


How do I move files from one folder to another?



This refers to Moodle 3.4 from July 2018 onward

How do I move files from one folder to another?

- Navigate to the Moodle module you are want.
- Click on the **Turn editing on** icon (top right pencil & sketchpad icon)





- Click on the name of the folder you wish to move the contents of.

 Citation & Endnotes for Readings 

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In this folder you will find pdf copies of the Citation Page, Table of Contents, and Endnotes for the chapters and readings assigned throughout the module.

 How to Brief a Case 

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Instructions and explanation from Lexis/Nexis






 Add an activity or resource

- At the bottom of the screen is a button marked 'Edit', click on this. A new screen will appear.

Citation & Endnotes for Readings



In this folder you will find pdf copies of the Citation Page, Table of Contents, and Endnotes for the chapters and readings assigned throughout the module.

-  Bell Cover ToC.pdf
-  CRT ToC Intro.pdf
-  Famous Race Trials - UMKC School of Law - Prof. Douglas Linder.pdf
-  RLAS Cover Notes.pdf
-  SFL ToC Bib.pdf

Download folder

Edit

- Click on the highlighted 'download all' button, and a zip file will be generated containing all the files in that folder. Download this.

Citation & Endnotes for Readings



Files

Maximum size for new files: 250MB

The screenshot shows a file management interface. At the top, there are three purple buttons: a document icon, a folder icon, and an upload icon. To the right of these buttons are three icons: a grid, a list, and a folder. Below the buttons, the word "Files" is displayed. Underneath, there are five PDF file icons, each with a red Adobe logo. Below each icon is its name: "Bell Cover", "CRT ToC", "Famous Race", "RLAS Cover", and "SFL ToC". At the bottom of the interface, there are two buttons: a blue "Save changes" button and a grey "Cancel" button.

◀ Syllabus rev3

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- Now, go to the folder you wish to move the files to and click on the Edit button. Now click on the file picker button (the bent sheet of paper icon), which is the first button on the top left shown on the image above, click 'upload a file' and upload the ZIP file. Once uploaded it will appear with a square icon next to its name. Click on this icon and choose unzip. The files in the zip file will appear.
- Now choose the same square icon next to the zip file and choose delete. Click on Save changes
- You can delete the files that are in the folder that you wanted to move the files from by going into the folder, selecting edit and then a file that you want to delete. When a file is selected you will see an option to delete the file.