



Cougar Courses 2.0 Adding a Resource Folder to Your Course

Why Do This

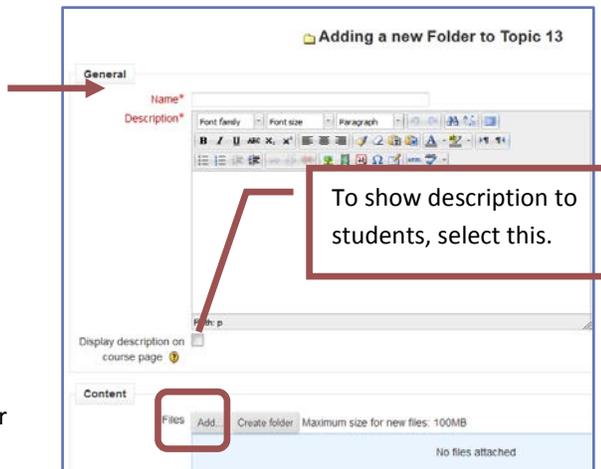
Using folders on your home page allows you to organize your course file resources, reducing visual clutter and the amount of scrolling you and your students will have to do. You can make a folder available to specified groups, which can be very useful for team projects. A folder is also a great way to share supplemental materials, references or graphics without distracting students from required readings or assignments.

Folders are created and then populated with files uploaded from your computer, or available in the Recent Files tab of file picker.

1. Log onto Cougar Courses and go to the main page of your course.
2. Click **Turn editing on**.

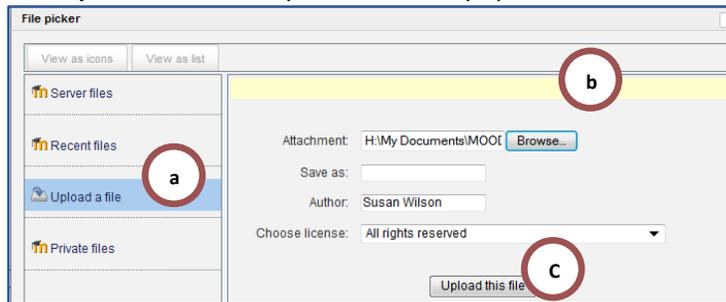


3. In the top content section, click **Add a resource** dropdown, select **Folder**.
4. Enter a descriptive Name and a brief description. These are required fields.



5. In Content section, click **Add**.
Note: Clicking **Create folder** will create a *subfolder* for the folder you created in step 3.

6. When the File picker opens:
 - a. Select **Upload a file**.
 - b. Click button and locate file on your computer.
 - c. Click **Upload this file** or if you have recently uploaded the file into another course select Recent files.

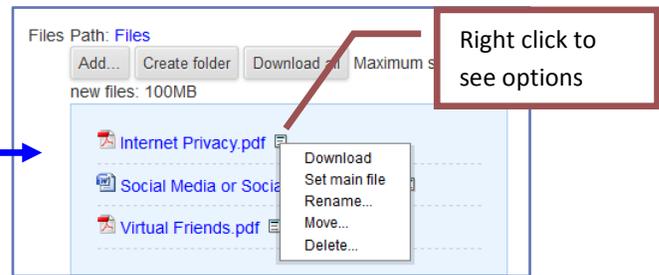


7. **Repeat** steps 5 and 6 to add additional files to the folder.

8. Click either **Save and return to course** or **Save and display**.

To edit, rename or delete files within a folder

1. On your course page, click the **edit icon** to the right of the folder name.
2. Scroll to the *Content* area, which displays a list of the files in the folder.
3. **Right click the document icon** to the right of the file name. Select:
 - Download - to edit the file. You will need to Add the file again after editing and saving it to your computer.
 - Rename – allows you to change the file name
 - Move – allows you to move it to a new subfolder.
 - Delete – removes file from the folder.



Team 1 Resources

Read all of these documents and identify issues for possible use in your team debate.

- [Internet Privacy.pdf](#)
- [Social Media or Social Isolation.docx](#)
- [Virtual Friends.pdf](#)

After clicking on the folder link, students can view description and folder contents.