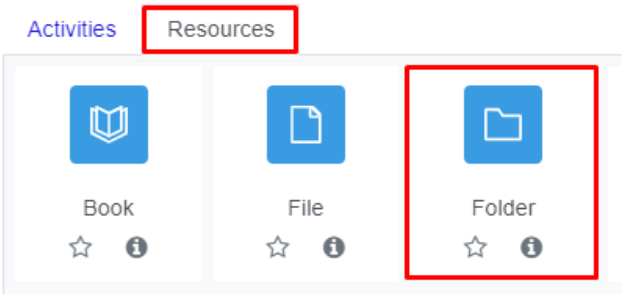
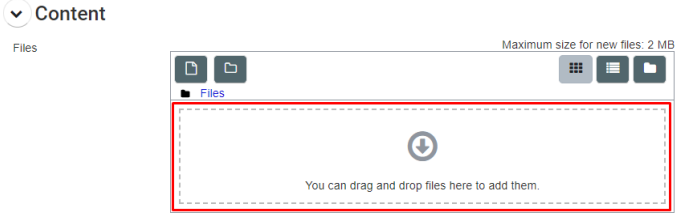
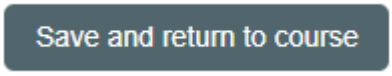
Uploading Multiple Files in a Folder

Moodle 4.0 Help (For Staff): https://www.lttc.eduhk.hk/moodle/help-staff

	1. '**Turn editing on**' in your course.
	1. Click '**(+) Add an activity or resource**' in a section.
	2. Open '**Resources**' tab and click '**Folder**' button to add a new folder.
	3. Click the '**Expand all**' link at the top right corner of the page. You are required to input a title into the '**Name**' field, 'Description' is optional.
	4. In the '**Content**' section, directly drag-and-drop multiple files from your computer to the downward arrow area.
	5. Click '**Save and return to course**'.