

Creating a File Resource

File

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

To add a File:

Log in to Moodle and navigate to the course.

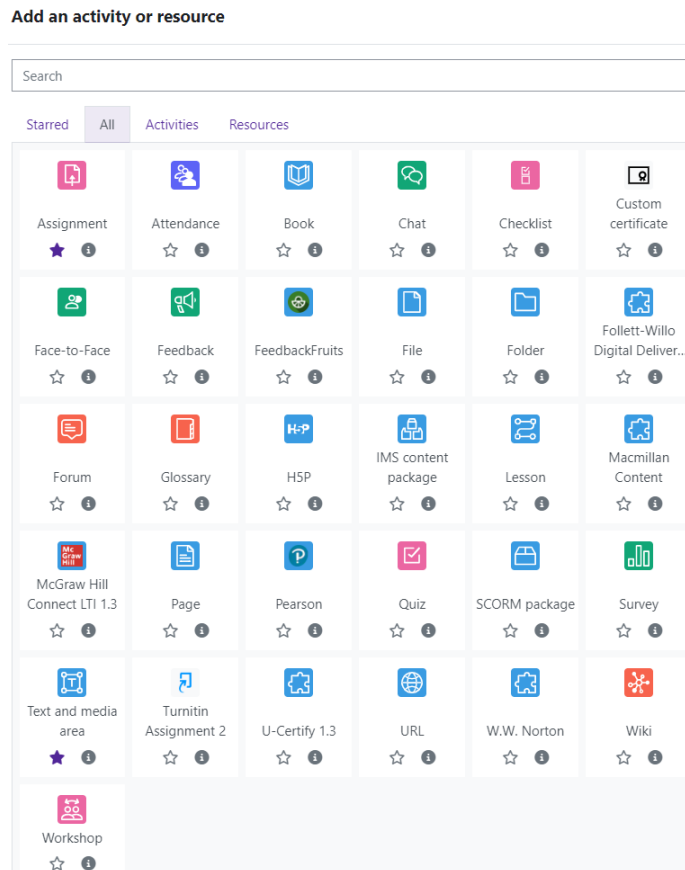
Turn editing on.



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



The Add an activity or resource picker will open.





File



Notice the icons below File. 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.

Add an activity or resource

Search

Starred

All

Activities

Resources



Assignment



File



Clicking on the “i” —information icon—will open a window that gives more information about the activity or resource.

For additional help, click on “More help” to navigate to the Moodle Docs site.



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](#)

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 gray arrow. Release the mouse button. The file will now appear in the text box.

Use the Add option. Click on the “Add” under “Select Files.”

The File Picker window will open. With “Upload a file” selected, 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.”

General

Name

Description

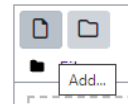
Select files

Rich text editor toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert table, insert code, and help.

Display description on course page

Maximum 5

File selection area with a folder icon and a message: "You can drag and drop files here to add them."



File picker

Server files

Recent files

Upload a file

Microsoft 365

URL downloader

Private files

Wikimedia

Semester Archives

Test

Content bank

Attachment

Choose File Syllabus Example.docx

Save as

Author

Jennifer Stanfield

Choose license

All rights reserved

Upload this file

General

Name

Course Syllabus

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, and insert table.

Display description on course page

Select files

Maximum size for n

Files				
<input type="checkbox"/>	Name	Last modified	Size	Type
<input type="checkbox"/>	Course Syllabus.docx	09/9/24, 16:30	83.3 KB	Word 2007 document

The file will now appear in the text box.

Save and return to course.

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

Topic 1



Course Syllabus

