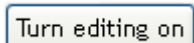


Adding a File Resource

In earlier versions of Moodle, under *Setting>Course Administration* there was a link to *Files*. That is no longer the case. For security reasons, and to enable easy file sharing between courses, the Moodle file structure has been totally revamped. With version 2+, each file you upload will be embedded in a specific section of the course.

Follow these instructions to upload a file:

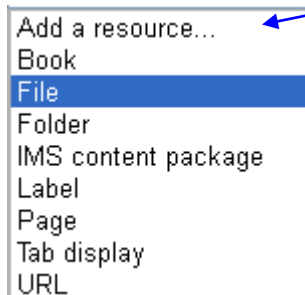
1. Turn editing on by clicking on your **Turn editing on** button on the top right-hand side of your page.



Turn editing on

A blue arrow points from the text 'Turn editing on' to the button.

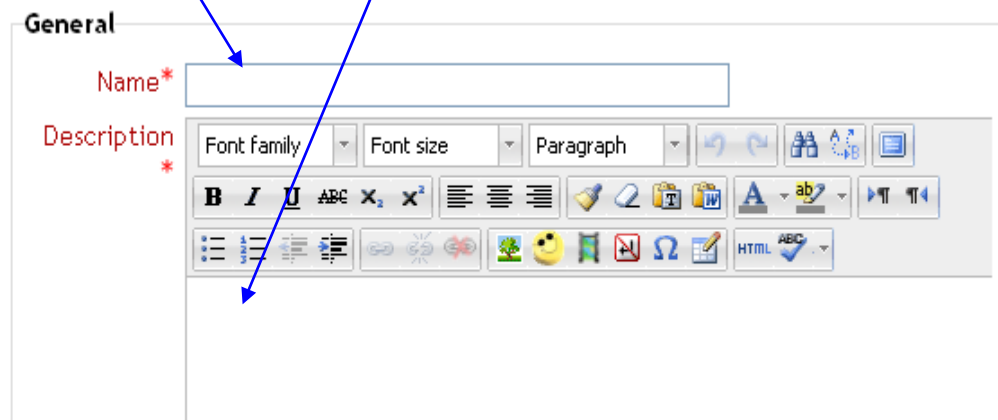
2. Click on the downward arrow on the **Add a Resource** box and choose **File**.



Add a resource...
Book
File
Folder
IMS content package
Label
Page
Tab display
URL

A blue arrow points to the downward arrow on the 'Add a resource...' box. A black arrow points to the 'File' option in the dropdown menu.

3. Enter the **File Name** and the **Description**.



General

Name*

Description*

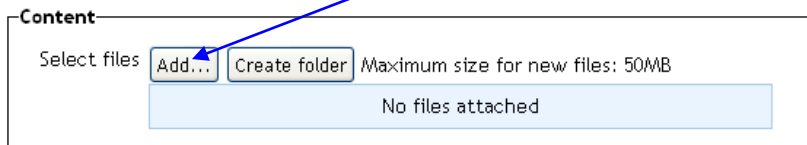
Font family Font size Paragraph

B *I* U ABC x₂ x₃ [List icons] [Link icon] [Image icon] [Media icon] [Table icon] [Code icon]

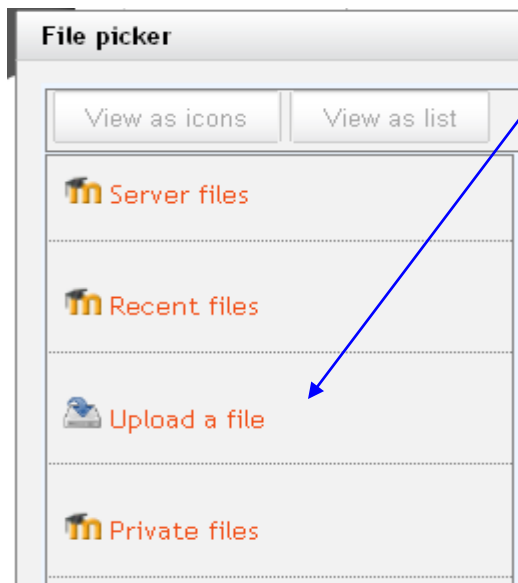
[List icons] [Link icon] [Image icon] [Media icon] [Table icon] [Code icon] HTML ABC

Blue arrows point from the text 'File Name' and 'Description' to the respective input fields. A blue arrow also points to the rich text editor toolbar.

4. Under the Content section, click on **Add**.



5. You'll see the following File Picker image. Click on **Upload a File**



Server files is the main file area where you'll see the files from the current course and eventually all the other courses you create.

Recent files are the ones you've recently added.

Upload a file enables you to select files from your computer.

Private files are for your eyes only.

6. **Browse for your file** and then click on **Upload this File**:

Please note:

At this point you can choose to add a license to the document you are uploading, assuming you own the copyright. The licenses enable you to maintain copyright but also share your work with others. There are a number of licenses to choose from. Please see the tutorial titled "**Creative Commons Licensing**" for full details.

7. As you cursor down the page you'll see that you can change the display. Just go ahead and accept the "automatic" default. Please review the tutorial titled "**Display Settings**" for further details on changing the display.
8. You'll note that you can also Restrict Access to a file. Please check out our tutorial titled "**Restricting Access: Conditional Releases**" for full details.

9. To complete the process of adding a file to your course, cursor down to the bottom of the page and click on **Save and Return to Course**.

Save and return to course