Uploading Files Quickstart Guide

There are numerous ways to add files to Moodle. The fastest way is to drag and drop your files onto Moodle. You can also upload files by browsing and selecting files from your computer. You can also upload multiple files onto your module homepage using drag and drop or by uploading a zip file into your module.

It is worth considering the best format to provide your online resources to ensure all students can access them. In addition to including office documents which students can tailor to their viewing requirements, you might want to provide PDF versions of PowerPoints as they can be accessed on a wider range of devices including smartphones and tablets. You can log a request with the IT Self Service Portal to get Adobe Acrobat Pro installed on your work PC to convert Word documents to PDF format.

When developing your Moodle module, accessibility regulations state that the structure of your module and the design of your content must be accessible.Maximise your content and ensure that it is accessible to the greatest number of users.

Review the guidance on creating accessible content:

- Writing accessible documents (from gov.uk)
- Guide to creating accessible Word documents (from City Library)
- Guide to creating accessible presentations (From City Library)
- Creating accessible PDFs (from gov.uk)
- 6 tips to create inclusive content (from Jisc)

- **Drag and Drop Files**
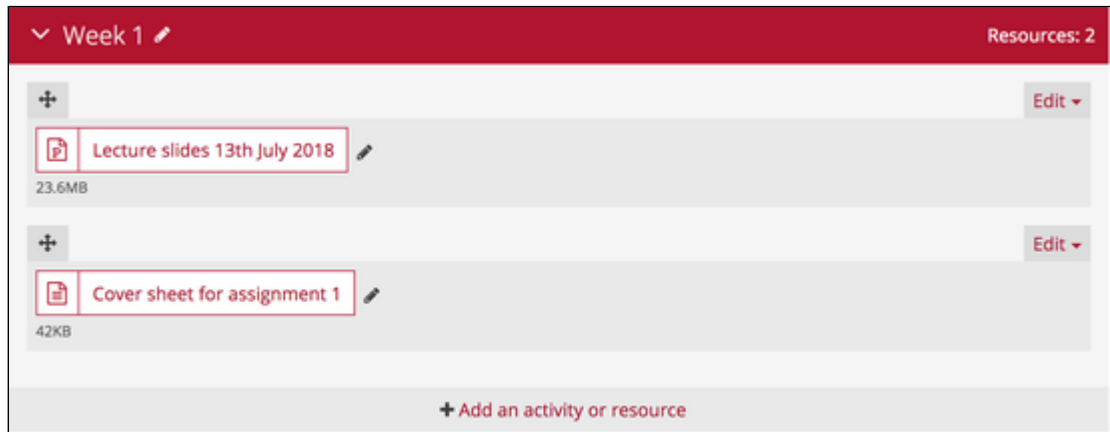- **Upload a File**
- **Uploading files - alternative methods**

Drag and Drop Files

Exceptions: Drag and drop does not work with Internet Explorer 9 or tablets with Smart Notebook technology running Firefox 18 or Chrome.

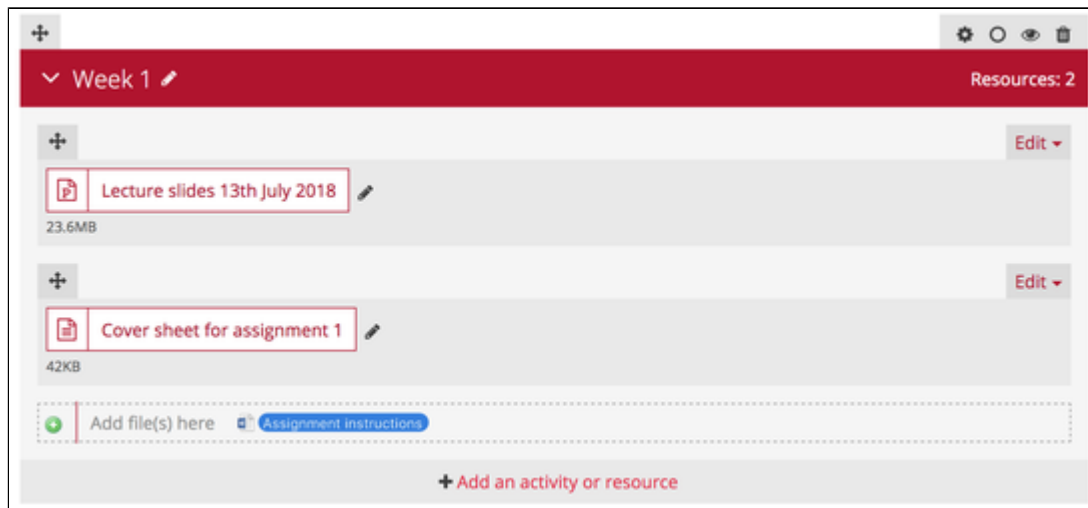| Step	How to	Image

| 1 Open relevant section | • **Turn editing on**. • Open the section where you want to place your file by clicking on the section heading. | |
| 2 | • Open Windows Explorer to navigate to your files. | |

| Locate the file and drag and drop into position	- Navigate to the drive on which the file is saved. - Resize the explorer window, so that the browser and the Moodle module are visible. - Click and hold on the relevant

file that you want to upload to Moodle and drag it into the relevant section of your module. Please note you can only drag and drop a file to the bottom of a section.

	• Drop your file into your module by releasing the mouse button.	
3 **Change the position of the file**	• Click **Turn editing on.**	**Open all** **Close all** **Section 1** Lecture notes 51.3KB
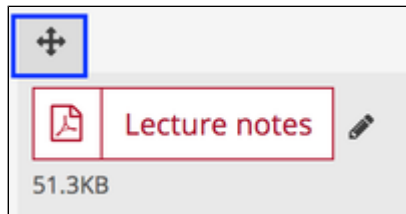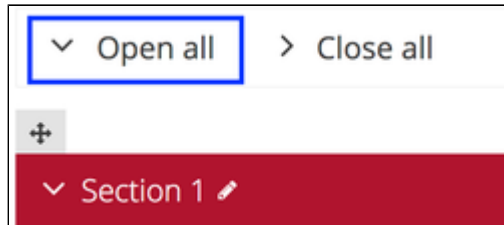
- If you are moving a file to a new section, open the section where the file you want to move is going to be located.

- Open the section where your file is currently located, click on the move icon located above the file.

	• Drag and drop the file into its new position by holding down the left mouse button, drag your file to the new position and then release the mouse button.	
4		Escape to cancel, Enter when finished Lecture notes 51.3KB
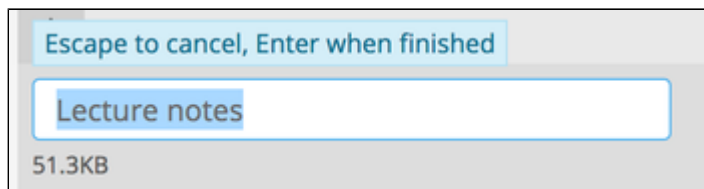
| **Change the title of the file** | Click **Turning editing on.** Open the section where the file is located. Click on the pen icon alongside the file. |

• Enter the new file name and then press Enter on your keyboard (**NB clicking outside the editable area will not save the changes).**	

Upload a file

Step	How to	Image
1		

Add an Activity or Resource

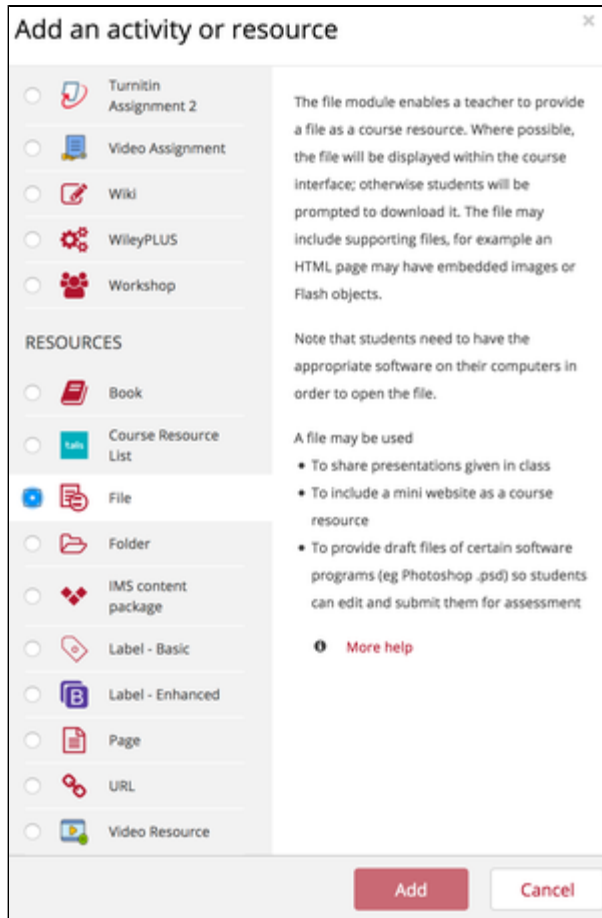- Click **Turn editing on.**

- Open the section where you want to place your file by clicking on the section heading.

Add an activity or resource

○	Turnitin Assignment 2	
○	Video Assignment	
○	Wiki	
○	WileyPLUS	
○	Workshop	

RESOURCES

○	Book	
○	Course Resource List	
●	File	
○	Folder	
○	IMS content package	
○	Label - Basic	
○	Label - Enhanced	
○	Page	
○	URL	
○	Video Resource	

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used
- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

ⓘ **More help**

Add   **Cancel**

- Select **Add an activity or Resource** which is available at the bottom of the section.
- Select **File** from the Resource List.
- Click **Add**.

2 **Give your file a name**	- Give your file a **Name.** - Add a **Description** to provide some information about the file if required.	▾ General Name ❗ [Title of file] Description [toolbar: ↲ i ▾ ◆ ▾ **B** *I* ↺ ↻ ☰ ☷ % ✂] [toolbar: 🖼 🎥 ❑ ✷ </> ✖] Description of file ☑ Display description on module page ❔

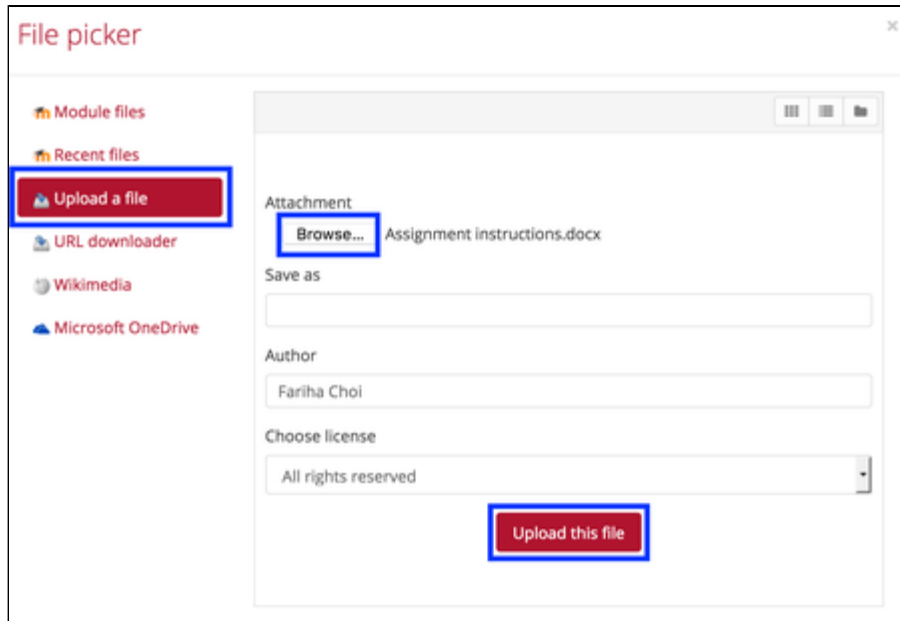| 3 **Select File**	• Click on the **Add icon** to select and upload your file. • Alternatively you can drag and drop your file into the upload file area.	Select files Maximum size for new files: 1GB ▸ 📁 Files You can drag and drop files here to add them.
4		

Locate and upload file on your computer

To upload a file from your computer:

- Click **Upload a file.**
- Click **Browse**. This opens up Windows explorer.

File picker

- Module files
- Recent files
- **Upload a file**
- URL downloader
- Wikimedia
- Microsoft OneDrive

Attachment

Browse...   Assignment instructions.docx

Save as

Author

Fariha Choi

Choose license

All rights reserved

Upload this file

You can only add one file to Moodle at a time using this method of adding a file. all subsequent files will be ignored.

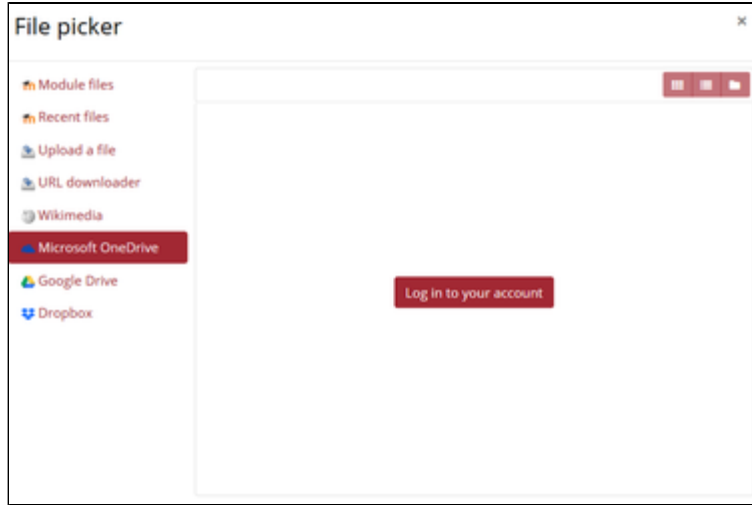|		
	- Navigate to where you have saved the file. Select the file and click **Open** - Click **Upload this file.**	
5	**To upload a file from your OneDrive** - Click **Microsoft OnDrive**	

Locate and upload file on OneDrive

- Click **Log in to our account**. This opens your OneDrive. (NB> The first time you connect, you may have to agree to give Moodle

File picker

- Module files
- Recent files
- Upload a file
- URL downloader
- Wikimedia
- **Microsoft OneDrive**
- Google Drive
- Dropbox

Log in to your account

You can only add one file to Moodle at a time using this method of adding a file. all subsequent files will be ignored.
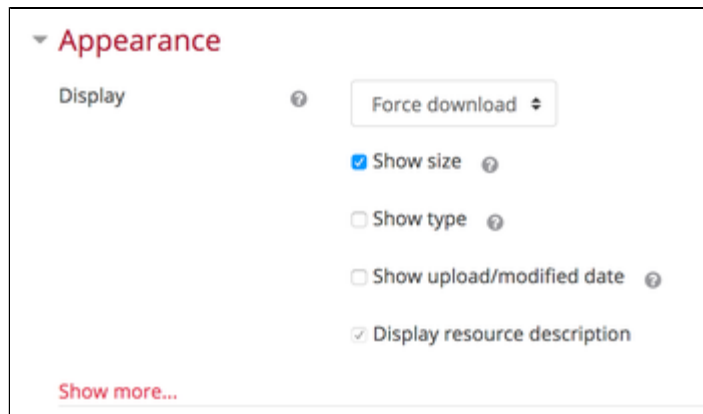
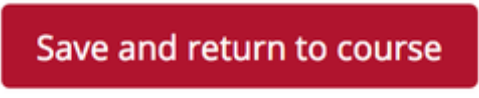|		
	access to your OneDrive)	
	• Navigate to where you have saved the file. Select the file and click **Open**	
	• Click **Upload this file.**	
6 **Appearance**	• Open the **Appearance** settings.	

Here you can choose to display:

- **File size**
- **File type**
- **Upload / modified date** (this setting can help students identify updated content)

Appearance

Display   ⓘ   Force download ⇕

☑ Show size   ⓘ

☐ Show type   ⓘ

☐ Show upload/modified date   ⓘ

☑ Display resource description

Show more...

7 **Save**	• Scroll to the bottom of the page and **Save and return to course.**	Save and return to course
8 **Change the position of the file**	• **Turn editing on.** • If you are moving a file to a new section click **Open**	⌄ Open all › Close all ✛ ⌄ Section 1 ✎ ✛ 🗎 Lecture notes ✎ 51.3KB
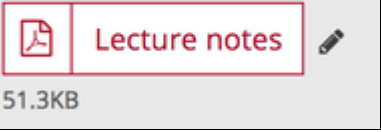
all at the top of the module to open all the sections to make it easier to move the file between sections.

- Go to the section where the file you want to move is located.
- Click on the move icon above the file.

- Drag and drop the file into its new position by holding the mouse click, move your file into the new position and release the mouse click.

Additional Resources:

1. Groups and groupings
2. Restrict access
3. Text Editor