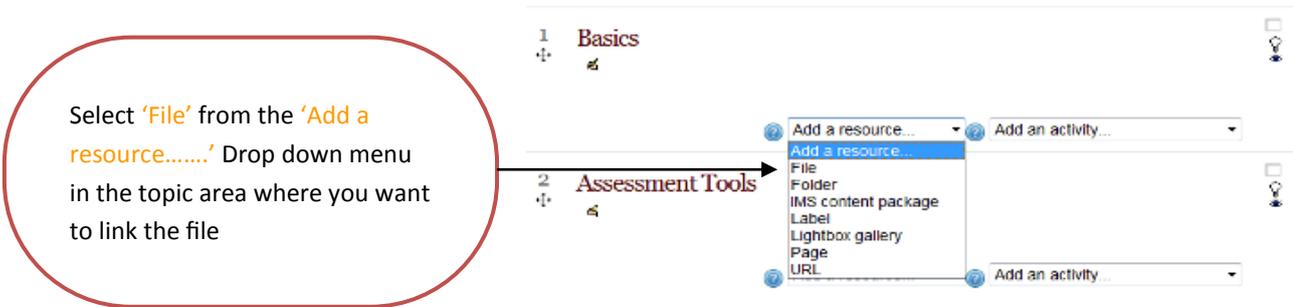


Adding a file to your course

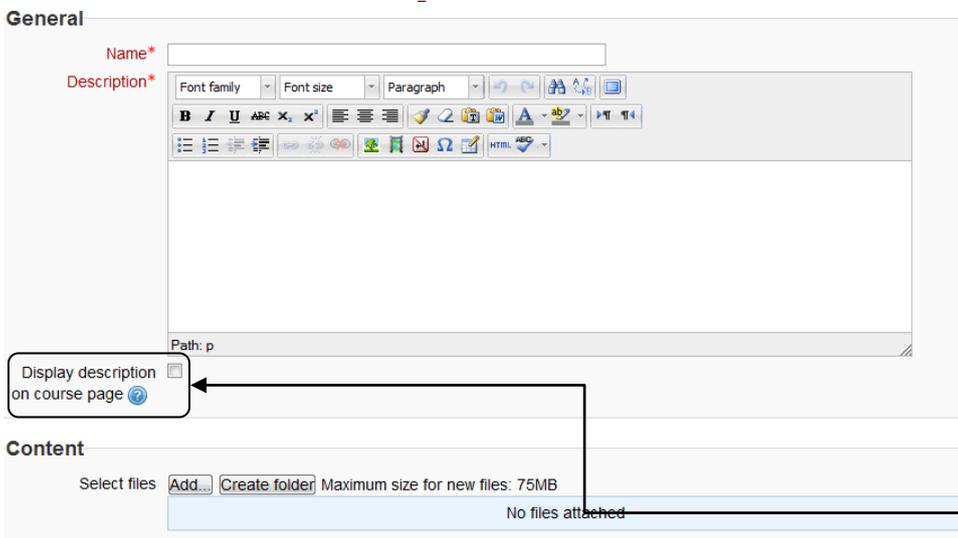
Click on 'Turn editing on' in the top right to start editing your course.



The course area is split up into a series of boxes, referred to as 'Topics'. The top one is fixed and contains the course summary information whilst the numbered boxes can be used to split up your course material however you want and can be moved up and down the course area.



The 'Adding a new file to Topic' form will appear.

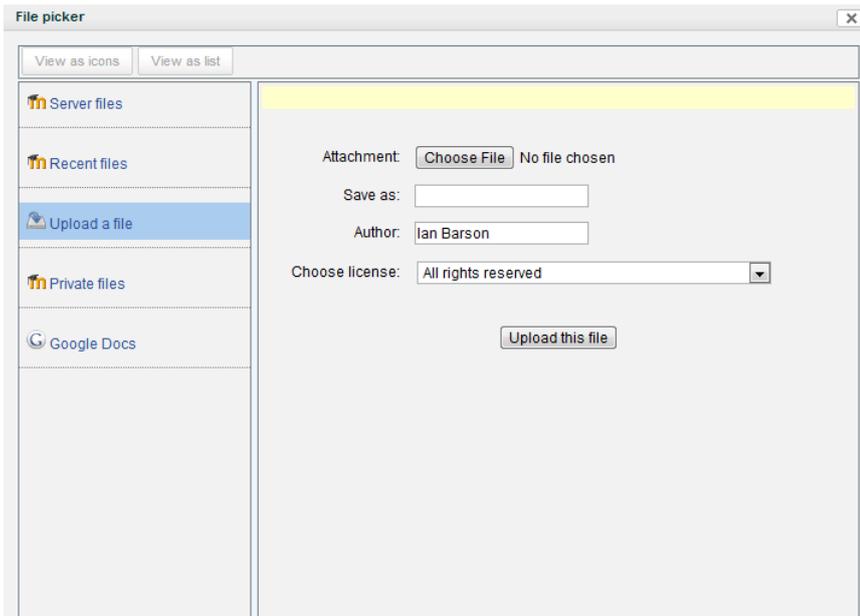


You must enter a name for the file you are going to upload in the 'Name' field, this is the text that will appear in the link to the file on your course page. It doesn't have to be the same as the filename and should make sense to the students.

You must add a description in the 'Description' field. It should tell the students what the resource is about.

To display this on the course page tick the box beneath the 'Description' field.

Now click on the 'Add' button in the 'Content' area. The 'File Picker' screen will pop up and you will have the option of uploading a file from a variety of locations. These options are discussed in another InfoSheet.



To add a file from your computer click 'Upload a file' and then click 'Choose File' to locate the file. (This is very much like adding an attachment to an e-mail)

When you have located the file, click on 'Upload this file'.

The file you have uploaded will then be shown in the 'Content' box, as in this example.

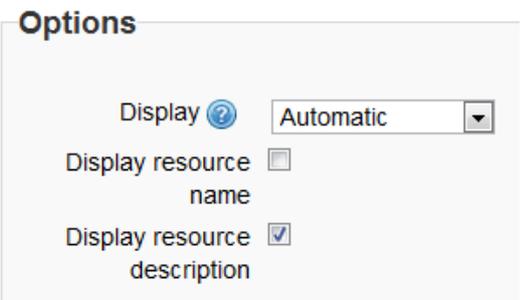


Scroll down until you see the 'Options' for displaying the resource.

By default the display option is set to 'Automatic' i.e. the best display option for the file type is selected automatically.

This can be changed by selecting your preferred option from the drop down menu.

 Descriptions of these options can be found by clicking on the help button next to the drop down menu



Finally scroll down to the bottom of the page and click on the 'Save and Return to Course' button.



You can safely ignore the other advanced options on the page, these will be explained in a later InfoSheet.

Return to your course and 'Turn editing off'.

You will notice that common file formats such as Word or PDF are automatically recognised by Moodle and given an appropriate icon. If you want to add other types of file (such as Sibelius) you can upload them in exactly the same way. Media files such as mp3s or video are usually better added in a different way, as is explained in another InfoSheet.