

Adding Files to Moodle

Intro: If you are familiar with WebCT, the “Files” area of Moodle is similar to the “MyFiles” area of WebCT 4. Similar to WebCT, students will not automatically see items that have been uploaded to the “Files” area of Moodle. To allow students to see the files that have been uploaded to this area instructors have two options:

- A. **“Link to a file or a website”:** With this option (see directions below) you add a link from the homepage that will points to a specific document that has been uploaded to the “Files” areas. For example, if you have 10 PowerPoint files you will need to add 10 links in the appropriate week/topic.
- B. **“Display a Directory”:** With this option (see “Link to Directory” tutorial) you can link to a directory/folder from your “Files” area of Moodle. This way it will be possible to have one link that allows users to view/download all ten files.

Link to a file or a website directions

1. Log into Moodle and navigate to your course.
2. Click the **“Turn editing on”** button -- located in the upper right hand portion of the screen (see figure 1). Note: if the button says **“Turn editing off”** then Moodle is already in editing mode.

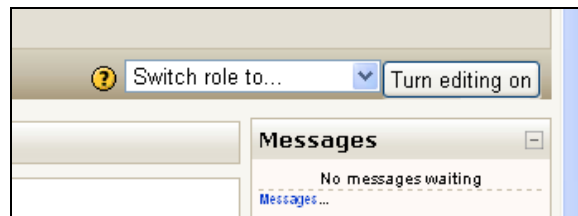


Figure 1: Turn editing on

3. When editing is turned on, each week/topic will have an **“Add a resource...”** and **“Add an activity...”** dropdown menu. Go to the week/topic where you would like to link to a file and select **“Link to a file or website”** from the **“Add a resource...”** dropdown menu (see figure 2). In the figure 2 example, the file will be added to the week of February 3 – 9th.

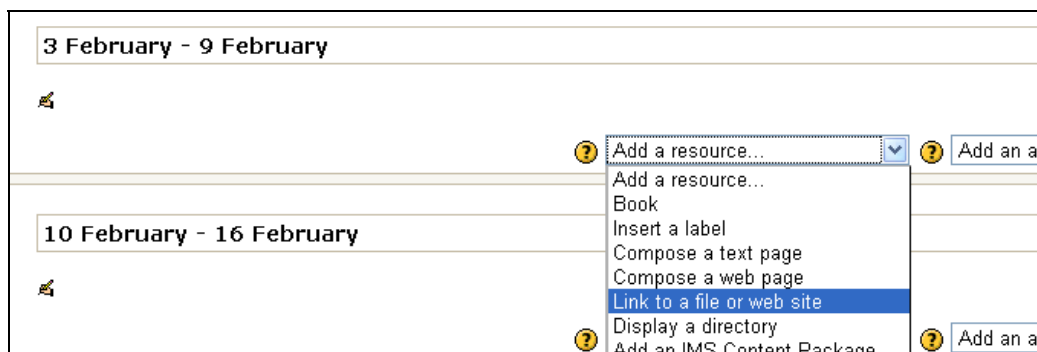


Figure 2: Link to a file or web site

4. This will bring up the “**Adding a new Resource to...**” screen. Begin by giving the link a title in the “**Name***” field. **Note:** the name of the link does not have to be the same as the file that you are linking to.
5. Under the “**Summary**” field enter a description for the file that you are linking to. This step is option but will help student know why the file that you are linking to is important.
6. Under the “**Link to a file or web site**” section click the “**Choose or upload a file ...**” button (see figure 3). **Note:** if you would rather point to a website rather than link to a file it is possible to paste the website address in the “**Location**” text box and skip to step 14.

Link to a file or web site

Location

Figure 3” Choose or upload a file.

7. Clicking “**Choose or upload a file...**” is step 6 will open a new window that displays the “**Files**” area of your course. The next, and most important step, is to associate the link that is being added to the homepage with a file from “Files” area of the course. **Note:** If you have already uploaded the file to this area skip to step 12. If you have not already uploaded the file proceed to step 8.
8. To upload a file to the “**Files**” area click on the “**Upload a file**” button (see figure 4). This will allow instructors to upload the file directly to the main root directory of the “**Files**” area. **Note:** If you would like to put the file in a folder it will be necessary to first create a folder by clicking the “**Make a Folder**” button.

13910.2009S » Files

	Name	Size	Modified
<input type="checkbox"/>	Chap_1_revised_Jan_11_2009.ppt	1.4MB	30 January 2009, 06:40 P
<input type="checkbox"/>	Chapter05_revised_January_2009.ppt	6.1MB	29 January 2009, 04:21 P
<input type="checkbox"/>	Chapter_2_Revised_Jan_2009.ppt	4.3MB	30 January 2009, 06:41 P
<input type="checkbox"/>	Spring_2009_NJIT_Course_Syllabus_for_MRKT_322_Section_102.doc	48KB	30 January 2009, 06:39 P
<input type="checkbox"/>	Spring_2009_NJIT_Term_Project_for_MRKT_322.doc	38.5KB	30 January 2009, 06:39 P

With chosen files...

Figure 4: Upload a file

9. Clicking the “**Upload a file**” button in step 8 will open the “**Upload a file**” window (see figure 5). Select the “**Browse...**” button.

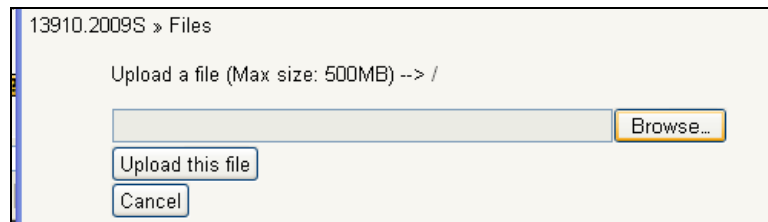


Figure 5: Upload a file window

10. Clicking “**Browse...**” will produce a “**File Upload**” pop-up window (see figure 6). Brows to the file on your local computer, highlight the file (by clicking on it) and select the “**Open**” button.

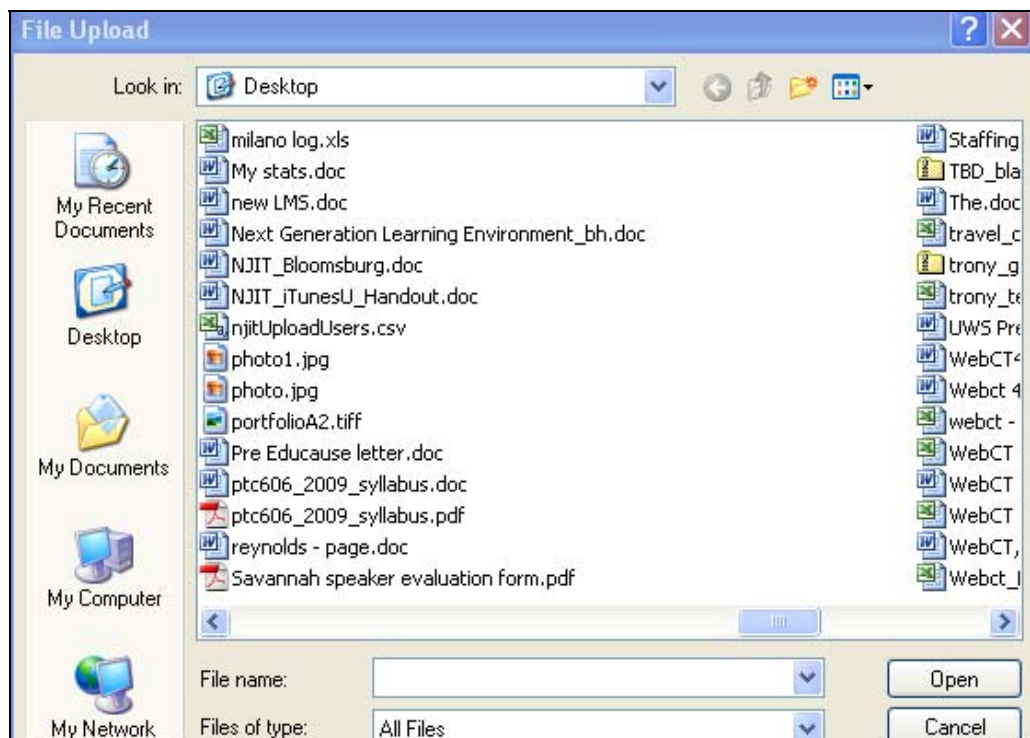


Figure 6: File Upload window

11. After clicking the “**Open**” button, the “**File Upload**” window will disappear and users will be returned to the “**Upload a file**” window. The location of the file to be uploaded will now appear in the “**Browse...**” text field. Click the “**Upload this file**” button to upload the file from your computer to the “**Files**” area of the Moodle course. **Note:** Large files may take a couple of minutes to upload.

12. Once the file has been uploaded to the course users will be returned to the “**Files**” screen. The file that was uploaded should now appear under the “**Files**” area. To complete the process, click the “**Choose**” link to the right of the file name (see figure 7).

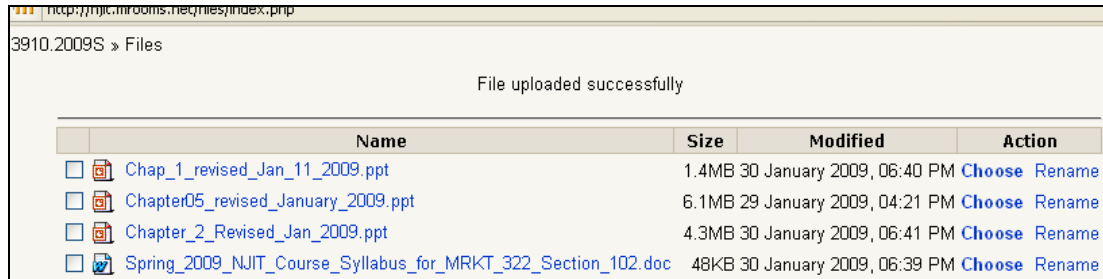


Figure 7: Select “Choose” under the Action column

13. After clicking on the “**Choose**” link users will be returned to the “**Adding a new Resource to...**” screen and the link to the file will appear in the “**Location**” text box.
14. Proceeded to “**Window**” field and determine whether students should view the resource/document in the same window, a new window or whether they should download the file. For Word and PPT files it is recommended that you put a check box in the “**Force download**” field. For PDF files it is recommended that you select “**New Window**” from the “**Window**” drop down menu (see figure 8). For HTML links “**Same Window**” is a good option.

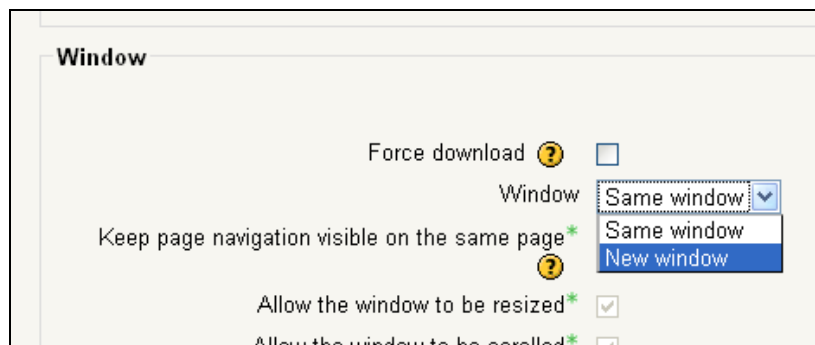


Figure 8: Window options

15. The last step is to scroll down and click on the “**Save and return to course**” button. You will be returned to the Moodle course homepage and will be able to see the link.