Faculty: Share Student Files

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We're often asked the best way to allow students to share their files. For years, the only way to accomplish this has been by having students make a post in a discussion forum and attach their file(s). While this works, it is clunky and requires a lot of additional steps. With our current version of Moodle, it is now possible to create a folder in your Moodle site and give students permission to upload files to it—and to download files from. **These instructions** show you how easy it is to achieve this effect.

Bonus Feature: When you set up an open folder, create a link to these instructions for students for uploading and downloading files to a folder—**https://inside.sou.edu/distancelearning/pdf/folders-for-students.pdf**.

Suggested Instructions for Students

Feel free to copy these instructions into the **Description** area of the folder you create for students to share their files:

Click on **Edit** below. Drag and drop your file into the ***File picker*** area (or click on **+Add** in the upper margin of the ***File picker***.)

Before you post:

- Be sure your file has a **unique** name—add your last name or initials to the file name.
- Avoid using symbols in your file name—they don't translate well online.

To download files:

1. Open this folder and click on **Edit.**
2. Click on **Download files...** in the top margin of the **File picker** area**.**
3. Save the resulting .zip file to your computer, then extract the files.