13 July - 19 July
  - My courses

### Folder o' stuff

 Edit

### ADMINISTRATION

- Folder administration
  - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Logs
  - Backup
  - Restore
- Course administration
- Switch role to...
- Site administration

Now, click on the “edit” button to add files to this folder.

The screenshot displays the Moodle course management interface for a course titled "Test Course - clantz". The breadcrumb trail indicates the current location: Home > Miscellaneous > Test Course - clantz > 8 June - 14 June > Folder o' stuff. The left sidebar contains navigation and administration menus. The main content area shows the "Folder o' stuff" folder with a "Files" icon. A "File picker" dialog box is open, showing a list of file sources: Server files, Recent files, Upload a file, URL downloader, Private files, and Wikimedia. The "Private files" source is selected, and a file named "Assignment Student1" is highlighted. Red arrows point from the "Files" icon in the folder view to the "File picker" dialog, and from the "Private files" source to the "Assignment Student1" file.

Click on the File picker icon, “Private files” and click on the file you would like to move to that folder. You cannot drag and drop files into folders in Moodle, but you can also add files from your desktop using the “Edit” button and choosing “Upload a file”.

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## Test Course - clantz

Home > Miscellaneous > Test Course - clantz > 8 June - 14 June > Folder o' stuff

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### ADMINISTRATION

- Folder administration
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- Switch role to...

## Folder o' stuff

### Files

Maximum size for new files: 256MB

#### File picker

Private files

- Assignment Student1
- unhide course...


### Select Assignment Student1 Demo.pdf


Make a copy of the file  
 Create an alias/shortcut to the file

Save as: Assignment Student1 Demo.pdf

Author: Connie Lantz

Choose license: All rights reserved

 Last modified: 30 August 2016, 8:36 AM  
Created: 30 August 2016, 8:36 AM  
Size: 82.4KB  
License: All rights reserved  
Author: Connie Lantz



A new window will come up giving you the option of copying the file to that folder. Click the “Select this file” button.

## Test Course - clantz

Home > Miscellaneous > Test Course - clantz > 8 June - 14 June > Folder o' stuff

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- My courses

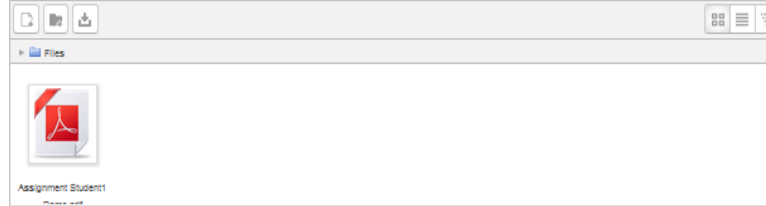
### ADMINISTRATION

- Folder administration
  - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Logs
  - Backup
  - Restore
- Course administration
- Switch role to...
- Site administration

### Folder o' stuff

Files

Maximum size for new files: 256MB



It will add that file to your folder. Click "Save changes".


GCC Connie Lantz

[+ demo 2](#) Edit

[+ Add an activity or resource](#)

**+ 8 June - 14 June** Edit

This is a great video



[+ Demo Quiz 1](#) Edit

You can add the quiz details on the course page...

[+ Demo Forum \(students respond to your initial post\)](#) Edit

Please reply to this post and describe your favorite book.

[+ Demo Forum \(students post their own thread first\)](#) Edit

[+ Demo Assignment 1](#) Edit

[+ Getting the Most out of Lynda GlendaleCC](#) Edit

[+ TopicDevelopmentII PDF](#) Edit

[+ each person posts one discussion type](#) Edit


testing this

[+ Folder o' stuff](#) Edit

[+ Add an activity or resource](#)

**+ 15 June - 21 June** Edit

this is a great video



RECENT ACTIVITY + ⚙

Activity since Tuesday, 30 August 2016, 8:01 AM  
[Full report of recent activity...](#)

COURSE UPDATES:

- Updated Feedback  
[feedback test 7.13.16](#)
- Updated File  
[Assignment Student1 Demo](#)
- Updated Quiz  
[Quiz June](#)
- Updated File  
[DEAcademyRegularEffectiveContactCourseChecklist](#)
- Updated Quiz  
[Quiz June](#)
- Updated Assignment  
[demo 2](#)
- Added Folder  
[Folder o' stuff](#)



Just click on the folder icon to see the stuff inside.

# Test Course - clantz

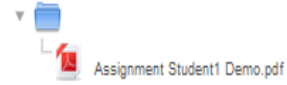
Home ▶ Miscellaneous ▶ Test Course - clantz ▶ 8 June - 14 June ▶ Folder o' stuff

## NAVIGATION

Home

- Dashboard
- ▶ Site pages
- ▼ Current course
  - ▼ Test Course - clantz
    - ▶ Participants
    - ▶ Badges
    - ▶ General
    - ▶ 1 June - 7 June
    - ▼ 8 June - 14 June
      - ✓ Demo Quiz 1
      - 📄 Demo Forum (students respond to your initial post)
      - 📄 Demo Forum (students post their own thread first)
      - 📄 Demo Assignment 1
      - 📄 Getting the Most out of Lynda GlendaleCC
      - 📄 TopicDevelopmentII PDF
      - 📄 each person posts one discussion type
      - 📁 **Folder o' stuff**
    - ▶ 15 June - 21 June
    - ▶ 22 June - 28 June
    - ▶ You can change these titles!
    - ▶ 6 July - 12 July
    - ▶ 13 July - 19 July
  - ▶ My courses

## Folder o' stuff



Your files will look like this inside the folder.



**If you need help, please contact the  
Instructional Technology Help Desk  
for 24/7 assistance  
818-240-1000 ext. 3457 option 3  
or  
[Moodle Help Live Chat Center](#)**