CREATING A FOLDER

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it
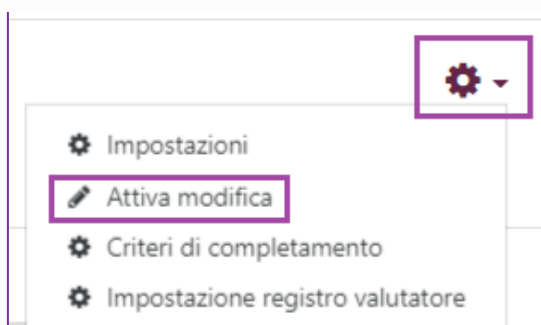
1

The folder option allows the teacher to view in one single folder a number of related riles, thereby reducing the size of the home page of the course.

To add a link to the folder on the home page of the course click on the settings button in the top right corner under the user name > Turn editing on:

Then click .

Select FOLDER in the RESOURCES section.

On the right-hand side of the window you will find a text which illustrates and explains how the resource can be used. Click on 'Add'.

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

2

RISORSE

⦿	📁	Cartella
○	🏷️	Etichetta
○	📄	File
○	🟧	IMS content package
○	📗	Libro
○	📄	Pagina
○	🌐	URL

possono caricare e condivide

(tenendo la cartella nascosta

ℹ️ Aiuto ulteriore

Aggiungi

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

3

General

In the 'General' section indicate the name and a description of the folder. If you choose the option 'Display description on home page' this will be directly visible on the home page itself.

Content

To add files to the folder just click on the 'Add' in the 'Content' section and select the files from your pc, or drag and drop them into the central area of the window, if your browser supports this function.

Under the area for uploading the files you will find three useful options:

1. Display folder contents: you can either show the contents of the folder directly on the home page, or on a separate page (see image)
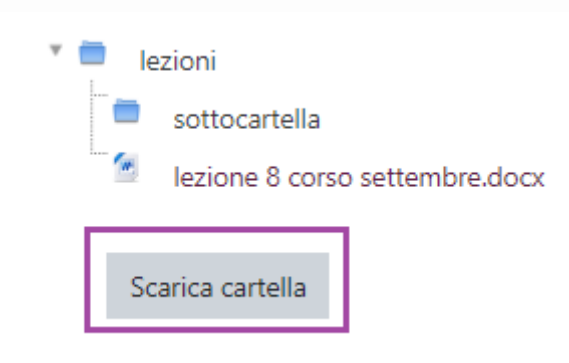

In the former, users will click directly on the title of the file to view it; in the latter they will click on the folder to then get to the file.

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

5

2. Show subfolders expanded: this allows any subfolders to be seen; by default these are not displayed.
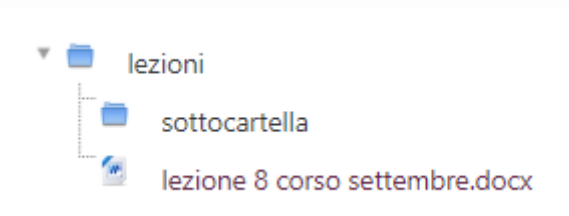
3. Show download folder button: this allows users to download the files within the folder in a single zip file.

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

6

Restrict access

Click on 'Add restriction' to insert restrictions to the access of the resource.

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

7

Activity completion

If the course has been set up with activity tracking, you can decide which resources/activities to track, that is establish which activities students must view or complete in order to pass the course, or access the final exam/further resources etc.

Once you have set up all the options, remember to save your changes (button at the bottom of the page)!

Click on 'Save and return to course' to save the settings and go back to the home page of the course. Click on 'Save and display' to save the changes but remain on the settings page.

NOTE

Once you have created and saved the folder, to modify any settings it is necessary to click on the title of the folder in the home page then on the corresponding settings menu in order to make any changes:

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

8

materiale didattico

Modifica

◄ lezione 8 corso settembre

Vai a...

Impostazioni
Ruoli locali
Autorizzazioni
Verifica autorizzazioni
Log
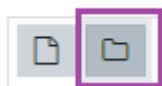Backup
Ripristino

Creating subfolders

If there are many files with a number of different topics, these can be organised into subfolders. For example:

Cartella principale

Cartella principale con sottocartelle

▼ 📁
   ▼ 📁 sottocartella 1
      📄 file prova 2.doc
   ▼ 📁 sottocartella 2
      📄 file prova 3.docx
      📄 file prova.docx

Modifica

To create a subfolder within the original folder click 'Edit',

then on the folder icon

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

9

materiale didattico

Modifica

materiale didattico

File

File

Salva modifiche

Università degli Studi di Trento
Molino Vittoria
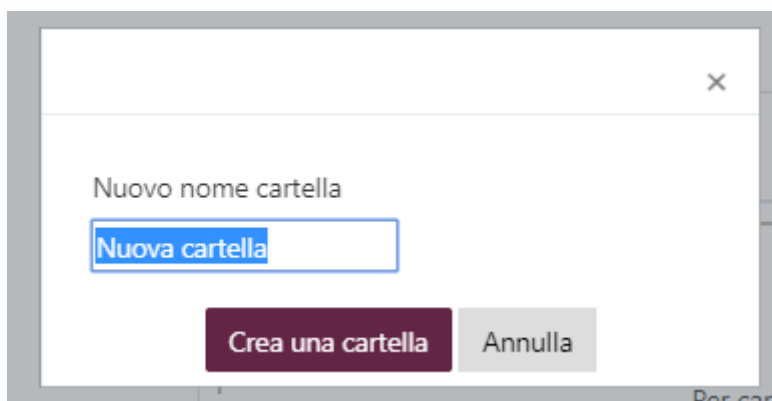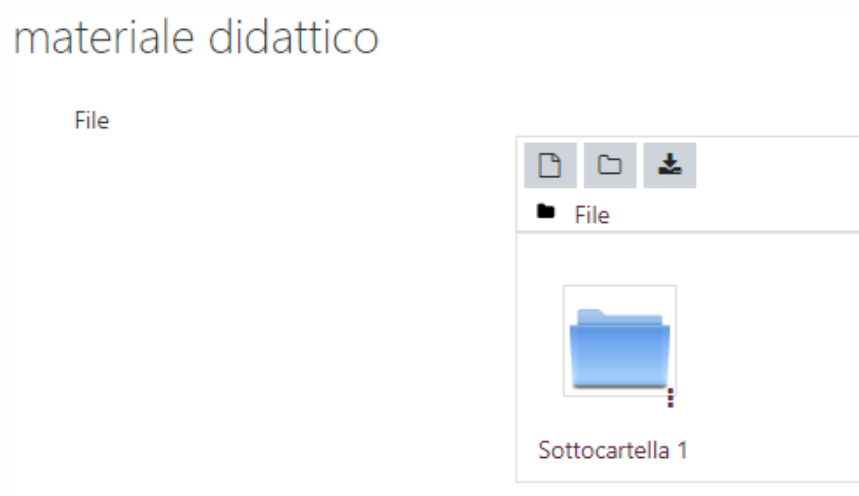via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

10
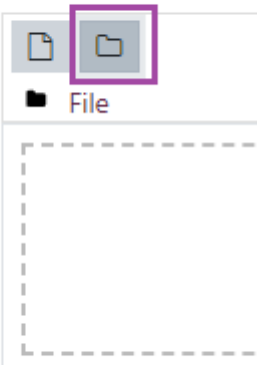
The following window will open:

Type in the name of the folder and click on 'Create folder' (for example 'Subfolder 1')

To insert files into the subfoder, select the folder and upload the files as indicated above.

To save click on 'Save and return to course' or 'Save and display'. Repeat the above steps if necessary to create other subfolders.

Università degli Studi di Trento
Molino Vittoria
via Giuseppe Verdi, 6 – 38122 Trento (Italy)
P.IVA – C.F. 00340520220
www.unitn.it

11

For further information:
Didattica OnLine
Divisione Centro Linguistico Test Center e Didattica Online
Direzione Didattica e Servizi agli Studenti
Università degli Studi di Trento
tel. +39 0461 283316
uff.didatticaonline@unitn.it