

# 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**“.

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