## A ‘How To’ Video Transcript

# Faculty Fast FAQ: Adding Multiple Files to the Main Page of your Moodle Course.

From the main page of your Moodle course, turn on the editing and then open a file explorer window on your computer. Hold the 'Ctrl' key down to select multiple files. Hold the mouse key down. Pull those files over and release the mouse to drop the files onto the course page.

If you wish to rename them, you can click on the pencil at the far right of each file resource name. Make the changes and then click enter when finished. If you wish to add multiple files, but keep them grouped together, you can add a folder resource by clicking on '+Add an activity or resource,' scrolling down, and choosing the folder option. Click Add.

Name your folder. You can put a description if you would like and now you can drag and dropyour files here. You'll see a thumbnail for any images and icons for the other types of files that you've brought in. You can choose to display them on a separate page or if you prefer you can do them in line on the course page. And then save and return to course and now you'll see a folder with your files in that folder.

(You can find this video at <http://www.trinitydc.edu/moodle/2017/05/01/fast-faq-adding-multiple-files-at-one-time/>)