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MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY



Add a File to a Moodle Course

One of the ways to share a file with your students on Moodle is to add it to your course page as a Resource. File types you can add to Moodle include PDF, Word and other text documents, PowerPoint presentations, spreadsheets, zip files, and media such as image, video, and audio files.

Note: IT recommends that you use **PDF** when adding course materials such as readings or handouts.



Add Files using Drag and Drop

The fastest way to add files to Moodle is using "drag and drop," which lets you drag files from your computer directly into a *Section*, *Topic* or *Weekly Section* of a Moodle course.

Known Issues

- This feature works with recent versions of Mozilla Firefox, Google Chrome, and with Safari 6 for Mac OS 10.7 and later.
- Drag-and-drop does not work with Microsoft Internet Explorer 9 or earlier, or Safari 5.x or earlier.
- If you are not able to reliably rearrange resources that you have just uploaded, refresh the page.
- You cannot drag and drop a folder of files into Moodle.

Drag and Drop Upload within an Activity

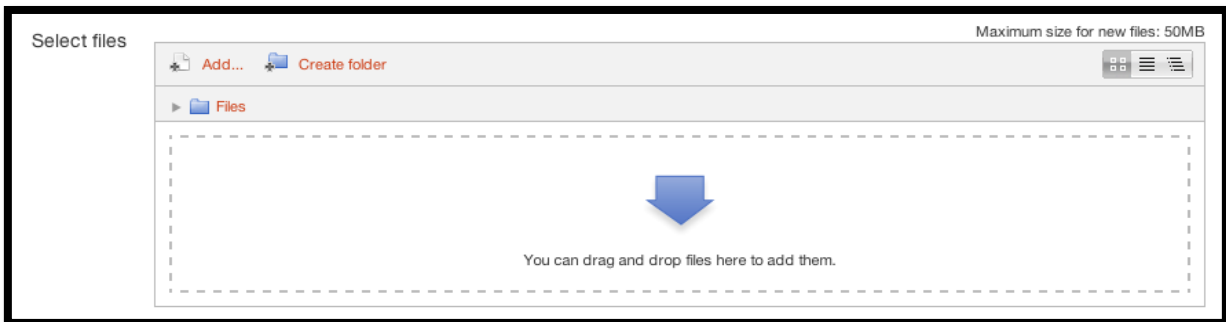
When uploading files from within an activity, you can drag and drop files directly into the Files area.

Step 1

Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).



Step 2



The files will appear in the *Select files* area.



Note: If you have, the *Google Drive* application installed and you are dragging files from your Google Drive into Moodle, use caution when uploading a .GDOC file. Files with a .GDOC extension are in a Google proprietary format and must be viewed online in Google Apps. To add a .GDOC file to Moodle using drag-and-drop that can be viewed outside Google Apps,

Step 3

Scroll to the bottom of the page and click save changes (or Post to Forum if attaching a file to a forum).

Add a File using the "Add an activity or resource" Link

Step 1

On your main course page, click Turn editing on (top right).

Step 2

Locate the Topic or Weekly Section where you will add the file. If you are using the Collapsed Topics format, open the section.

Step 3

At the bottom right of the section, click + add an activity or resource. The Activity chooser will open.

Step 4

In the Activity chooser, scroll down to the Resources heading and select File. Then click Add. The Adding a new file page will open.

Step 5

On the Adding a new File page, enter a title for your file in the Name field (required). The name you enter will display as a link to the file on your main course page.

Step 6

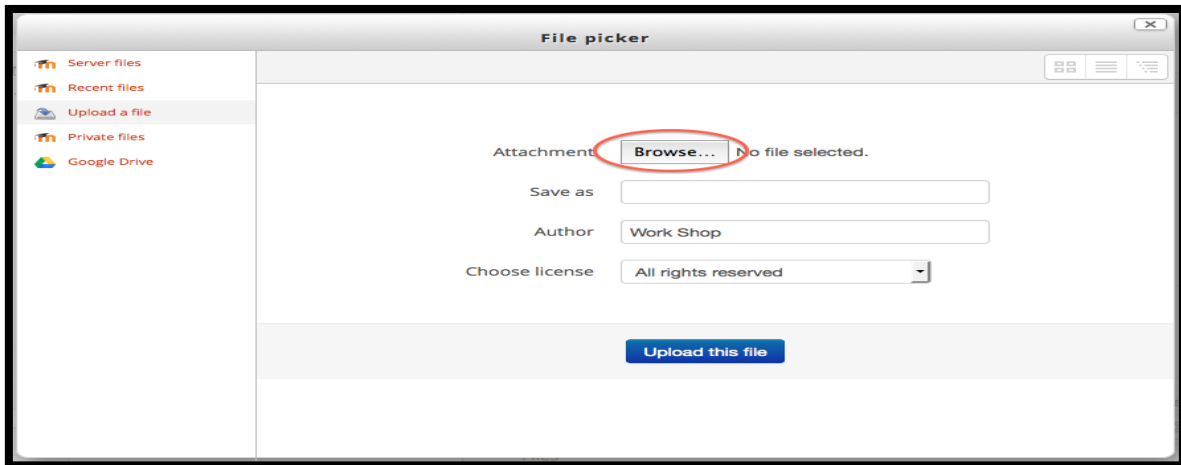
Under the Content heading, in the Select files area, click the Add ... (Add Icon Moodle 2.8 SS) icon or the Blue Arrow. The File picker will open.



Step 7

To search for a file on your computer, select Upload a file (at left), then click Browse or Choose File (depending on your browser).

Click 'Browse' or 'Choose file' (Click to enlarge)



Double-click to select the file to upload. You will be returned to the File picker window.

(Optionally, you can copy a file from your Google Drive. See Upload Files from Your Apps at UMass Amherst Drive to Moodle.)

Step 8

In the File picker window, leave the Save as field blank and click upload this file. You will be returned to the Adding a new file page.

Step 9

Scroll down to the bottom of the page and click Save and return to course. You will be returned to your main course page.

Step 10

Click the file link to make certain the file opens properly.

Step 11

You can make adjustments by returning to your course page. On your main course page, click Turn editing on. Locate the link to the file:

- To adjust the settings, click Edit (at right), and from the Edit drop-down menu choose Edit settings.



- To rename the link, click the Edit title icon (Edit Title Icon Moodle 2.8 SS) (immediately to the right of the link), enter a new title, and then press Enter/Return on your keyboard.
- To move the link from the bottom of the section, drag the Move resource icon (Move Icon Moodle 2.8 SS) for the link (at left).
(For details, see Reorder Sections or Items in your Moodle Course.) Adjust file settings (click to enlarge)

