



MOODIE.AI ADMIN SECTION USER GUIDE



Create and Rename a Folder

You may learn how to create and rename folder inside a module.

CREATE AND RENMAE A FOLDER

Create and Rename a Folder

The screenshot displays the Moodie AI interface. On the left, the sidebar includes the Moodie logo, a 'SUPER ADMIN' badge, an organization dropdown for 'Moodie.AI', and navigation links for Overview, Dashboard, Library, Exercise Templates, Interview Practice, and Team. Below these are modules for Student Portal and user information for Moodie Admin. The main content area is titled 'User Guide Example' and shows '0 Exercises' and '0 Folders'. A 'STRUCTURE' panel on the left lists 'All Exercises' and 'Uncategorized' folders, with a message 'No folders yet' and a 'Create one' link. A '+ New Folder' button is highlighted with a blue box. The right panel features a search bar, a table with columns 'EXERCISE', 'STATUS', 'LOCATION', and 'ACTIONS', and a message 'No exercises yet.' with a 'Create First Exercise' button.

① Optional:
You can create a folder to hold the exercise

Note that if you didn't create the folder, the exercise will be saved in the "Uncategorized" folder

Create and Rename a Folder

Moodie
HUMAN COMMUNICATIONS DECODED
SUPER ADMIN

ORGANIZATION
M Moodie.AI

OVERVIEW

- Dashboard
- Library
- Exercise Templates
- Interview Practice
- Team

MODULES

Student Portal

EN 繁 簡

M Moodie Admin
admin@moodie.ai

[→ Sign Out]

User Guide Example
0 Exercises • 1 Folders

Exercises Analytics Settings Student View Copy Link + New Exercise

STRUCTURE

All Exercises

Uncategorized

FOLDERS

New Folder

Rename

+ New Subfolder

Delete

Search in module... 0 items

EXERCISE	STATUS	LOCATION	ACTIONS
No exercises yet. Start by adding your first exercise to this module. + Create First Exercise			

② Optional:
Click on “:” and you
can rename the
folder

Create and Rename a Folder

The screenshot displays the Moodie AI interface. On the left is a sidebar with the Moodie logo, a 'SUPER ADMIN' badge, an organization dropdown for 'Moodie.AI', and a menu with 'OVERVIEW', 'Dashboard', 'Library', 'Exercise Templates', 'Interview Practice', and 'Team'. Below this is a 'MODULES' section with a 'Student Portal' link and language toggles for 'EN', '繁', and '簡'. At the bottom of the sidebar is a user profile for 'Moodie Admin' with an email address and a 'Sign Out' button.

The main content area is titled 'User Guide Example' and shows '0 Exercises' and '1 Folders'. It has tabs for 'Exercises', 'Analytics', and 'Settings', along with links for 'Student View', 'Copy Link', and a 'New Exercise' button. The 'STRUCTURE' panel on the left lists 'All Exercises' and 'Uncategorized' folders, and a 'FOLDERS' section containing 'User Guide Folder 1' with a green checkmark and a red 'x' icon.

Two callout boxes provide instructions: Box ③, 'Please enter the name of the folder.', points to the folder name input field. Box ④, 'Click ✓', points to the green checkmark icon next to the folder name.

The main content area features a search bar 'Search in module...' with '0 items' and view toggles. Below is a table with columns 'STATUS', 'LOCATION', and 'ACTIONS'. The table is empty, displaying a message: 'This folder is empty. No exercises have been added to this location yet.' At the bottom of the table are buttons for 'Show All Exercises' and 'Create Exercise Here'.

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User Guide Example
0 Exercises • 1 Folders

Exercises Analytics Settings Student View Copy Link + New Exercise

STRUCTURE

- All Exercises
- Uncategorized
- FOLDERS
 - User Guide Folder 1
 - Rename
 - + New Subfolder
 - Delete

Search in module... 0 items

EXERCISE	STATUS	LOCATION	ACTIONS
This folder is empty. No exercises have been added to this location yet. Show All Exercises Create Exercise Here			

⑤ Optional:
You may click on :
and create a
sub-folder in a folder

Create and Rename a Folder

The screenshot displays the Moodie AI interface with a sidebar on the left and a main content area on the right. The sidebar includes the Moodie logo, a 'SUPER ADMIN' badge, an organization dropdown set to 'Moodie.AI', and a menu with 'OVERVIEW', 'Dashboard', 'Library', 'Exercise Templates', 'Interview Practice', and 'Team'. The main content area is titled 'User Guide Example' and shows a 'STRUCTURE' panel with 'All Exercises' and 'Uncategorized' folders. Under 'FOLDERS', 'User Guide Folder 1' is expanded, showing a sub-folder 'User Guide Folder 1.1'. An orange box with a green checkmark and the text 'Click' is overlaid on the 'User Guide Folder 1.1' folder name. Another orange box with the text 'Rename the Sub-folder' is overlaid on the 'New Folder' button. The main content area also features a search bar, a table with columns 'EXERCISE', 'STATUS', 'LOCATION', and 'ACTIONS', and a message stating 'This folder is empty. No exercises have been added to this location yet.' with buttons for 'Show All Exercises' and 'Create Exercise Here'.

⑦ Click

⑥ Rename the Sub-folder

⑦ Click

⑥ Rename the Sub-folder