Files and Folders

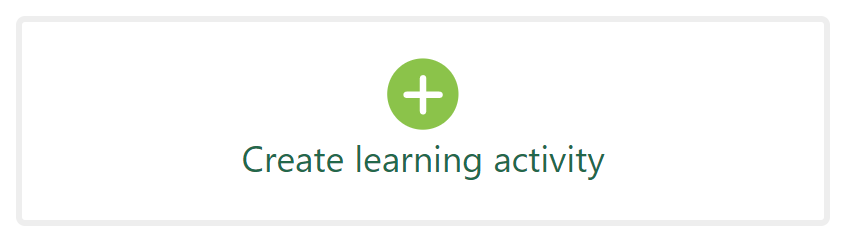
Adding Resources to Moodle

One of the ways to share a file with your students on Moodle is to add it as a **Resource**. File types you can add to Moodle include PDFs, Word and other text documents, PowerPoint presentations, spreadsheets, and zip files.

If there are multiple files that you need to share that are related to each other, you may want to create a folder to group those files together. To upload several files at once, see “Adding Folders” below.

# Adding Files

To add a file, click the **Create learning activity** button link at the bottom of the section you want the **File** to appear in.



Select the **Resources** tab, and click the **File** icon.

Graphical user interface, application



Enter a name for the link to your file; this can be the filename or a more descriptive name.

To upload your file, you can drag and drop it into the **Select files** area, or you can click the **Add** icon (outlined in the image below) to use the file picker to select the file you wish to upload.

Only one file can be uploaded using this method.

Graphical user interface, text, application, email



The **Visibility** setting allows you to make the **File** available or hidden from student view.

Graphical user interface

  
  
**Common Module Settings** allows you to add a **description** of the file's contents. Check the box to **display the description on the course page** and to show the description under the link to the file (optional).

Graphical user interface, text, application, email



**Activity completion** lets you determine whether or not you want to track students that open the file.

This does not show up in the gradebook. (Note that completion tracking must be enabled for the course under Edit Settings for this option to be available.)

To disable or not use activity completion tracking, select the option “Do not indicate activity completion”.

Graphical user interface, application



If you want to track whether students click on the file or not, use the following settings for **Activity Completion**:

* Show activity as completed when conditions are met
* “check” Student must view this activity to complete it.

Graphical user interface, text, application, chat or text message, email

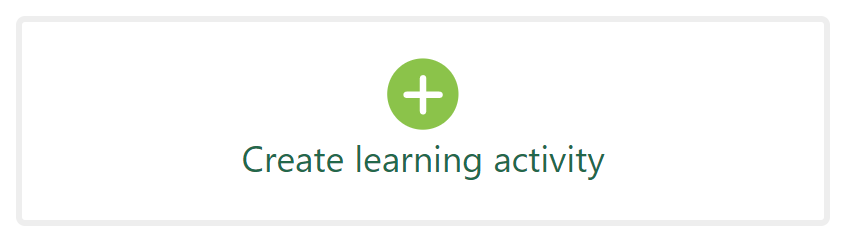


To save changes, click the **Save and return to course** button.

# Adding Folders

If you want to add multiple related files to a course, use the **Folder**resource.

To add a folder, click the **Create learning activity** button link at the bottom of the section you want the file to appear in.



Select the **Resources** tab, and click the **Folder** icon.

Graphical user interface, application



Nameyour folder and use drag and drop or the Add icon to add the desired files.

Click **Save and return to course** once you have added all of the files to this folder.