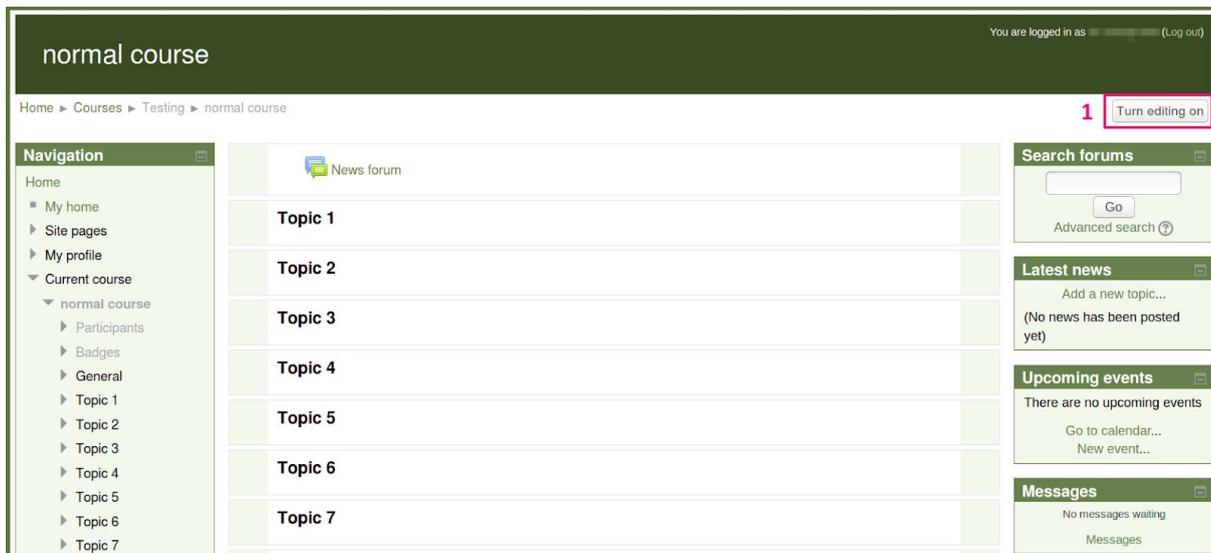


Add files and post them to your course in Moodle.

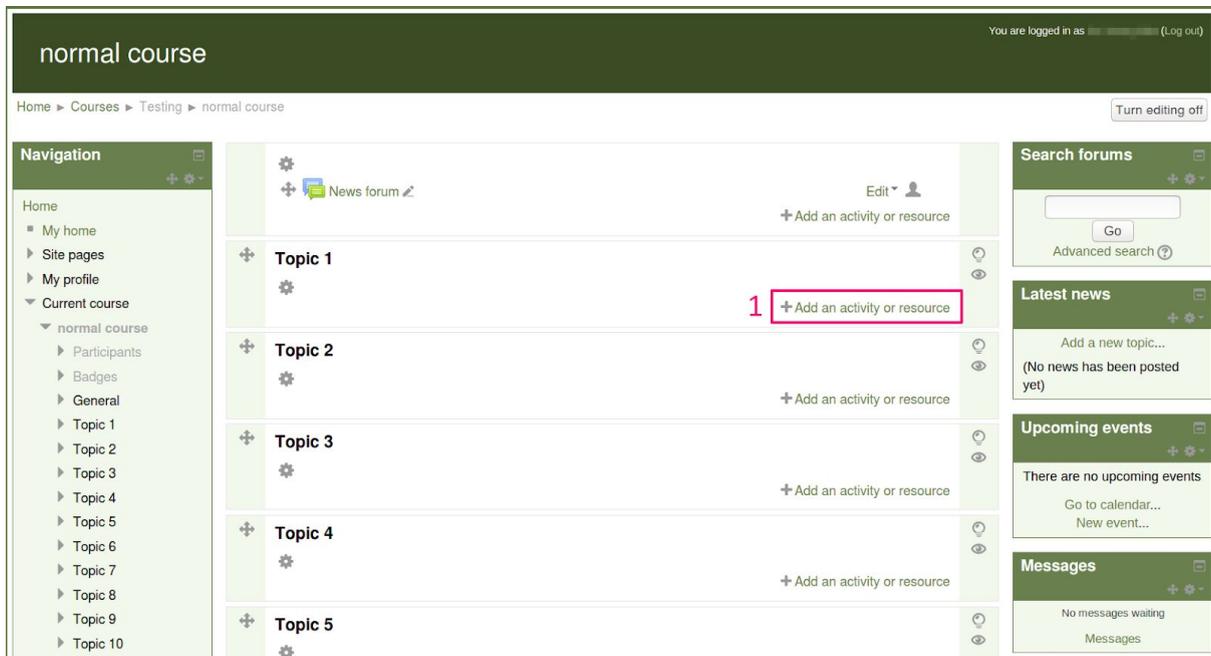
Step 1: Click Edit



The screenshot shows the Moodle course interface for a course titled "normal course". The top navigation bar includes "Home", "Courses", "Testing", and "normal course". A "Turn editing on" button is highlighted with a red box and the number "1". The main content area displays a "News forum" section with seven topics labeled "Topic 1" through "Topic 7". The left sidebar contains a "Navigation" menu with options like "My home", "Site pages", "My profile", and "Current course". The right sidebar features several widgets: "Search forums", "Latest news", "Upcoming events", and "Messages".

1. In your Moodle course, click the **Turn editing on** button.

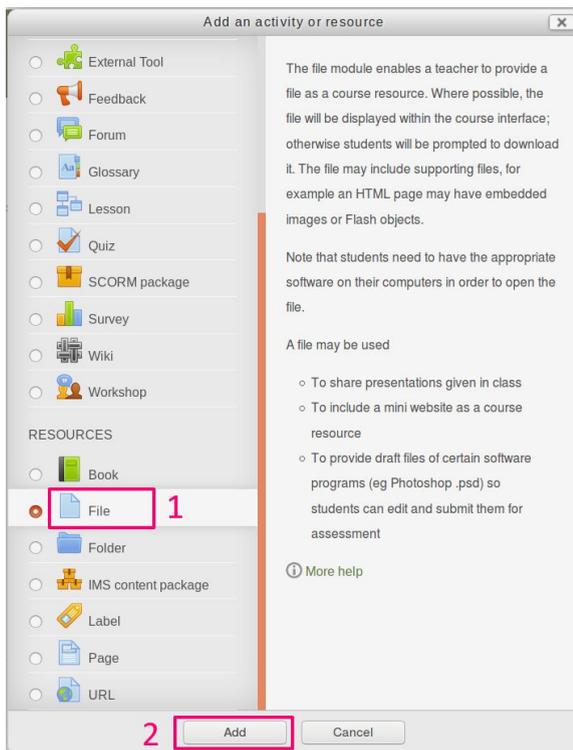
Step 2: Add a New Activity or Resource



The screenshot shows the Moodle course interface with editing enabled. The top navigation bar now includes a "Turn editing off" button. The main content area displays the "News forum" section with five topics labeled "Topic 1" through "Topic 5". Each topic has a gear icon and a "+ Add an activity or resource" button. The button for "Topic 1" is highlighted with a red box and the number "1". The left sidebar contains a "Navigation" menu with options like "My home", "Site pages", "My profile", and "Current course". The right sidebar features several widgets: "Search forums", "Latest news", "Upcoming events", and "Messages".

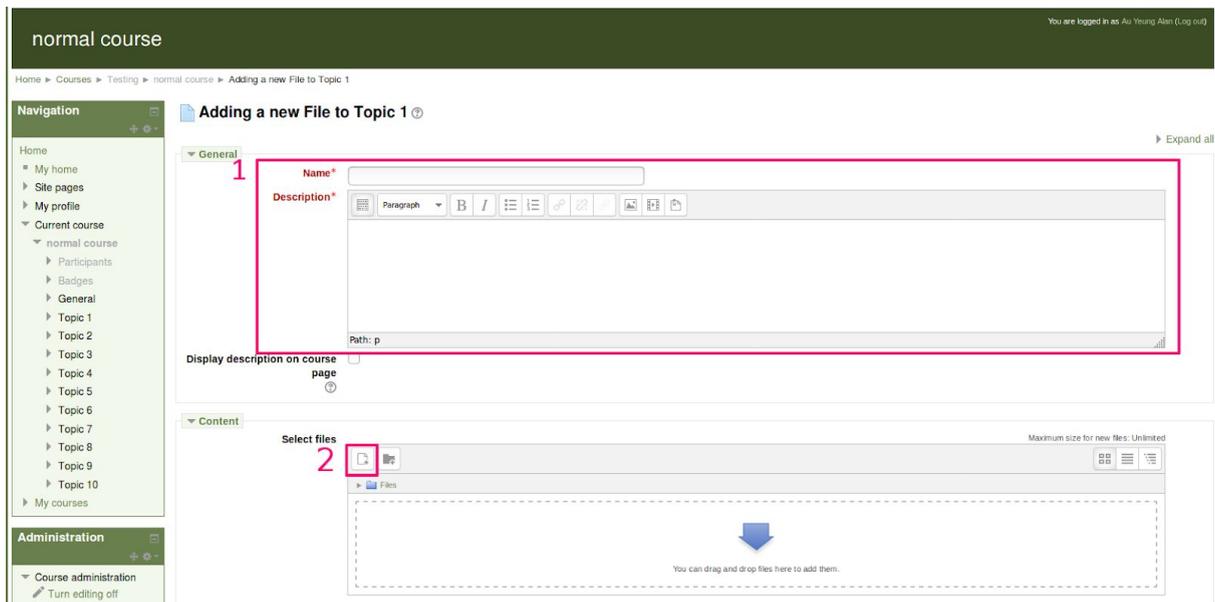
1. Click on the **Add an activity or resource** option in the section you want the file posted.

Step 3: Select File



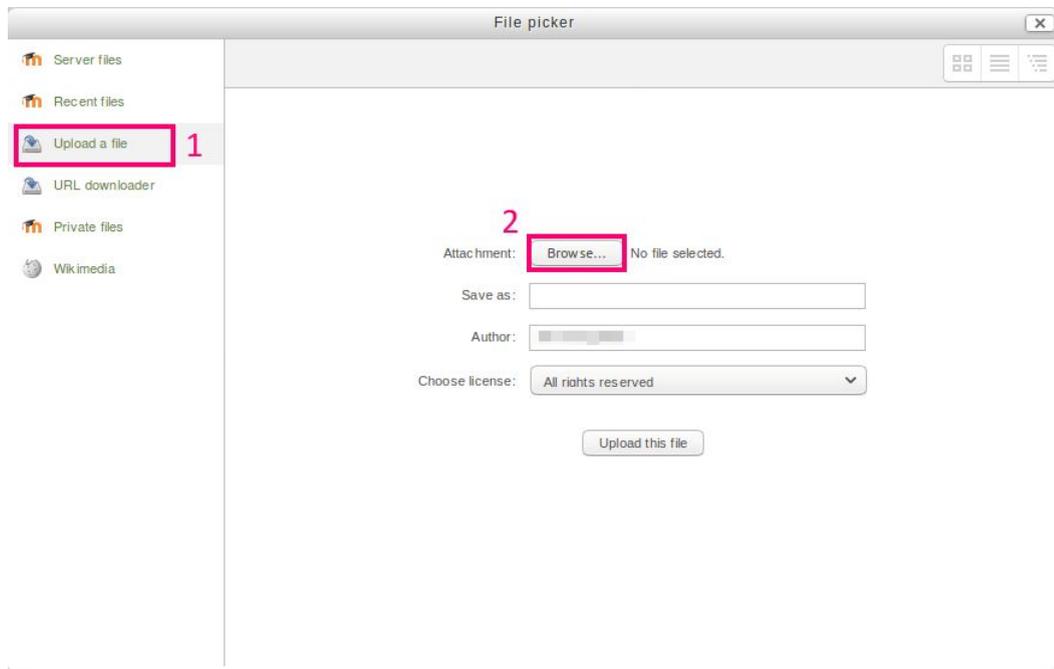
1. Scroll down the left side and select File.
2. Click Add.

Step 4: Name and Add Your File



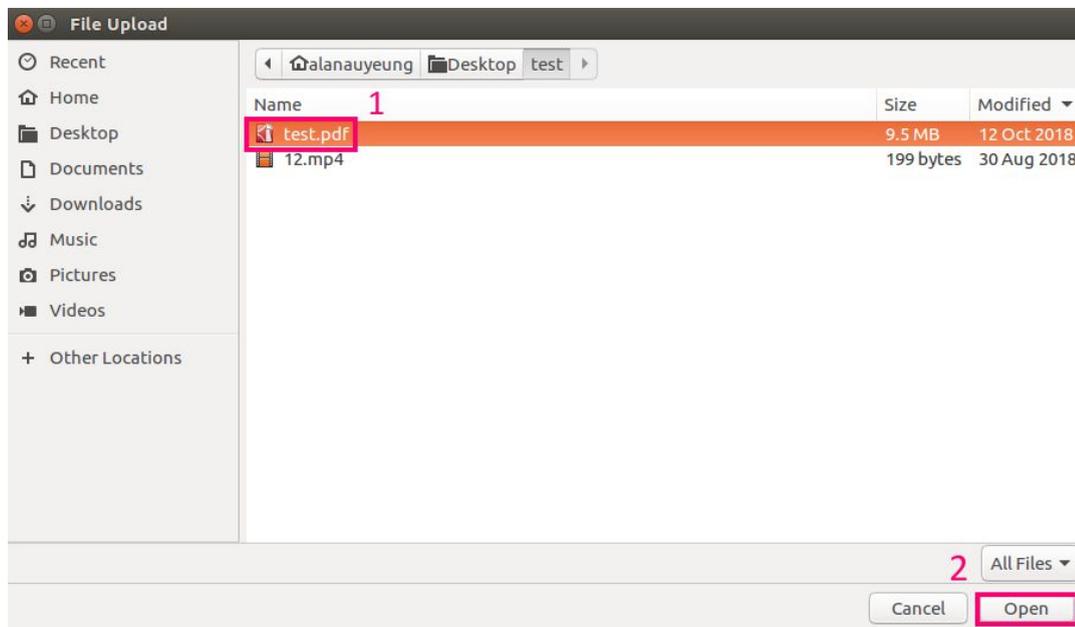
1. Fill in the Name box and Description box.
2. Scroll down to the Content box and click Add.

Step 5: Click Upload File, then Choose File



1. In the File Picker, the Upload a file button will be opened by default. If it is not, select it.
2. Click the Browse... File button and navigate to the file you want to upload to Moodle.

Step 6: Locate and Open Your Desired File



1. Highlight the file you want to upload.
2. Click the Open button after choosing your file.

Step 7: Upload Your File

File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment: test.pdf

Save as:

Author:

Choose license:

1

1. Click the Upload this file button.

Step 8: Post Your File

Content

Select files

Files

test.pdf

Appearance

Common module settings

Restrict access

1

1. When you are finished adding files, scroll all the way down to the bottom of the **Adding a New File** page and click **Save and return to course**.

Step 9: Review Your File

 News forum

Topic 1

1  test

Topic 2

1. The file is now posted in your Moodle course.