

Quick Guide for using the ... "File" resource in a Moodle 2.5 course:

1. Log into Moodle and enter the course.
2. Click on the "**Turn editing on**" button in the upper right.
3. In the appropriate Topical area (center column) click on the "+ **Add an activity or resource...**" select **File** in the RESOURCES section and click on the **Add** button on the bottom.
4. An *Adding a new File to topic #* window should appear.

General area-----

- a. Fill in the "*Name*" area
- b. *Description* is optional

Content area-----

- c. *Select files:* Click on **Add....** and a **File picker** window will appear
 - i. Select **Upload a file** button at the left of the window
 - ii. Select **Browse** following the **Attachment:** line to locate your file, double-click on the file name (or click once on the file name and then click Open) to fill in the **Attachment:** line in front of the **Browse** button with the path to the file.
 - iii. Select **Upload this file** button on the bottom of the window to upload the file and return to the *Select files* area

Appearance area-----

- d. *Display:* Use "**Force download**" for most file types such as PDF, Word, PowerPoint, etc. since the other available choices might behave differently depending on the browser being used by the student. (Click on the information button  for an explanation of the various choices. If you don't use "Forced download" be sure to check out how things will display for students in various browsers.)
- e. Check or uncheck other boxes as you see fit.

Common module settings area-----

- f. *Visible:* Select either **Show** or **Hide** from students.
5. Scroll to the bottom of the screen and select either "**Save and return to course**" or "**Save and display**".
6. If prompted concerning if you want to open or save the file, simply select open.
7. If you return to the course homepage, you will see the link to the file you added. Position up or down the page as desired.

Help:

Anytime you see a "?" **inside a circle**  in Moodle, it is a clickable link to bring up applicable help information. Also, many of the pages used by instructors to setup items in Moodle will have a  **Moodle docs for this page** link at the bottom which will take you to additional online specific help.

More information on the **File resource** can be found at http://docs.moodle.org/25/en/File_resource

For personal assistance, please contact Jim Grunwald at <mailto:grunwajr@mlc-wels.edu>.