**Basic | Create a folder and add files**

**Step 1**
Turn editing on (top right).

**Step 2**
Note: You will see a number of icons—hover your mouse pointer over an icon to see what a particular icon is for.
You will see ‘Add an activities resource’

**Step 3**
Select ‘Folder’ and ‘Add’ under ‘Add an activities resource’.
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Step 4
Enter your folder name.
You must add a description for the folder.
Select the ‘Add...’ Button

Step 5
The file picker appears.
Choose ‘Upload a file’ and click the ‘Browse’ button.

Tip -
You can drag and drop files to upload them from your desktop.
If you choose the setting ‘Display folder contents on a separate page’, it can help reduce the length of your main course page.
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Step 6
Locate the file you would like to upload.
Select the ‘Open’ button.

Step 7
Click ‘Upload this file’.
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Step 8

The file picker will be closed automatically when upload completed and the file will appears.
When you pointed to the file you have uploaded, there is another window pop up.
You may choose to delete the file.
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Step 9
The uploaded files are available. (You can repeat the process to upload multiple files.)

Step 10
After you finished uploading files, click ‘Save and display’ to show the ‘Folder’ resource you just created.