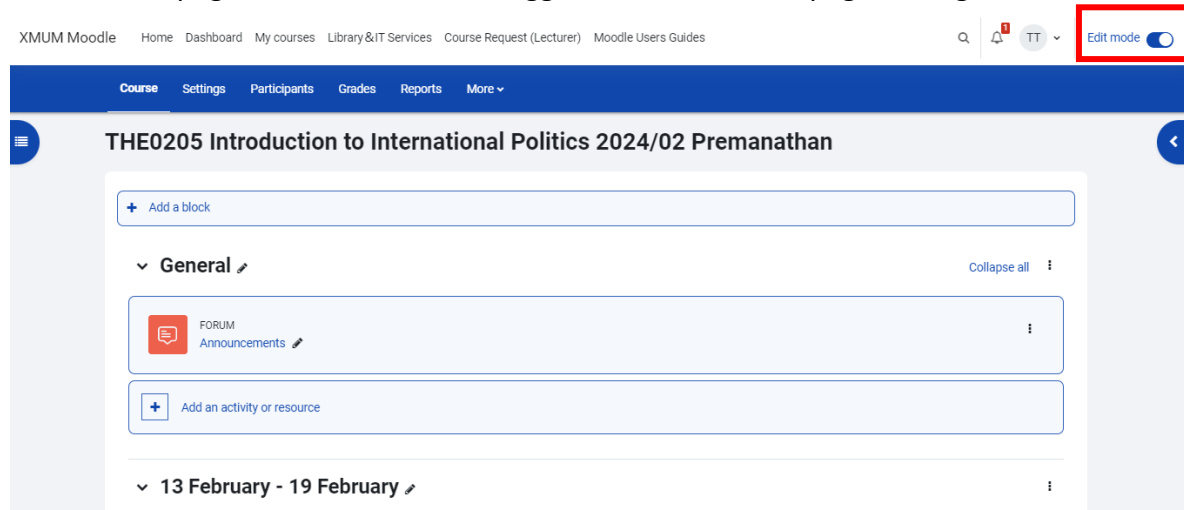




Uploading a File in Moodle course

Lecturer can use Moodle to upload and share their syllabus, course readings and lecture slides with students. There are two methods to upload file to Moodle. The simplest way is to drag-and-drop files from your desktop straight into Moodle course.

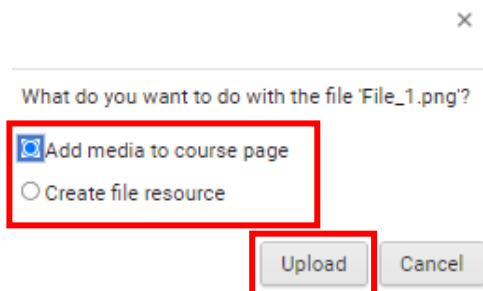
1. At course page, click at **Edit Mode** toggle to enable course page editing.



2. Option 1 - Drag and drop method: drag your file from your desktop directly to the course section until you see the **Drop files here to add them at the bottom of this section** message appears and drop your file directly.



Note: If you upload an image file, a message will prompt you to decide whether to display the image on the course page or save it as a file resource. Tick whichever option applicable and click **Upload**.





3. Option 2 - Add an activity or resource: In edit mode, click **Add an activity or resource** at course page to add file. Select **File** from the list of **Add an activity or resources**.

▼ 13 February - 19 February ✎

+ Add an activity or resource



















▼ 20 February - 26 February ✎ **This week**

+ Add an activity or resource

Add an activity or resource

Search

All Activities Resources

 Assignment ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Feedback ☆ ⓘ	 File ☆ ⓘ
 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 Lesson ☆ ⓘ	 Mediasite Content ☆ ⓘ
 Page ☆ ⓘ	 Quiz ☆ ⓘ	 Survey ☆ ⓘ	 Text and media area ☆ ⓘ	 URL ☆ ⓘ	 Workshop ☆ ⓘ

4. Enter file's **Name** and **Description**.

















▼ General

Name

Enter file name

Description

Edit View Insert Format Tools Table Help

  **B** *I*              

Enter file description

P

0 words

☐ Display description on course page

5. Then scroll down to **Select files** section and upload your file by clicking on **Add** or you can drag and drop your file into the field below.

The screenshot shows the Google Drive interface with several annotations in red boxes and arrows:

- Add file**: A red box at the top left with an arrow pointing to the "Add file" button in the top navigation bar.
- Create Folder**: A red box at the top center with an arrow pointing to the "Create Folder" button in the top navigation bar.
- Download all**: A red box at the top right with an arrow pointing to the "Download all" button in the top navigation bar.
- Select files**: A red box on the left side with an arrow pointing to the "Select files" button in the left sidebar.
- Files**: A red box in the center with an arrow pointing to the "Files" button in the left sidebar.
- Maximum size for new files: 20 MB**: A red box on the right side with an arrow pointing to the text "Maximum size for new files: 20 MB" in the top right corner.
- Grid view, List view, Folder view**: A red box on the right side with an arrow pointing to the view icons (grid, list, folder) in the top right corner.
- Add file from your computer, or Drag and Drop your file here.**: A red box at the bottom center with an arrow pointing to the main content area.

6. Once you have either dragged and dropped or added file to content section, you will see it displayed on the **Select files** window.

A screenshot of a 'Select files' dialog box. The title bar on the left says 'Select files'. On the right, it says 'Maximum size for new files: 20 MB'. Below the title bar are three icons: a folder, a folder with a plus sign, and a download icon. The main area shows a file named 'PowerpointSlides.pptx' with a PowerPoint icon. This file and its parent folder 'Files' are enclosed in a red rectangular box.

7. Scroll down to the bottom of the page and click **Save and return to course**.

Save and return to course Save and display Cancel

Note:

- Some students might not be able to open the uploaded file due to compatibility issues between older and newer versions of MS Office. Do consider saving your Word documents or PowerPoint presentations as PDF files, as PDFs is viewable by almost any device.
- You can typically upload all common file types, including Word, PowerPoint, Excel, PDF, ZIP, .mp3, .jpeg, .png and etc. For uploading unsupported file type (eg. Photoshop), compress the unsupported file type into a ZIP archive first then only upload the file to Moodle.