How to Manually Add a File to a Course

Note: You can also drag a file to your course and Moodle will upload the file automatically.

Kate's Sandbox

Dashboard / My courses / Kate's Sandbox   Turn editing on ⚙

General   Your progress ❓

📧 Announcements

📄 Tell me about your dog   ☐

📄 HTML   ☐

📧 Announcements

📄 File   ☐

To add a file to your course, begin by
clicking "**Turn editing on**."

January 16 - January 22

Forum: 1
Progress: 0 / 1

January 23 - January 29

Assignment: 1
Progress: 0 / 1

Kate's Sandbox

Turn editing off

General ✏

⊹ 🟦 Announcements ✏   Edit ▾ 👤
⊹ 📄 Tell me about your dog ✏   Edit ▾ 👤 ☑
⊹ 📄 HTML ✏   Edit ▾ 👤 ☑
⊹ 🟦 Announcements ✏   Edit ▾ 👤
⊹ 📄 File ✏   Edit ▾ ☑

╔══════════════════════════════════════╗
║ In the section that you wish to   ║ ➕ Add an activity or resource
║ add the file, click on "**Add an**   ║
║ **activity or resource**"   ║
║   ║
║ You may also add an activity or   ║
║ resource at the top of your   ║
║ course by selecting "**Add an**   ║
║ **activity or resource**" under the ║ ➕ Add an activity or resource
║ section titled "**General**"   ║
╚══════════════════════════════════════╝

⊹ January 16 - January 22 ✏   Edit ▾

⊹ 🟦 Forum ✏   Edit ▾ 👤 ☑

⊹ January 23 - January 29 ✏   Edit ▾

⊹ 📄 Assignment ✏   Edit ▾ 👤 ☑

➕ Add an activity or resource

⊹ January 30 - February 5 ✏   Edit ▾

➕ ADD A BLOCK

Add...

Add an activity or resource

○ 📦 SCORM package

○ 🏅 Simple Certificate

○ 📊 Survey

○ 🗘 Turnitin Assignment

○ 🗘 Turnitin Assignment 2

○ 🧩 Wiki

○ W WizIQ Live Class

○ 👥 Workshop

RESOURCES

○ 📗 Book

○ 📄 File

○ 📁 Folder

○ 📦 IMS content package

○ 🏷 Label

○ 📄 Page

○ ⓑ RecordingsBN

○ 🌐 URL

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

Scroll down until you reach the section titled "**Resources.**"

Select the **File** option. You can either double click on the word "**File**" or select the circle next to it, and then click the **Add** button at the bottom of the menu.

Add   Cancel

📄 Adding a new File to January 16 - January 22 ❔

▶ Expand all

▼ General

Name ❗ [   ]

Description

| 🔲 | Paragraph ▼ | **B** *I* | ☰ ☷ | 🔗 ✂ 🔗 |

Path: p

☐ Display description on course page ❔

Name your file, and add a description if you wish.

The red exclamation mark next to **Name** indicates that this field is required.

Select files   Maximum size for new files: Unlimited

📄 📁   ▦ ☰ ■

■ Files

⬇

You can drag and drop files here to add them.

To add your file, you may either drag and drop it from your file explorer or desktop, or you may click the left **Add** icon

▶ App

▶ Common module settings

File picker
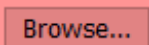
- 🐀 Server files
- 🐀 Recent files
- **1** 📷 **Upload a file**
- 📷 URL downloader
- 🐀 Private files
- 🌐 Wikimedia

Attachment

2 Browse... No file selected.

Save as

Author

Kate Nichols

Choose license

All rights reserved

Upload this file

When you click on the **Add** icon, this window will appear. First, click on "**Upload a file**," then click on "**Browse**."

After clicking **Browse**, you will be able to select the file you wish to upload from your PC's file explorer. Once you have found and selected the file, click **Open** at the bottom right of the pop up

File picker

Server files

Recent files
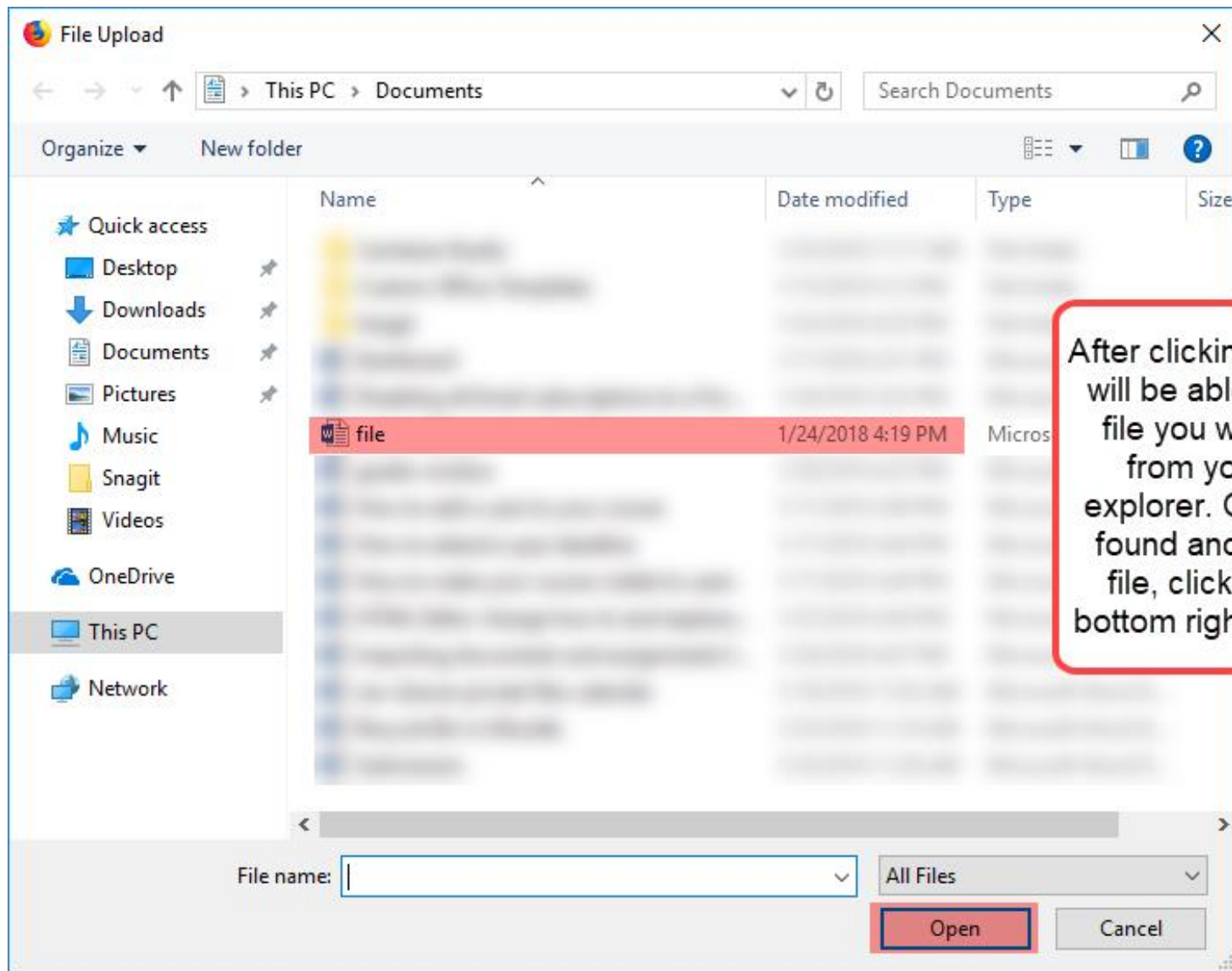
Upload a file

URL downloader

Private files

Wikimedia

Attachment

Browse... file.docx

Save as

File 2

Author

Author

Choose license

All rights reserved

Upload this file

When you have selected and opened your file, you can choose to change the title of the file by typing in a new title under "**Save as**."
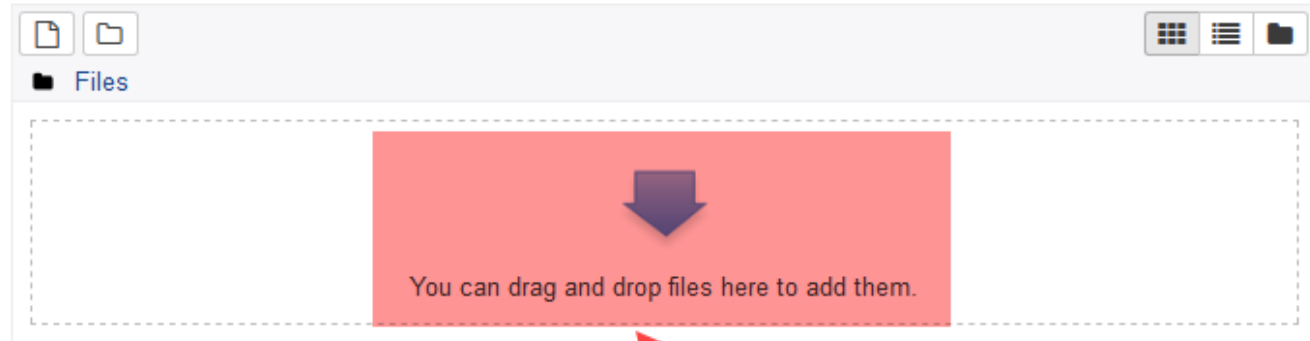You may also change the author's name.
If you choose not to change either of these, the text box under "**Save as**" will remain empty and the course teacher will be listed as the author.
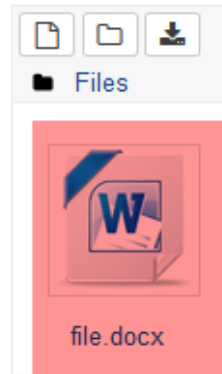When you have finished with this window, click "**Upload this file.**"

Select files

■ Files

You can drag and drop files here to add them.

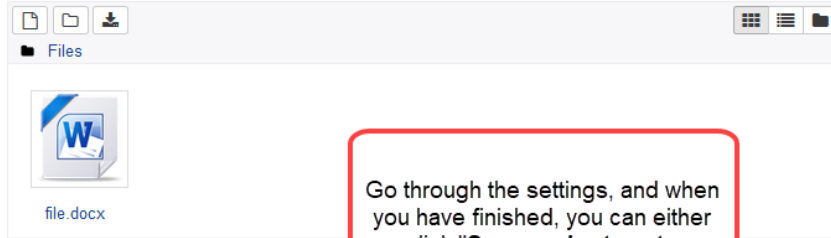Select files

■ Files

file.docx

To drag and drop your file, find the file on your desktop or your file folder. Click and hold the file with your cursor and drag it to the box with the arrow in the middle.

When the file has been uploaded into the box, it will look like this.

Select files   Maximum size for new files: Unlimited

📄 📁 ⬇   ▦ ☰ 📁

📁 Files

file.docx

Go through the settings, and when you have finished, you can either click "**Save and return to course**" or "**Save and display**." If you do not save, your file will not appear in your course.

▸ Appearance

▸ Common module settings

▸ Restrict access

▸ Activity completion

▸ Tags

▸ Competencies

Save and return to course   Save and display   Cancel

There are required fields in this form marked ❗ .