## Moodle: Adding Files to your course

You may have files you want to add to your web page such as notes you send home or handouts you create for students. Any type of file that exists can be uploaded into your course and stored on the Moodle server. While your files are on the server you can move, rename, edit or delete them.

1. To access the **Files** location, click the word **Files** from the **Administration** block.



2.	It is a good
	idea to
	create
	folders in
	order to
	organize
	your files.

	Name	Size	Modified	Action
	Graphics	4 50.5KB	5 Oct 2007, 11:11 AM	Rename
	Parent_Files	0 bytes	5 Oct 2007, 11:11 AM	Rename
With	chosen files			
With	chosen files ⊻			

- 1 Click the Make a folder button
- 2 In this example there are two folders already created.
- 3 **Before** you upload a file to a specific folder **click on the folder name**, then click the **Upload a file** button.
- 4 You can view the total file size here. Keep your total uploads under 100 MB. Any single upload has a maximum size of 60MB.

Upload a file (Max size: 60MB)> /Parent_Files		<ol><li>Click the Browse button to go find a</li></ol>
Upload this file	Browse	file to upload.
Cancel		

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My Recent Documents Desktop Wy Documents	graphics_file Proficiency I www.public graphics.htm HPPSE1.12.0 KidCast_Eps Minew_teache p.J.SWK Reg98.exe sTUDENT.SV temp.jog	V Destiny ), 46ENU.exe iode 34 - (part 2) Dan's.mp4 r_2007.ppt r_2007a.ppt			
My Computer My Network Places	Video Confer	rencing links.doc resentation 8.28.07.ppt Video Conferencing links	L s.doc		2 Open Cancel

- 4. Navigate to your H: drive
- 5. Click on the file name you wish to upload (example: #1 in graphic)
- 6. Click the Open button (example: #2 in graphic)
- 7. Your screen will now look like the example below.
- 8. Click the Upload this file button.

Upload a file (Max size: 60MB)	> /Parent_Files	
H:\Video Conferencing links.do	C	Browse
Upload this file	Click here. File will now be available to link to from Moodle.	

9. Your files will be listed as inside the folder you originally selected. Note: you see the folder name in the **breadcrumbs** at the top left corner of the screen. The example below shows that butteryfly2.jpg and butterfly4.jpg are files in a folder named **Graphics** in a course named **CF102** in **LISD Moodle**.

LISD Moodle ► CF102 ► Files ► Graphics				
	Name	Size	Modified	Action
	E Parent folder			
	butterfly2.jpg	29.5KB	3 Apr 2007, 03:01 PM	Rename
	butterfly4.jpg	21KB	3 Apr 2007, 02:36 PM	Rename
	With chosen files  Make a folder	Select all	Deselect all	Ipload a file

If you upload a file with the same name as an existing file it will automatically be overwritten. To preview any file you have uploaded just click on its name.

## Moodle: Displaying a folder from your Moodle Web Page

You may have uploaded multiple files to a folder in your Moodle Web Page Files area. These files may be documents you would like to make available to your students to view. There are two ways to do this.

- I. Adding a link to a specific document.
  - 1. Turn editing on.
  - 2. Click on **Add a resource**.

4	ấ ■ Class Activities in Pictures → 北 ≼ × ∞	-	7			
	(	Add a resource	0	Add an activity	×	т
		Insert a label Compose a text page Compose a web page Link to a file or web site Display a directory Add an IMS Content Package				

- 3. Click on Link to a file or web site
- 4. Enter a name for your Link that will show on the web page.
- 5. Click the Choose or upload a file button.

Link to a file or web site			
	Location	http://	Choose or upload a file
		Search for web page	

	Modified	Size	Name
			E Parent folder
M Choose Rename	3 Apr 2007, 03:01 PM	29.5KB	🗌 🖸 butterfly2.jpg
M Choose Rename	3 Apr 2007, 02:36 PM	21KB	📄 🖸 butterfly4.jpg
			Vith chosen files 💌

- 7. In the **Window** drop-down box change to **New Window**.
- 8. Scroll to the bottom of the page and click **Save Changes**.

## Moodle: Displaying a folder containing multiple files from your Web Page

## II. Adding a link to a folder containing multiple files

2.	Turn editing of Click Add a re Click Display	esource	3 4	Add a resource	Add an activity	✓
	directory Enter a name directory that show on your	for this will	4 ≰ B Class Activities in Pictures → It ≰ × ∞	Add a resource Add a resource Insert a label Compose a text page Compose a web page Link to a file or web site Display a directory Add an 1MS Content Packa	Add an activity	↓ ↓ ↓ ↓
Display a directory						
Common module settings	Display a directory	Main files dire Main files dire Graphics Parent_Files		5. From Displ direc	lay a ctory	
	Visible	Show 💙	nges Cancel	menu the n the fo	down u select ame of older to ay. You	
	probably do no	ot want to	display the Main fil	•	5	

would display all folders and files saved to your web page.

The link from your web page will now show all files saved to the selected folder in step 5 above.