Add files and post them to your course in Moodle.

Step 1: Click Edit

normal course		You are logged in as (Log out)
Home ► Courses ► Testing ► norr	nal course	1 Turn editing on
Navigation Home	News forum	Search forums
My homeSite pages	Topic 1	Go Advanced search (?)
 My profile Current course 	Topic 2	Add a new topic
 normal course Participants 	Topic 3	(No news has been posted yet)
Badges General	Topic 4	Upcoming events
 Topic 1 Topic 2 Topic 3 Topic 4 	Topic 5	There are no upcoming events Go to calendar
	Topic 6	New event
 Topic 5 Topic 6 Topic 7 	Topic 7	No messages waiting Messages

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

Step 2: Add a New Activity or Resource

normal course	9			You	u are logged in as (Log out)
	normai cou	150			Turn editing off
Navigation + + + + + + + + + + + + + + + + + + +	-	✿ ◆ 幅 News forum ∠	Edit ▼ 💄 + Add an activity or resource		Search forums
 Site pages My profile Current course normal course 	+	Topic 1	1 + Add an activity or resource	0	Advanced search ?
ParticipantsBadgesGeneral	4	Topic 2	+Add an activity or resource	0	Add a new topic (No news has been posted yet)
 Topic 1 Topic 2 Topic 3 Topic 4 	+	Topic 3	+Add an activity or resource	©	Upcoming events
 Topic 5 Topic 6 Topic 7 Topic 8 	+	Topic 4	+ Add an activity or resource	0	New event Messages
Topic 9Topic 10	+	Topic 5		© @	No messages waiting 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

normal course		You are togged in as Au Young Alam (Log out)
Home ► Courses ► Testing ► norr	nal course ► Adding a new File	to Topic 1
Navigation	Adding a new	File to Topic 1 💿
Hama		▶ Expand all
 My home Site pages My profile 	General Descri	iame* tion* Paragraph + B / III III / 22 / III III
Current course Current course normal course Participants Badges General Topic 1 Topic 2		
 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7 	Display description on o	ourse and
Topic 8 Topic 9 Topic 10 My courses	Sele	t flies Maximum size for new fles: Uninited
Administration		You can drag and drop files here to add them.

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

	File	picker	X
f Server files			
Recent files			
Dipload a file			
MRL downloader			
n Private files	2		
Wik imedia	Attac hment:	Browse No file selected.	
	Save as:		
	Author:		
	Choose license:	All rights reserved	
		Upload this file	

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

🙆 🗊 🛛 File Upload			
⊘ Recent	▲ @alanauyeung Desktop test >		
🔂 Home	Name 1	Size	Modified -
🖿 Desktop	🚺 test.pdf	9.5 MB	12 Oct 2018
Documents	12.mp4	199 bytes	30 Aug 2018
Downloads			
J Music			
Dictures			
Videos			
+ Other Locations			
		2	All Files 🔻
		Cancel	Open

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

Step 7: Upload Your File

	File	picker	X
T Server files			
n Recent files			
Lipload a file			
LIRL downloader			
The Private files			
Wikimedia	Attachment: Save as: Author: Choose license:	Browse test.pdf All rights reserved Upload this file	

1. Click the Upload this file button.

Step 8: Post Your File

Select files	
	P ind
	test.pdf
Appearance	
Common module settings	
Restrict access	

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

Rews for	m		
Topic 1			
1 🔼 test			
Topic 2			

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