

## **Create an Student Folder Activity in Moodle**

### Overview

With the module student folder students can upload documents which can be made visible by teachers. This facilitates publication of student's documents in a course and improves exchange of knowledge.

Example: The student folder has two features: on the one hand participants can upload their documents in the student folder which can be made visible for other students immediately after the upload or after the teacher's approval. On the other hand it is possible to import documents from the activity assignment. Here teachers can decide which documents should be visible to all participants or name individual students to release documents.

### Guide

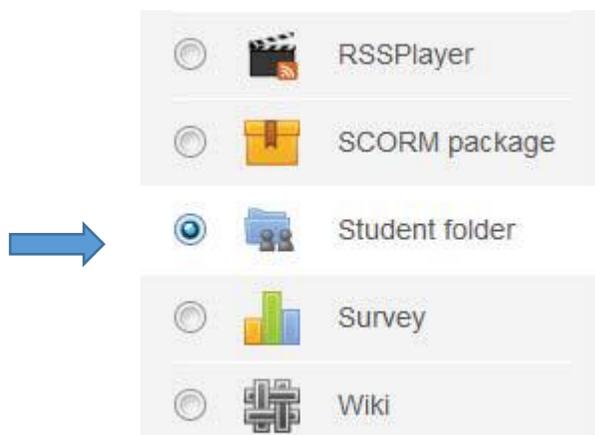
#### **-Step by step instructions**

- Create an student Folder activity
- Set up student Folder Setting
- students documents list and approval visible to all

## Create an Student Folder activity



1. On the course home page, in the relevant Course Click [Turn edit on](#)
2. on the course home page, in the relevant section (which will generally be the first section), Click Add an activity and select Student Folder from the drop-down list and click add.



3. On the Adding a new Student Folder page, add the Name of the Student Folder module as you Wish, Description and set the “Mode”. With this parameter you can define whether students can upload documents or if documents will be taken from an assignment.

If you want your students to upload files decide, whether the documents will be made visible immediately upon upload or will be published only after the teacher’s approval.

If you take the documents from an assignment you have to decide, if students approval for the publication of their documents in the course will be obtained and in case of group assignments also, if all group members or only one have to agree.

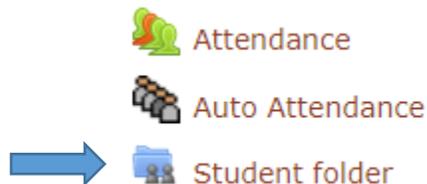
4. Complete the remaining fields on the page and click Save and display.

To show and import documents from an assignment use the right parameter under (Mode).

Teachers can immediately approve the students uploads. The default setting needs a manual approval.

The screenshot shows the Moodle assignment settings page. The 'General' section includes 'Student folder name' (Student uploads) and a 'Description' field with a rich text editor. The 'Student folder' section has 'Mode' set to 'students can upload documents', 'Maximum number of attachments' set to 3, 'Maximum attachment size' set to 5MB, 'Allowed filetypes' set to doc, docx, pdf, and 'Approved by default' set to No. The 'Timeslot for Upload/Approval' section shows a date range from July 26, 2017, 08:00 to August 10, 2017, 20:00, with 'Enable' checked for both. At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A blue arrow points from the 'Save and display' button up to the 'Approved by default' dropdown menu.

5. On the course home page, click student Folder Name.



6. Under (All files) all the documents the students have uploaded are listed. To make a document visible to others go to the column (Approval), set the drop-down element (Choose) to (Yes) and click on (save approval). In the column (visible to all) the icons show you which documents are visible to students.

Own files

*Notice: All uploaded files will be made visible only after the teacher's review*

No files available

Add files

**All files**

Separate groups: All participants

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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First name / Surname	Email address	Last modified	Approval	visible to all
student2 MSA	student2@yahoo.com	student2.docx	Choose...	✗
		student2 - Copy.docx	Choose...	✗
Wednesday, 13 December 2017, 2:37 PM				
student3 MSA	student3@yahoo.com	No files available		
student4 MSA	student4@yahoo.com	No files available		
student1 MSA	ramadan_moh2007@yahoo.com	student1.docx	Choose...	✗
		student1 - Copy.docx	Choose...	✗
Wednesday, 13 December 2017, 2:33 PM				

The icons in this column show which documents are visible for students.