How Do I Create a Resource?

File

The file module enables a teacher to provide a file as a course resource.

To add a File:

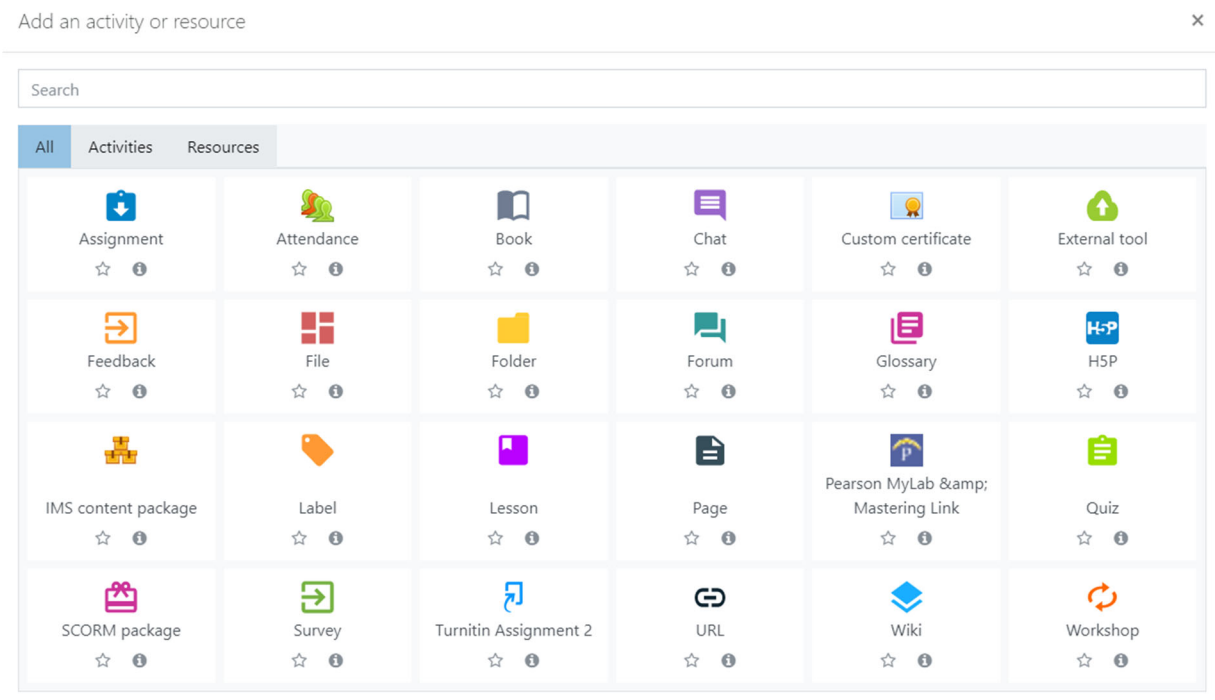Login to Moodle and navigate to the course.

Turn editing on.

Within a topic, click on the add an activity or resource.

Topic 1

+ Add an activity or resource

The Add an activity or resource picker will open.

Add an activity or resource   ✕

Search

All   Activities   Resources

| Assignment | Attendance | Book | Chat | Custom certificate | External tool |
File	Folder	Forum	Glossary	H5P	Feedback
IMS content package	Label	Lesson	Page	Pearson MyLab & Mastering Link	Quiz
SCORM package	Survey	Turnitin Assignment 2	URL	Wiki	Workshop

Notice the icons below Label. The star icon will allow instructors to "star" an activity or resource that is used most frequently.

The activity or resource picker also allows toggling between Starred, All, Activities, and Resources.
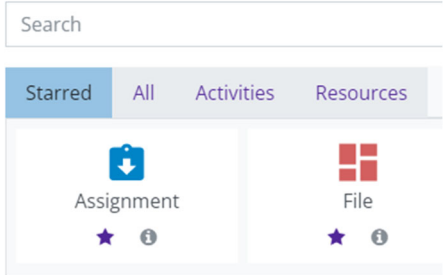
Clicking on the "I" —information icon—will open a window that gives more information about the activity or resource.

File

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.

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 software programs so students can edit and submit them for assessment

More help

For additional help, click on "More help" to navigate to the Moodle Docs site.
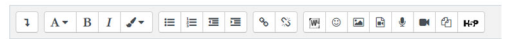
Choose File.

Moodle will open the "Adding a new File page.

Add the file name and description if desired. You can customize font by using the editing tools. Text and multimedia can be inserted as well.
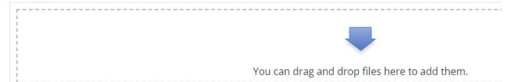
There are 2 ways to add the actual file.

Drag and drop your file from the desktop. Find your file on your computer. Click and hold the left mouse key on the file. Drag the file into the text box with the blue arrow. Release the mouse button. The rile will now appear in the text box.

Use the "Add" option. Click on the "Add" under "Select Files." The File Picker window will open. Click on "Choose File." The "Open" window will appear. You can navigate to the file you wish to add. Select the file and click the "Open" button. You should see the file next to Attachment. Click on "Upload this file."
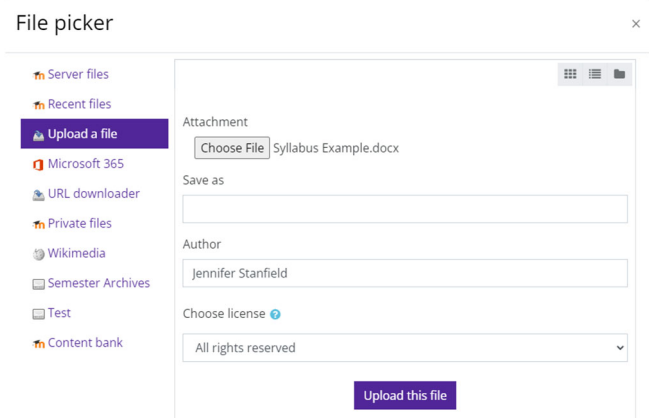
Name   ❶   Course Syllabus

Description

Display description on course page

The file will now appear in the text box.   Select files

Files

Syllabus Ex...

Save and return to course.

You should now see the file on the front page of the course.

Topic 1

Course Syllabus