

Add Resources, Files, & Links

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Moodle supports a range of resource types which teachers can add to their courses (such as a course reading or a link to an external website). In edit mode, a teacher can add resources via the **+ Add an activity or resource** link.

Resources Available in Moodle

- [Book](#) - A multi-page resource displayed in a book-like format, with chapters and subchapters. This module is useful for designing a tutorial or lesson with multiple parts with the option of embedding media.
- [File](#) - A file resource such as a PDF that can be displayed through the interface of the course or downloaded by students.
- [Folder](#) - Display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.
- [Page](#) - Create a web page resource using the Moodle text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.
- [Text and Media Area](#) - Displays text or multimedia directly on the course page. This module is useful for creating headings or to break up larger sections of content.

- [URL](#) - A link to an external webpage. Note that URLs can also be added to any other resource or activity type through the text editor.

Add a File

The fastest way to add files to Moodle is using "drag and drop," which lets you drag files from your computer directly into a Section, or Topic of a Moodle course. Drag and drop is available whenever Editing is turned on.

Add a File using "+ Add an activity or resource"

1. Navigate to your new Moodle course for the upcoming semester. When you open your course, it will be empty.
2. In navigation tabs, select **More** then **Course reuse**. The Import screen will open.
3. Find your previous course in your list of courses and select the radio button. If you don't see your course in the list, go to the bottom of the page and enter the title of your course then select Search. Select your course, then select **Continue**.
4. On the Import Settings screen, you can select which parts of your previous course you want to copy into your new course. If you would like to copy everything, select **Jump to final step** (see step 6 in these instructions) otherwise select **Next**.
5. On the Schema settings page, uncheck the boxes for any items you do not want to have included in the import. When finished, scroll to the bottom of the page and select **Next**.
6. Example: If you have an updated version of your syllabus that you plan to upload, you can uncheck the box so that you do not import the older version into your new course.
7. On the Confirmation & Review page, a list of all course content will display with green yes check marks indicating the items being copied. If everything looks correct, scroll to the bottom of the page and select **Perform Import**.

8. A progress bar will display during the import. Please wait a few moments for the import to complete.
9. A “success” message will display when the import has completed. Select **Continue** to navigate back to your course.

Add a Text & Media Area

The Text and Media Area resource displays text or multimedia directly on the course page. This module is useful for creating headings or to break up larger sections of content.

1. Navigate to your Moodle course homepage and select **Turn editing on**.
2. In a section of your course where you want to add the file, select **+Add an activity or resource**. The Add an activity or resource pop-up window will open.
3. Scroll down and select **Text and Media Area**. The Adding a new Text and media area page will open.
4. In the text box, add your text, images, sound or video files as desired.
5. Scroll to the bottom of the page and select **Save** and return to course. The new resource will be added to your course.

Add a URL

1. Navigate to your Moodle course homepage and select **Turn editing on**.
2. In a section of your course (the top section is recommended), select **+Add an activity or resource**. The Add an activity or resource pop-up window will open.
3. Scroll down and select **URL**. The Adding a new URL page will open.
4. In the Name field, enter a name for your link. In the External URL field, paste the web address of your link.
5. Under Appearance, change **Display** to **Open**.

6. Scroll to the bottom of the page and select **Save** and return to course. The Web link will appear on the main page of your course as a URL resource.

Move Items on Your Course Page

1. After adding a new activity or resource, you can move it up or down on your course page, including between different topics.
2. With Editing turned on, find the activity or resource that you want to move.
3. Move your cursor over the item, then select and hold.
4. Drag the item to its new position (either up or down) then release.

Create a Copy of an Activity or Resource

To save time, you can create a copy of an activity or resource on your course page, and then make additional edits.

1. With Editing turned on, find the activity or resource you want to copy, then select the **Edit** button to the right (Three dots).
2. In the Edit menu, select **Duplicate**. A copy will be added to your course page directly below the original activity or resource.