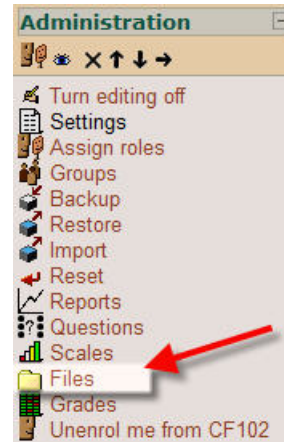


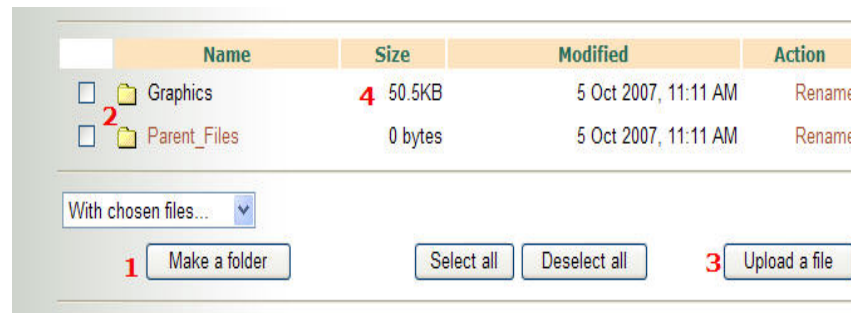
Moodle: Adding Files to your course

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.



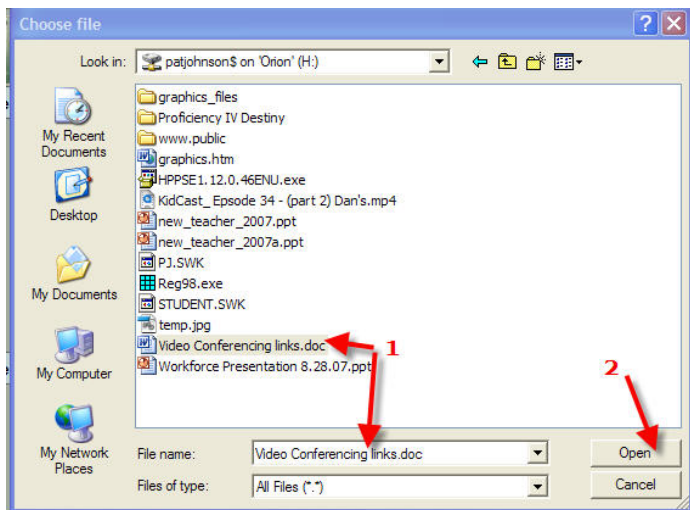
2. It is a good idea to create folders in order to organize your files.



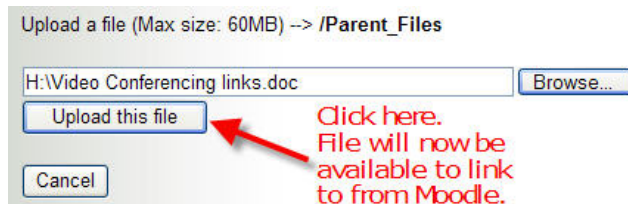
- 1 – Click the **Make a folder** button
- 2 – In this example there are two folders already created.
- 3 – **Before** you upload a file to a specific folder **click on the folder name**, then click the **Upload a file** button.
- 4 – You can view the total file size here. Keep your total uploads under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



3. Click the Browse button to go find a file to upload.



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.



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 butterfly2.jpg and butterfly4.jpg are files in a folder named **Graphics** in a course named **CF102** in **LISD Moodle**.



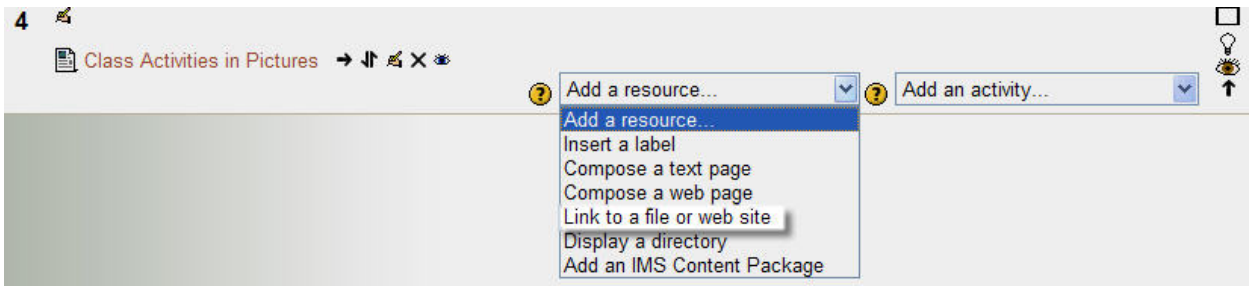
If you upload a file with the same name as an existing file it will automatically be overwritten. To preview any file you have uploaded just click on its name.

Moodle: Displaying a folder from your Moodle Web Page

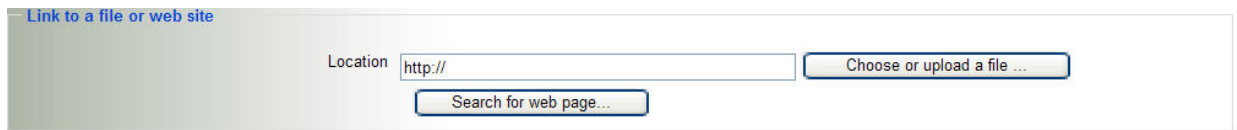
You may have uploaded multiple files to a folder in your Moodle Web Page Files area. These files may be documents you would like to make available to your students to view. There are two ways to do this.

I. Adding a link to a specific document.

1. Turn editing on.
2. Click on **Add a resource**.



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.



6. Navigate to the file you want to link to and click **Choose**.

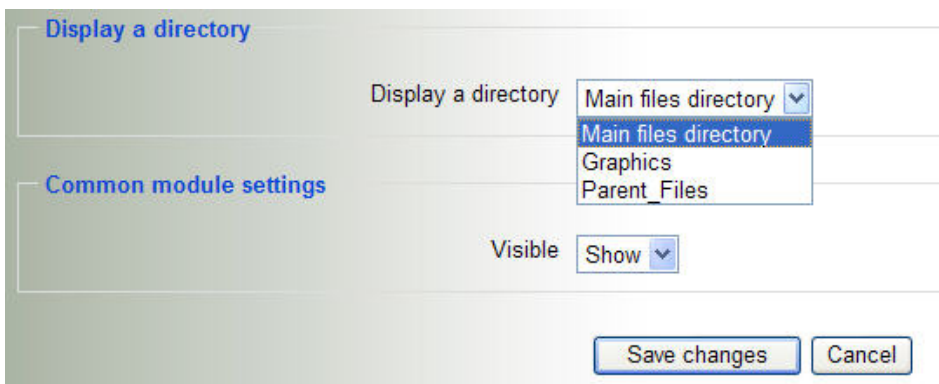
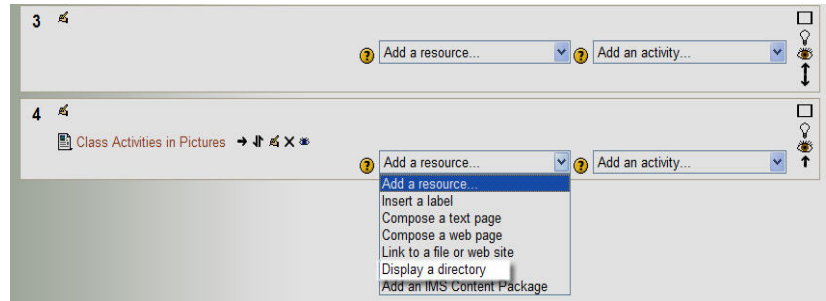


7. In the **Window** drop-down box change to **New Window**.
8. Scroll to the bottom of the page and click **Save Changes**.

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

II. Adding a link to a folder containing multiple files

1. Turn editing on
2. Click **Add a resource**
3. Click **Display a directory**
4. Enter a name for this directory that will show on your page.



5. From the **Display a directory** drop down menu select the name of the folder to display. You

probably do not want to display the Main files directory. This 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.