

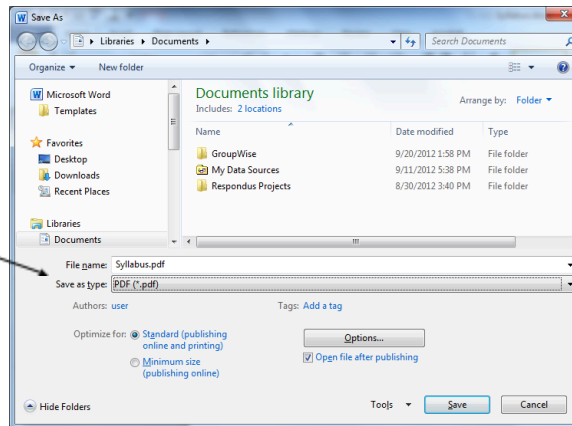
Adding a File to a Moodle Course

Best practice:

For accessibility, convert the file to a pdf

To convert a Word document to a pdf:

- Open the Word document
- Click “File”, “Save As”
- Save file as type: PDF (*.pdf)
- Click “Save”
- Close the files



To add a file to a Moodle course:

1. In your Moodle course, click “Edit mode” on.
2. In the topic where you want to add the file, click “+ Add an activity or resource”.
3. Select “File”.

Add an activity or resource

×

All
Activities
Resources



Assignment

☆ ⓘ



Attendance

☆ ⓘ



Book

☆ ⓘ



Chat

☆ ⓘ



Checklist

☆ ⓘ



Chem101

☆ ⓘ



Choice

☆ ⓘ



Collaborate

☆ ⓘ



Custom certificate

☆ ⓘ



Database

☆ ⓘ



External tool

☆ ⓘ



Feedback

☆ ⓘ



File

☆ ⓘ



Folder

☆ ⓘ



Forum

☆ ⓘ



Glossary

☆ ⓘ



Group choice

☆ ⓘ



H5P

☆ ⓘ



IMS content package

☆ ⓘ



Interactive Content

☆ ⓘ



Lesson

☆ ⓘ



Lightbox Gallery

☆ ⓘ



Page

☆ ⓘ



PDF Annotation

☆ ⓘ

4. Type the Name of the file.
5. For Select files, click the “Add” icon.

Adding a new File

Expand all

General

Name

!

Description

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☐ Display description on course page ?

Select files

Maximum size for new files: Unlimited

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☰ ☱ ☲

📁 Files



You can drag and drop files here to add them.

6. Click “Upload a file”, click “Browse”, find and click on the file name, click “Open”; or choose from your Microsoft OneDrive.
7. Click “Upload this file”.

File picker ×

Private files

Upload a file

ethink

Pixabay Media

Microsoft OneDrive

Content bank

Microsoft 365

Attachment

Browse... No file selected.

Save as

Author

Janet T. Collins

Choose license ?

All rights reserved

Upload this file

8. Scroll down, click “Save and return to course”.

Save and return to course Save and display Cancel