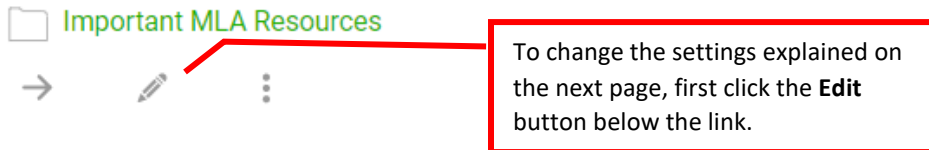# Folder resource

The **folder** resource is the best way to provide a single link to multiple saved files. They can be any type of file and do not have to be the same type. To insert a folder resource on a course page:

1. It is best to first be in the section of the course where you want the link to appear.
2. Then choose one of the methods shown below to add the folder resource.
   (These choices are located at the bottom of each section in your course.)

Once the folder resource is inserted into the section, you can move it to where you want it to appear in the section (or even to a different section).

Recommended settings for a folder resource

To change the settings explained on the next page, first click the **Edit** button below the link.

Name

Important MLA Resources

> Change name of the link students see

Description

Important MLA Resources

The 2 documents below are probably the most important resources to help you when you need to use MLA format for an essay or research paper. I recommend you print them.

> Add a description that appears below the link. Best to keep description short.

Path: p

☑ Display description on course page

Multimedia files won't be displayed in the activity card views for the S applied in homepage and course pages only for the small activity and

> Best to enable this so the description will appear on the course page below the link.
> *(If not enabled, students see the description only when they click the folder link.)*

Files

> *Add icon lets you browse for the files*

▶ 📁 Files

> Drag and drop the files you want students to access.
> *(If desired, you can click the Add icon to browse for the files)*

MLA Example.pdf   Word_MLA For...

Display folder contents

Inline on a course page ⬧

☐ Show subfolders expanded
☐ Show download folder button

> Choose **Inline on a course page** so students see the files below the description and don't have to click the folder link to access the files.

[Save and return to course] [Save and display] Cancel

> Click **Save and return to course** once all settings are made.

Visibility [Show on course page ⬧]

Common module se

Restrict access

Activity completion

> Set completion tracking to **do not indicate activity completion**

Completion tracking

Do not indicate activity cc ⬧

Expect completed on
📅

Tags   ⌄

Expand all

What students see

> This is the link name students will see.

Important MLA Resources

The 2 documents below are probably the most important resources to help you when you need to use MLA format for an essay or research paper. I recommend you print them.

▼ 📁 Important MLA Resources

📄 MLA Example.pdf

📄 Word_MLA Formatting Instructions.pdf

> This is what students see if you included a description and set it to be displayed.

> The files you uploaded are seen here. Students can click on each one to open, save, or print.