

# Directory / Folder

If you want to make a large number of files available in your course, create a directory for them. Upload the files to the directory and structure everything clearly in subdirectories.

Upload several files as a packed ZIP archive and unpack them in the directory. A structure with subdirectories is also retained when transferring to a directory.

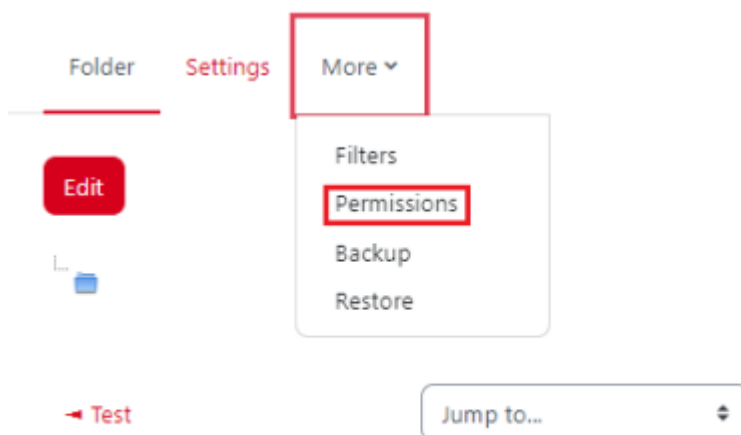
A directory can be used:

- for a series of files on a topic, e.g. a set of previous exam papers in PDF format or a collection of image files for use in participants' projects.
- to provide a shared upload area for teachers on the course site (where the directory remains hidden so that only teachers can see it).

## Students upload files for everyone in the course

So that students can also upload files to a directory, they must be assigned the role „**Student assistant** (Studentische Hilfskraft)“ or „**Tutor**“ for the directory (only here!). This is how you assign students a role for a directory:

1. Change to the directory (click on it).
2. Under the tab „**More**“ select „**Permissions**“.
3. In the navigation bar change from „**Permissions**“ to „**Locally assigned roles**“.



Folder Settings More v

Locally assigned roles ⓘ

### Assign roles in Folder: Testify®

Please choose a role to assign

Role	Description	Users with role
Teacher (ohne Matrikel)	Teacher (ohne Matrikel) can do anything within a course, including changing the activities and grading students. Teacher (ohne Matrikel) können in einem Kurs alles bearbeiten, Aktivitäten konfigurieren oder Bewertungen vornehmen.	0
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	0
Student Tutor	Tutors can do anything within a course, including changing the activities and grading students. Tutoren können in einem Kurs alles bearbeiten, Aktivitäten konfigurieren oder Bewertungen vornehmen.	0
Studentische Hilfskraft	Studentische Hilfskraft mit Rechten um Einstellen von Inhalten und Anlegen von Aktivitäten innerhalb eines Kurses	0

- Select one of the roles „**Student assistant**“ or „**Tutor**“.
- Select the students in the „**Potential users**“ column (hold down the CTRL key while selecting).
- Click on the „**Add**“ button to assign the role.

You can then return to the main course page.

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