

Adding a link to a file

Although it's easy to generate content directly in Moodle, you can also upload any type of electronic file you like. All you need to do is make sure your students can access it with the appropriate software on their computers.

You may upload files to your "Files" folder located within the Administration Block. In addition, you can easily add it as a resource for your students either from that folder, or "Browse" for the file when "Adding a Resource."

1. In Editing Mode, select "Add Link to File or Web Site" from the Resource menu from the content block where you want to add the link to the file.
2. On the Edit page, click the "Choose or upload a file" button. A new window will pop up with the files area directory structure.
3. Find the file you want to add in the files area. You can also upload a new file here if you'd like.
4. On the right side of the files list, you will see a "Choose" link in bold. Click that link. The Files window will close, and the path to the file will be entered into the file name.
5. You can choose to display the file in a new pop-up window. Most of the time, you won't need to worry about this with uploaded content.
6. The name of the resource will now be an active link in the content block.

Tip: By first zipping a group of files or a folder of files, you can upload that file and Moodle will recognize this and give you an unzip action link. The unzip action will create the files and or folders in that place in the administrative files section.

The screenshot shows the Moodle course interface for "Introduction to Moodle". The "Weekly outline" section is visible, listing various resources such as "News forum", "Introduction to Moodle", "Moodle 1 - Quick Start link to PDF", "Uploading files", "Uploading PowerPoint into Moodle", "Zip the files for moodle", "Upload, unzip, and link for Moodle", and "Gradebook: how to set up calculations". A yellow star highlights the "Add a resource..." dropdown menu in the "Upload, unzip, and link for Moodle" resource. On the left side, the "Administration" block contains a list of links, with a yellow arrow pointing to the "Files" link. In the top right corner, there is a yellow smiley face icon. The user is logged in as "Monica Brainard".

Files

	Name	Size	Modified	Action
<input type="checkbox"/>	folder backupdata	0 bytes	9 Apr 2008, 07:23 AM	Rename
<input type="checkbox"/>	folder moddata	0 bytes	12 Feb 2008, 10:51 AM	Rename
<input type="checkbox"/>	Skrymir_-_Drinkin_Disease.mp3	6.6MB	12 Feb 2008, 10:36 AM	Rename
<input type="checkbox"/>	moodle_intro_presentation2.ppt	2.4MB	11 Feb 2008, 04:17 PM	Rename
<input type="checkbox"/>	moodle_intro_presentation_copy.htm	2.6KB	12 Feb 2008, 03:20 PM	Edit Rename
<input type="checkbox"/>	scene31.mov	7.3MB	12 Feb 2008, 10:55 AM	Rename

With chosen files... ▾

Make a folder Select all Deselect all Upload a file

Or...

Adding a new Resource to week 9 ?

General

Name*

Summary ?

Trebuchet ▾ 1 (8 pt) ▾ Lang ▾ **B** *I* U ~~S~~ x₂ x²

Path:

Link to a file or web site

Location

Choose or upload a file ...

Search for web page...

Adding a Resource

Intro » Files

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<input type="checkbox"/>	scene31.mov	7.3MB	12 Feb 2008, 10:55 AM	Choose Rename

With chosen files... ▾

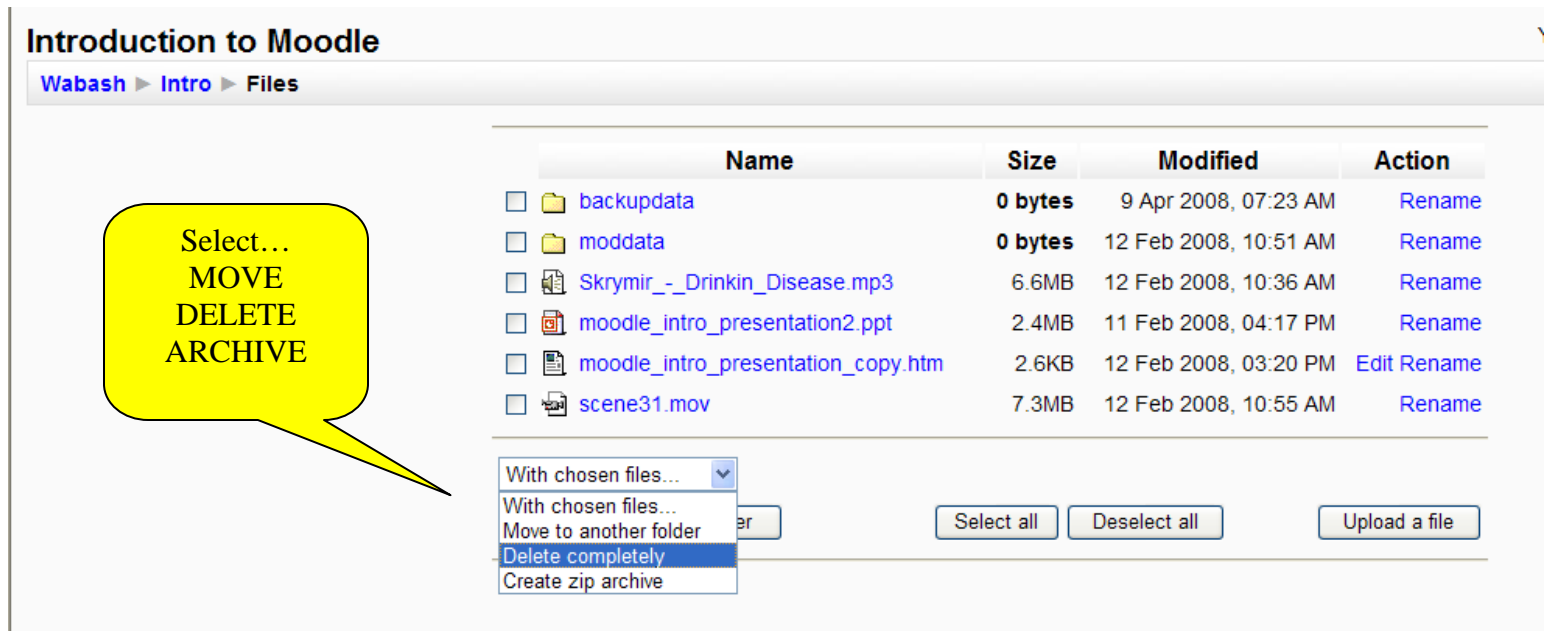
Make a folder Select all Deselect all Upload a file

Intro » Files

Upload a file (Max size: 200MB) --> /

Move, delete, archive

It is possible to move, delete completely or zip archive one or more items. First select the items on the list by ticking the box on the left. Then use the "With Chosen files" pull down menu at the bottom of the list to take the action.



The screenshot shows the Moodle file manager interface for the course "Introduction to Moodle". The breadcrumb trail is "Wabash > Intro > Files". A table lists files with columns for Name, Size, Modified, and Action. A yellow callout bubble on the left contains the text "Select... MOVE DELETE ARCHIVE". Below the table, a dropdown menu is open, showing options: "With chosen files...", "Move to another folder", "Delete completely", and "Create zip archive". There are also buttons for "Select all", "Deselect all", and "Upload a file".

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With chosen files...
With chosen files...
Move to another folder
Delete completely
Create zip archive

Select all Deselect all Upload a file