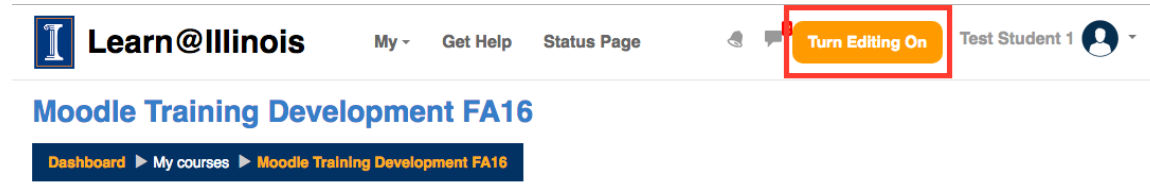
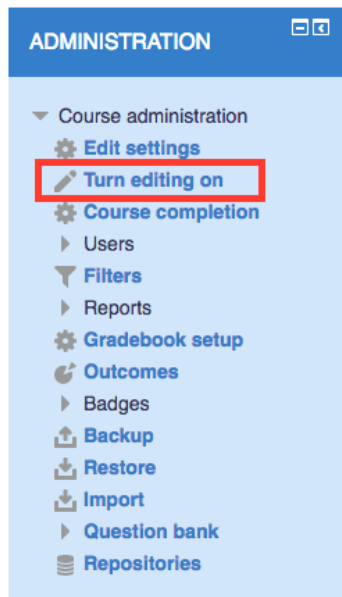


Adding a File

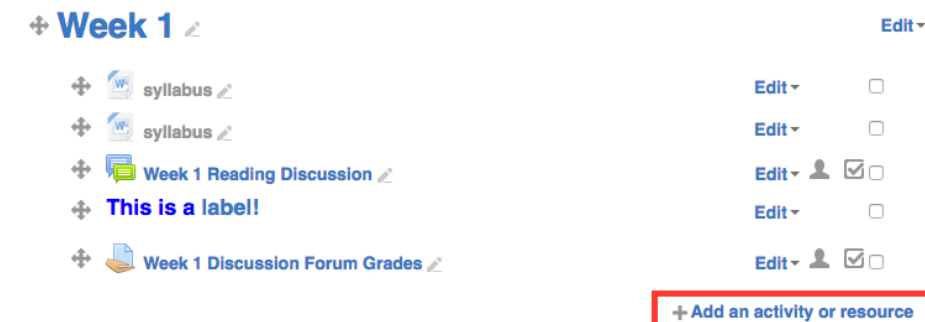
To add a file, you first need to turn editing on. One way to do so by clicking the **Turn editing on** box located at the top right of the page.



You can also do so by clicking on **Turn editing on** under the Administration box located at the left-hand side of the screen.

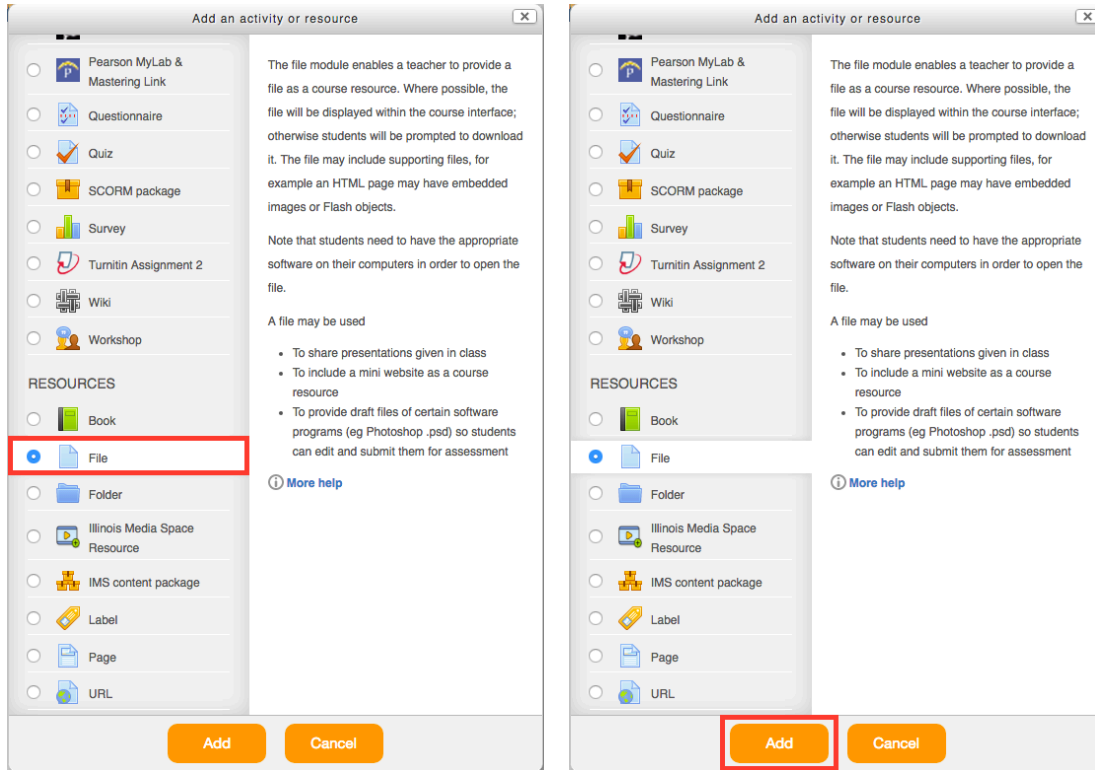


After editing is turned on, click **Add an activity or resource** in the section you would like to add a file to.



Scroll down the left-hand side of the pop-up box until you see File. When you click on **File**, a description on the right-hand side appears. If you are ever unsure about what a given resource is, this is a good place to start.

After File is selected, click **Add**.



You will then have several options to choose from and fill in about your file. First, name the file under the General tab.

Adding a new File to Week 1 ?

[▶ Expand all](#)

▼ General

Name*

Tentative Schedule

Description



Path: p

Display description on course page ?

You may also add a description of the file in the Description box. If you would like the description to appear on the course page, check **Display description on course page**.









Adding a new File to Week 1

[Expand all](#)

General

Name*

Description

Paragraph **B** *I*        

Path: p



Display description on course page  

In the Select files section, you can upload the file or files that you want to add. One way to do so is by dragging and dropping the file(s) into the Files box (any space within the dotted lines).


Another way you can upload a file is by clicking the **Add file** button.

Select files

Maximum size for new files: 1GB

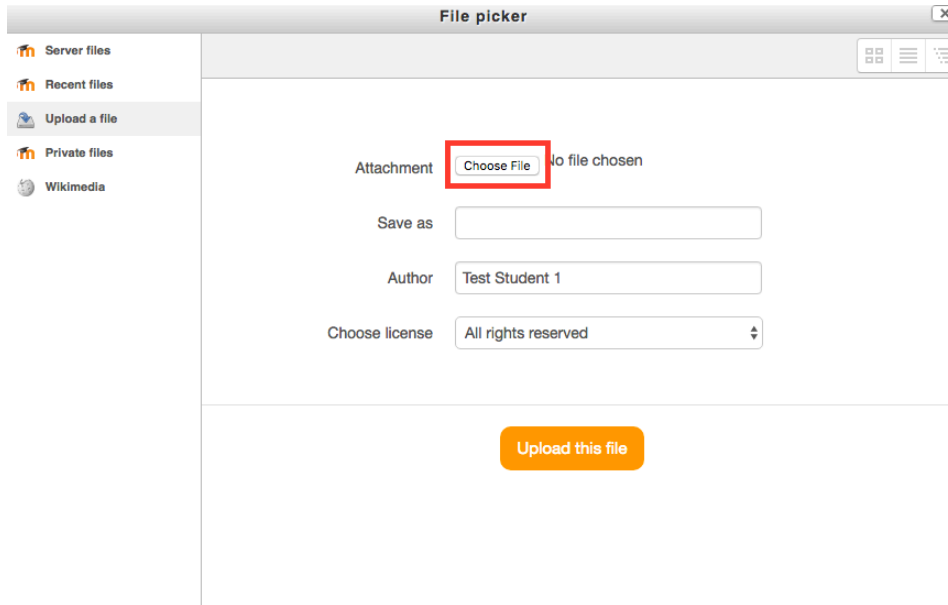
 

Files

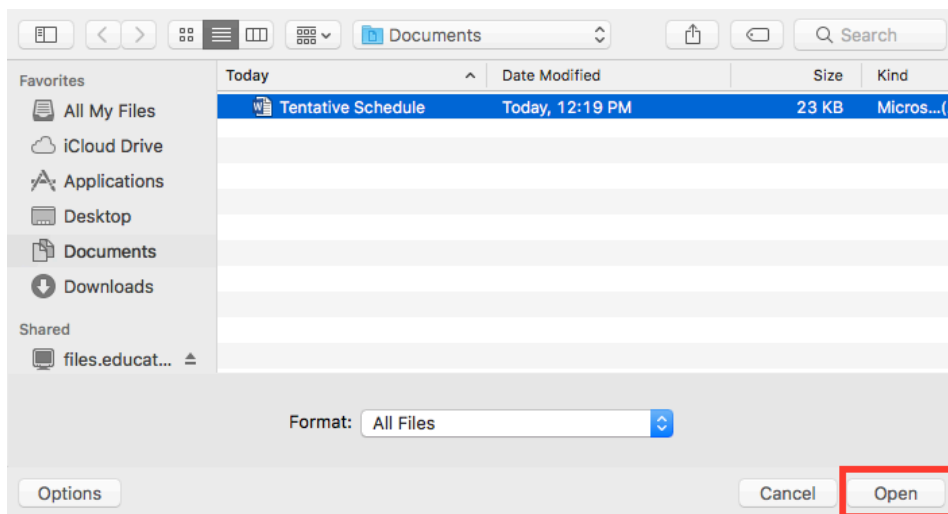


You can drag and drop files here to add them.

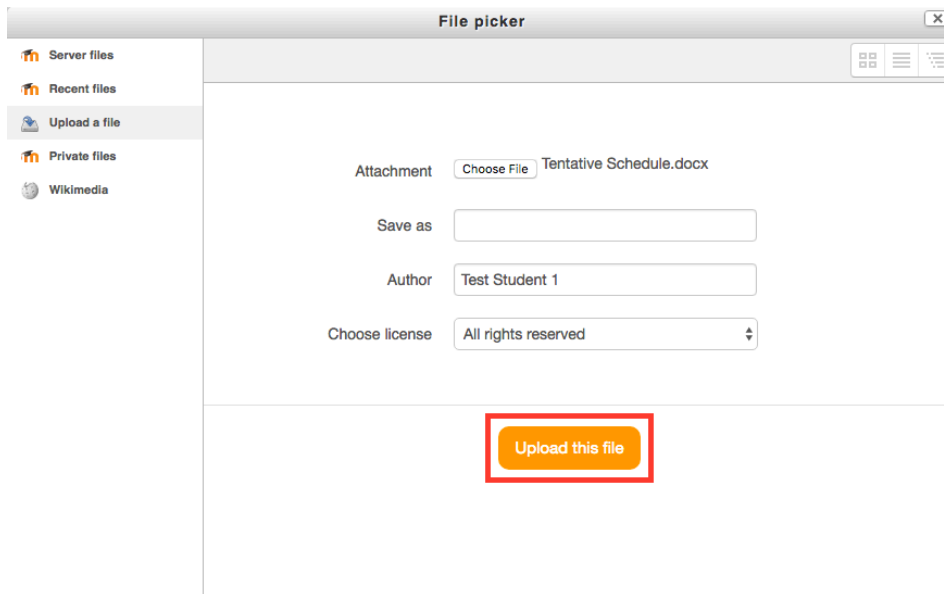
Then click on **Choose file**.



Locate the file on your computer and click **Open**.



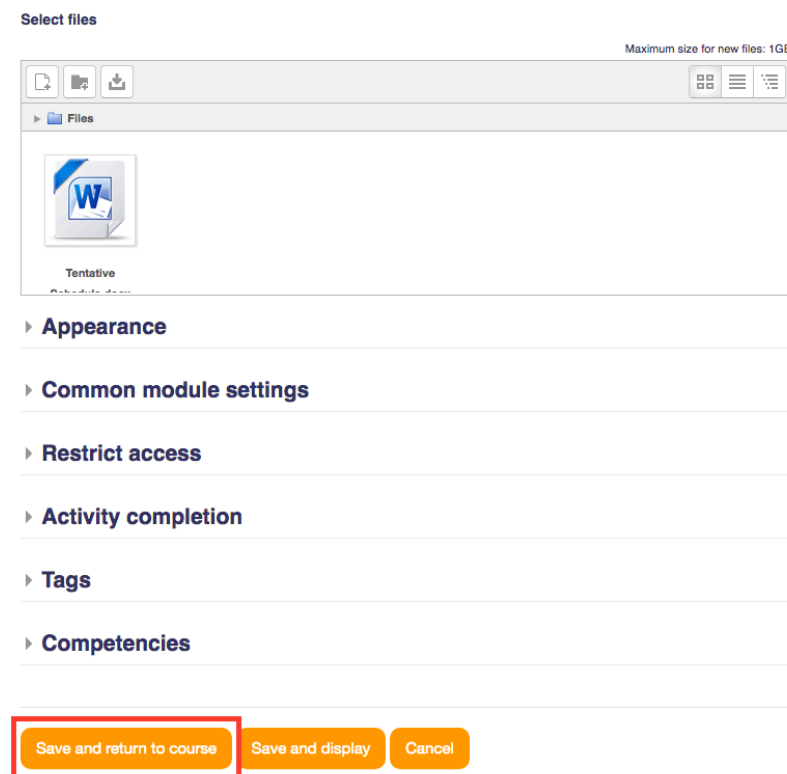
Next, click **Upload this file**.



The file will then appear in the Files box.

The remaining tabs (Appearance, Common module settings, Restrict Access, etc.) are not required and involve more advanced settings. The Restricted Access tab will be covered in a different section.








Once you have all the settings completed, click on **Save and return to course**.



You will now see the file appear on the Moodle page.

[+ Add an activity or resource](#)

Week 1 [↗](#) Edit [▼](#)

✚  syllabus ↗	Edit ▼	<input type="checkbox"/>
✚  syllabus ↗	Edit ▼	<input type="checkbox"/>
✚  Week 1 Reading Discussion ↗	Edit ▼ 	<input checked="" type="checkbox"/> <input type="checkbox"/>
✚ This is a label!	Edit ▼	<input type="checkbox"/>
✚  Week 1 Discussion Forum Grades ↗	Edit ▼ 	<input checked="" type="checkbox"/> <input type="checkbox"/>
✚  Tentative Schedule ↗	Edit ▼	<input checked="" type="checkbox"/> <input type="checkbox"/>