

Adding files to your course

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Book: Adding files to your course
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Introduction

Resources in Moodle are files that students will use for reference or work with, but that they will not be directly graded on. Files such as Word Documents, Powerpoint files, videos, [audio](#) files, etc. all can be added to your site using the Resource drop-down.

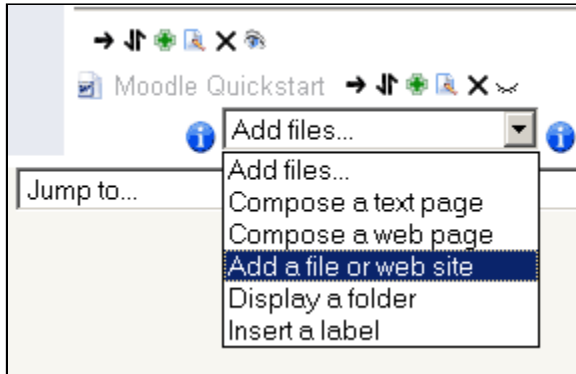
To help avoid confusion, the menu for adding resources was separated from the menu for adding graded items in Moodle 1.4.2.

To add a resource, first, turn editing on. Then decide on the block where you would like to add the the resource, and choose the resource type from the drop down menu.

Uploading a file or linking to a website

Linking to a file is used when you'd like the students to download a file to work with, or when you would like them to view a video or listen to a [sound](#) file by itself (you may also link video and [sound files](#) directly in quizzes, lessons, books, forums, etc.).

On your course page, click the "Turn editing on" link in the [Control Panel](#).



Choose "Add a file or web site" from the "Add files" drop down menu in the course section (topic or week) that you would like the file to be placed in.

This will open up the linking screen shown below:

Type in a title in the "Name" field (1), this will be the name of the link the students will click on to access the file. If you would like to type a summary, place that in the summary section.

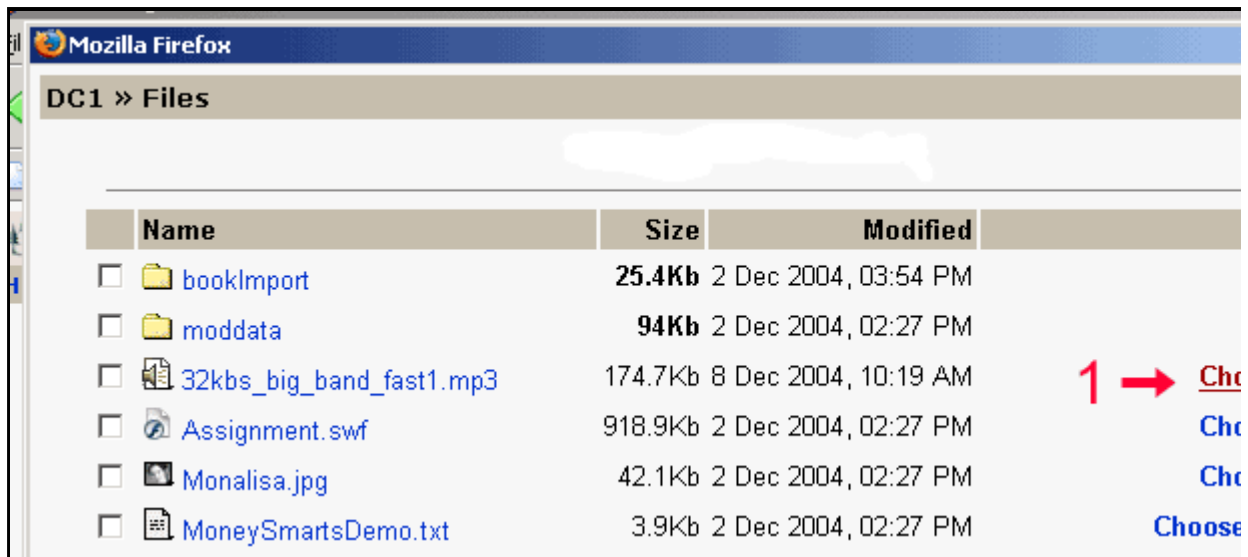
If you are linking to a file, click the "Choose or upload a file" button (3). This will open up a standard browse/choose window (see the [Quickstart](#) for a full description of this). If you would

like to link to a web site, past the URL for the website in the Location window (4). You can also click the "Search for a web page..." button to open up a search window.

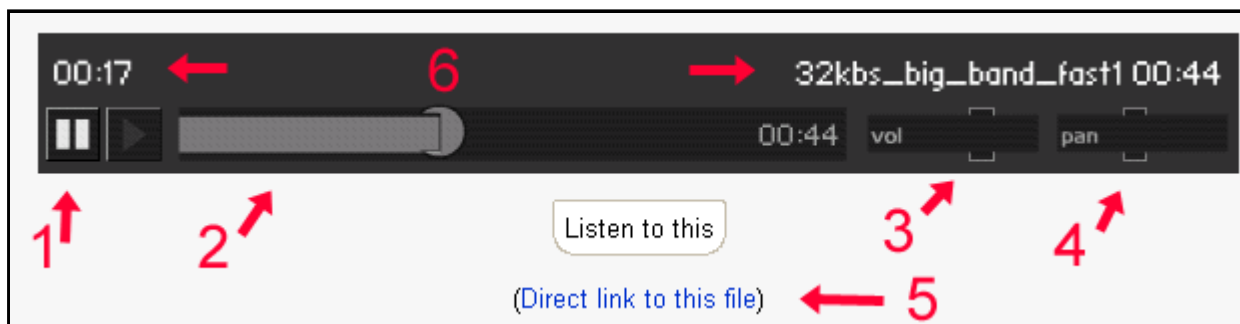
When you find a page in the search window, you may drag and drop it's link to the "Location" window, or copy and past the address of the page.

Linking to an audio file

To link to an uploaded file, simply click the Choose link next to the file's name (1).

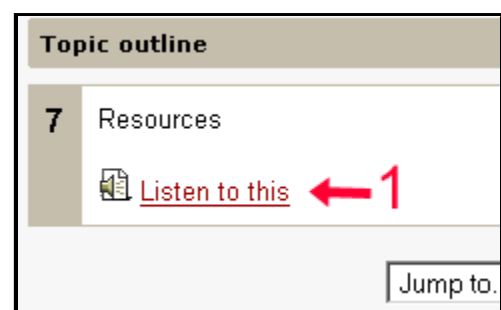


The file will open up in the player window so you can see that the link worked properly.



Player controls: 1) Pause button, 2) position slider (used to move around in the [sound](#) file) 3) volume controls, 4) pan back and forth (with stereo files). 5) if the student doesn't have flash, they can link directly to the file for download. 6) The current time and the title of the sound file.

Students will now see the file in the course and may click it to view the file in the player window (1).





Linking to a video

You can upload videos in Quicktime, Flash, or Windows Media format directly to your Moodle site for your students to view. The Educational Technology Services can help you compress your video in these formats, and if you have videos in other formats, we can enable Moodle to display these automatically as well. Moodle will write the necessary code to display your video and you will be able to track how many of your students are viewing the video. Videos can also be embedded in quizzes and lesson pages, see the manuals for those sections for more information.

The process for embedding a video is essentially the same as for [audio](#) or a file, so start with adding a resource as described previously, and choose "Uploaded file". After typing the title and the summary, click the "choose or upload file" button, and go to the files screen.

Choose the video file you would like to link to or click "Upload a file" to upload a new file.

<input type="checkbox"/>	 moodlepresent.doc	48Kb 3 Dec 2004, 11:38 AM	Choose R
<input type="checkbox"/>	 scanlon.swf	820.7Kb 2 Dec 2004, 02:27 PM	Choose R

With chosen files...

This will place the file's name in the link to window.

For best results, it is often desirable to show the video in a pop-up window. This lets you tell Moodle the dimensions of the file so it can be displayed at its best quality. To accomplish this, scroll down to the Window settings. Click "Show Settings" button if the settings are hidden. Next, click "New Window" (1) and select the settings you want. The settings show are generally fine for most video files, with the exception of the "Default window width" and "height". For these, type in the size of your video (2).

Window: ⓘ

Same window
 Put resource in a frame to keep site navigation visible

1 → New window

Allow the window to be resized
 Allow the window to be scrolled
 Show the directory links
 Show the location bar
 Show the menu bar
 Show the toolbar
 Show the status bar

2 → Default window width (in pixels)
 Default window height (in pixels)

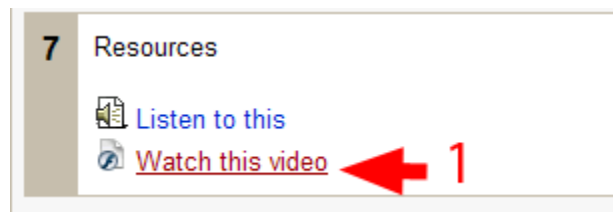
Parameters: ⓘ

3

Finally, click "Save changes". The system will then show you a preview of your video (note that if you have a pop-up blocker, you may have to tell it to enable pop-ups from this site to see the pop-up).

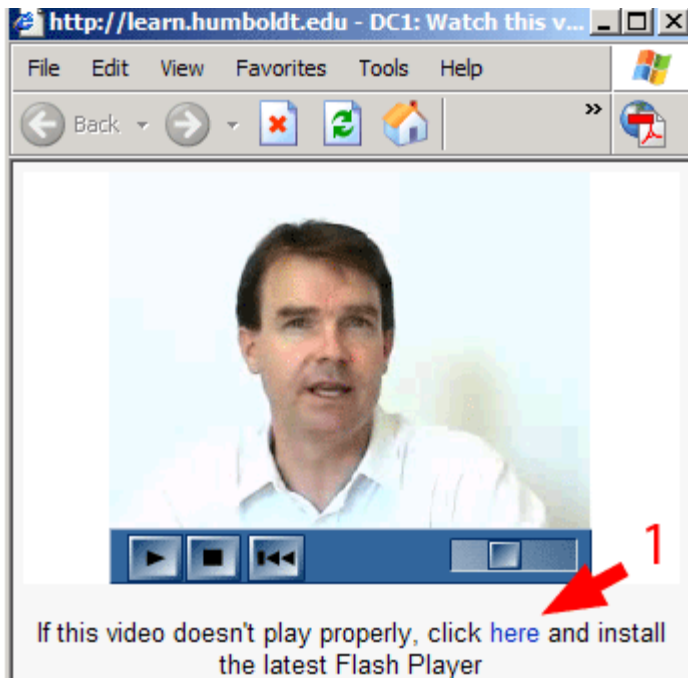
Students will click the link to the video in the course page, and this should not be blocked by a pop-up blocker.

Students will see the link in the course now, and may click it to view the video (1).



The video will show to the students in a window, and they will be provided with a link to where they may download the plug-in if the video fails to play(1).

If students are in the Academic Computing campus labs, all videos that Moodle supports should play without a problem, so if there is one, please ask students to notify AC via the problem report form.



Compose a Text Page

Text page

This type of resource is a simple page written using plain text.

A number of formatting types are available to help turn your plain text into nice-looking web pages.

When writing text in Moodle there are several formats you can choose to produce your text, depending on your expertise and the type of browser you are using.

Usually you can just leave this setting to the default value and things should work as you expect.

1. Moodle auto-format

This format is best for when you are using normal web forms for entry (instead of the Richtext HTML editor). Just type text normally, as if you were sending an [email](#).

When you save your text, Moodle will do a number of things to automatically format your text for you.

For example, URLs such as <http://yahoo.com> or even www.yahoo.com will be turned into links.

Your line breaks will be retained, and blank lines will start new paragraphs.

Smiley characters such as 😊 will automatically become their graphical equivalents.

You can even embed HTML code if you want to and it will be retained.

[More info about Moodle auto-formatting](#)

2. HTML format

This format assumes the text is pure HTML. If you would like to use the built in HTML editor, choose "Compose a web page" from the Add drop-down menu instead of "Compose a text page".

If you are not using the Richtext HTML editor, you can use HTML code in your text and it should come out exactly as you intended.

Unlike the Moodle auto-format, no automatic formatting is performed.

[More info about HTML in Moodle](#)

[More info about the Richtext HTML editor](#)

3. Plain text format

This format is useful when you need to include lots of code or HTML that you want to be displayed exactly as you wrote it.

It still translates spaces and new lines, but otherwise your text isn't touched.

4. Markdown text format

Markdown format tries to make it easy as possible to type well-formatted XHTML pages using nothing but text written more or less like you would write an email.

It's very good for writing clean text pages with some headings and some lists but without many links or images.

[More info about the Markdown format](#)

Compose a web page

Choosing this will open up a page with the visual HTML editor. 1) The title will show up on the course page for your students to link to the html page. 2) The summary only shows up on the search page. 3) The main body of the page, here is where you can type or paste your text. You can paste text in from Word and most formatting will stay the same.

The screenshot displays the 'Compose a web page' interface. At the top, the title 'Compose a web page' is shown with an information icon. Below this, the 'Name:' field contains the text 'Title'. The 'Summary:' section includes a text area with the word 'Summary' and a red arrow pointing to it with the number '2'. The 'Full text:' section includes a text area with the text 'The main text' and a red arrow pointing to it with the number '3'. Both the 'Summary' and 'Full text' sections have a rich text editor toolbar above them, featuring options for font face (Trebuchet), size (1 (8 pt)), bold, italic, underline, strikethrough, subscript, and superscript, along with alignment, list, link, and image icons. On the left side of the 'Full text' section, there are three links: 'Write carefully' with an information icon, 'How to write text' with an information icon, and 'Use emoticons' with a smiley face icon. The 'Path:' field at the bottom of the summary section shows 'body'.

Displaying content in this manner is recommended over displaying content in Word or Acrobat, as the text is much smaller and easier to download in this (html) format, and students don't need a special plug-in or application to view your content.


For multipage documents, the Book module may give better results.

Web and text page settings

Both web pages and text pages give you the option to present the page in a "pop-up". This is nice because it allows students to view the resource without losing their place in the course's page.

If you would like to display the page in a pop-up, simply choose "New Window" from the Windows settings below the text entry box.

Path: [body](#)

Window: 

Same window

New window

- Allow the window to be resized
- Allow the window to be scrolled
- Show the directory links
- Show the location bar
- Show the menu bar
- Show the toolbar
- Show the status bar

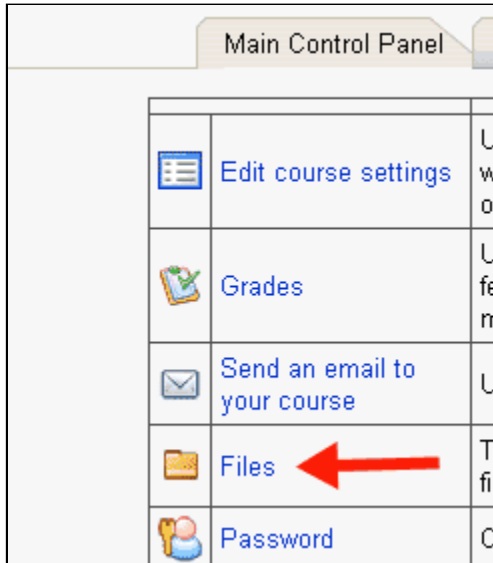
Default window width (in pixels)

Default window height (in pixels)

You may set a variety of settings here for how the pop-up window will look, as well as its size in pixels. For instance, the default setting above will pop-up a 620x450 window with the text or html content in it.

How do I upload a whole folder full of files?

You can create a folder full of files by moving files into it in your course files directory, or by zipping a folder of content on your desktop, uploading it, then unzipping the folder in the course files area.



To display a folder, you first must create it or upload it to your course files directory and unzip it. Click the "Files" link under your [Control Panel](#) menu to get to your course files directory.

The files directory shows you a lists of all folders and files in your course.




You can [create a folder and move files into it here](#), or you can upload a new folder.

To upload a folder full of files into your Moodle course, first you must zip it. There are many free tools for zipping files, check with the [Help Desk](#) if you do not have a zip tool installed.

Once you have zipped the folder with the files you would like to upload, click the Upload a file (1) button in the files directory.



This will place the zip file in your files directory. Next, click the "Unzip" link next to the file's name(1) This will unzip the file in it's own, new directory.

<input type="checkbox"/>	 moodlepresent.doc	48Kb	3 Dec 2004, 11:38 AM	Ren:
<input type="checkbox"/>	 resource.zip	48.6Kb	9 Dec 2004, 11:48 AM	Unzip List Restore Ren:
<input type="checkbox"/>	 scanlon.swf	820.7Kb	2 Dec 2004, 02:27 PM	Ren:

With chosen files... **1**

click the "Unzip" link next to the file's name(1) This will unzip the file in it's own, new directory.

Moodle will let you know what files have been unzipped and if there were any errors with those files.

Unpacking /resource.zip:

Name	Size	Modified	St
resource/Thumbs.db	6.5Kb	9 December 2004, 11:04 AM	
resource/vidiolink.gif	5.8Kb	9 December 2004, 10:30 AM	
resource/vidiopopup.gif	24.9Kb	9 December 2004, 10:38 AM	
resource/videosettings.gif	10.6Kb	9 December 2004, 10:34 AM	
resource/vieostudentlink.gif	3.1Kb	9 December 2004, 10:37 AM	

1

To create a folder from files and/or folders you have uploaded:

To make a new folder with files you've uploaded, go into your course files page (click "Files" under the Administration menu).

1. On this screen, you'll see a list of files and folders. To create a new folder here, click the "Make a folder" button.
2. Give the new folder a name and click "Create".
3. To put files into the folder, chck the boxes next to the files you want to put in the folder, and then choose "Move to another folder" from the "With chosen files" drop down menu.
4. Click the folder you'd like to move the files to, this will take you into that folder.
5. Then press the "Move files to here" button.

You can move folders after creating them, and you can create or move folders inside of folders at any time.

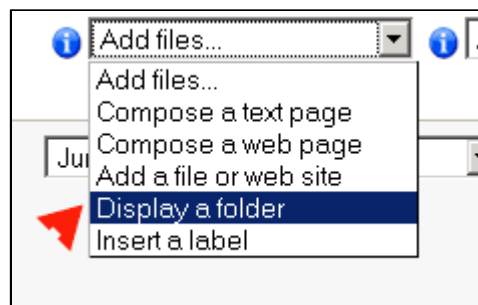
[Back to setting up a folder.](#)

Uploading and displaying a folder, cont.

Next, you will see the new folder you have uploaded and unzipped or created.

	Name	Size	Modified
<input type="checkbox"/>	bookImport	25.4Kb	2 Dec 2004, 03:54 PM
<input type="checkbox"/>	moddata	94Kb	2 Dec 2004, 02:27 PM
<input type="checkbox"/>	resource	50.8Kb	9 Dec 2004, 03:23 PM
<input type="checkbox"/>	32kbs_big_band_fast1.mp3	174.7Kb	8 Dec 2004, 10:19 AM
<input type="checkbox"/>	Assignment.pdf	918.9Kb	2 Dec 2004, 02:27 PM

Now go back to the main course screen by clicking the course's short name in the upper left of the screen.



From the Add Menu, choose "Display a Folder".

Give the Folder a title and a summary, then select the directory to show from the drop down list of folders.

Display a directory

Name:

Summary: **B** *I* U ~~S~~

Summary

Read these

Path: [body](#) » [p](#)

Display a directory:

- Main files directory
- bookImport
- bookImport/Effective Habits for Effective Study_files
- bookImport/Strategies for critical thinking and learning_files
- resource

Moodle will show you the files in the directory and the directory summary(1), and give you a link back to the files menu in case you want to put some other files in the directory, take some out, rename files, etc (2).

SUMoodle » DC1 » Resources » Resources Update this Resource

 [Edit files...](#)




Read these ← 1

	Name	Size	Modified
	Thumbs.db	6.5Kb	9 December 2004, 03:23 PM
	videolink.gif	5.8Kb	9 December 2004, 03:23 PM
	videopopup.gif	24.9Kb	9 December 2004, 03:23 PM
	videosettings.gif	10.6Kb	9 December 2004, 03:23 PM
	vieostudentlink.gif	3.1Kb	9 December 2004, 03:23 PM

↑ 2

Students will now see a link to the folder on the course page, which they may click to view the files inside the directory.

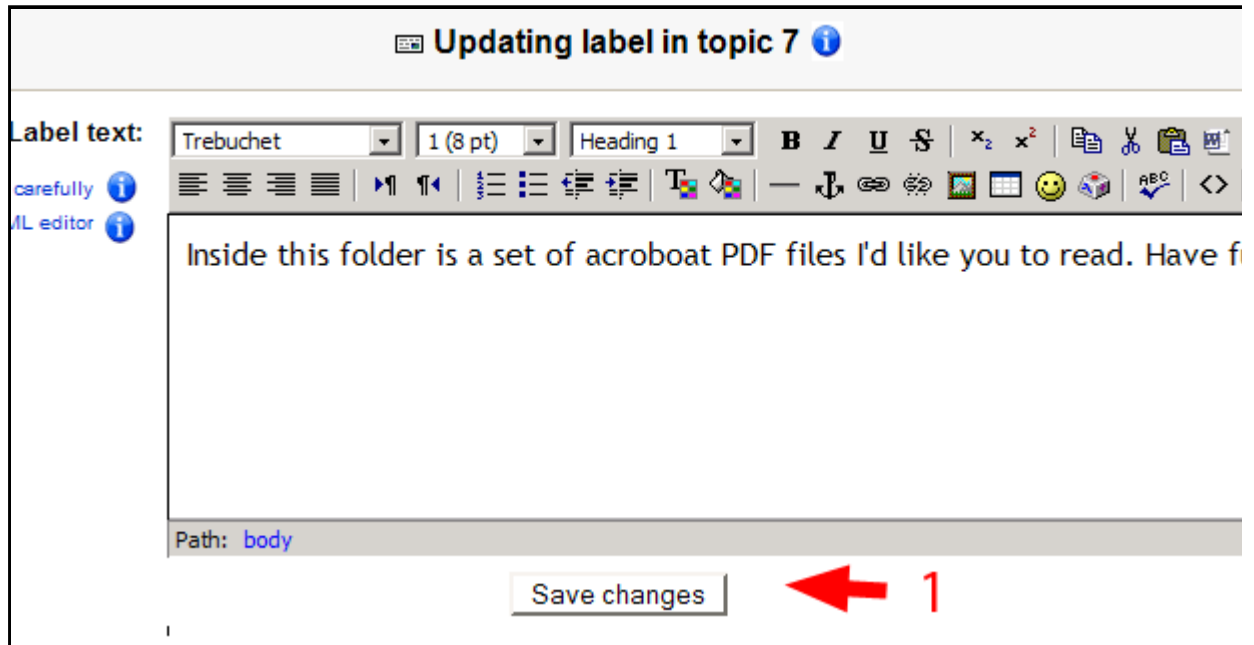
7 Resources

-  [Listen to this](#)
-  [Watch this video](#)
-  [Look at these files](#) ← 1

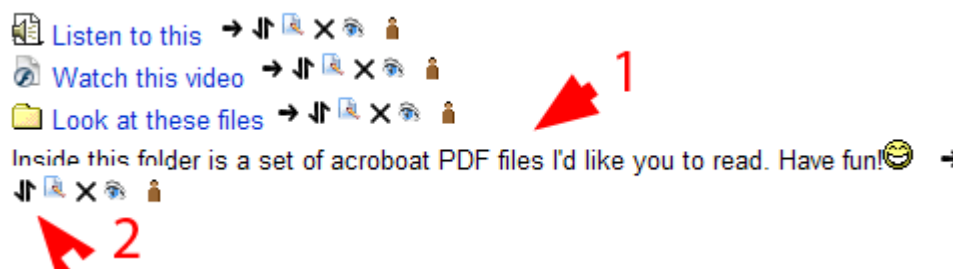
Adding a label and moving it

The final type of resource is called a label. Unlike the other resources, labels show up as text or images in the course view, rather than links. Thus labels are useful to separate resource and [activity](#) links within a topic (perhaps for subtopics or special instructions).

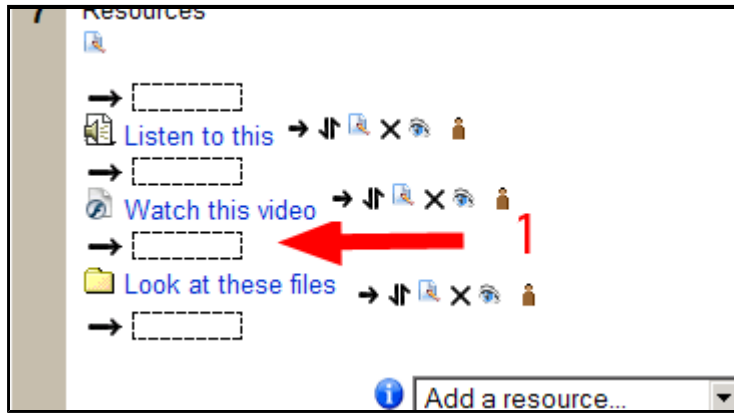
To add a label, simply choose label from the Add resource drop down. This will open up an editor window, and text and/or images you place in the editor will show up in your course page.



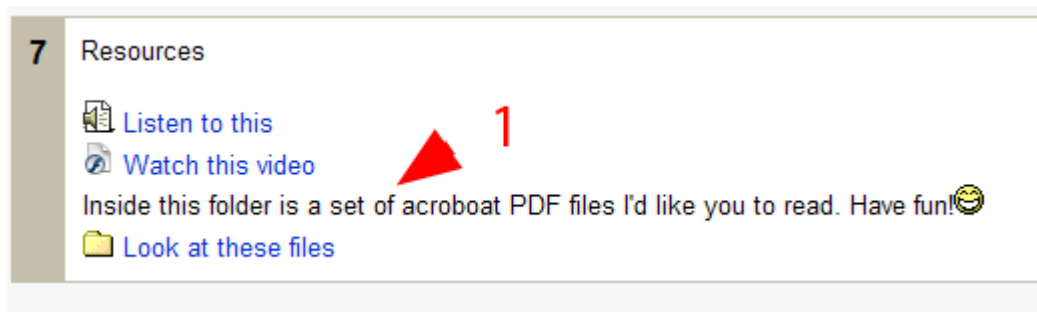
When you have your text and images set, click "Save changes". This will place the text on your course page.



However, it is not in the right place, it would work better above the folder. To move a label (or any other resource or activity), just click the move icon (2).



Click the white rectangle where you would like the label to show up(1).



Now when you or your students view the site, the label will show up where you want it to.

Enabling Student File Sharing

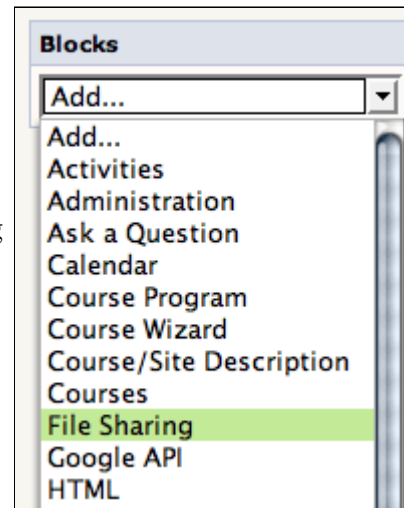
How can I let my students share files they are working on?

First, Click the "Turn editing on" link in the Course Menu.
Next, choose the File Sharing block from the Add.. drop down menu.

This will add the file sharing block to your course.

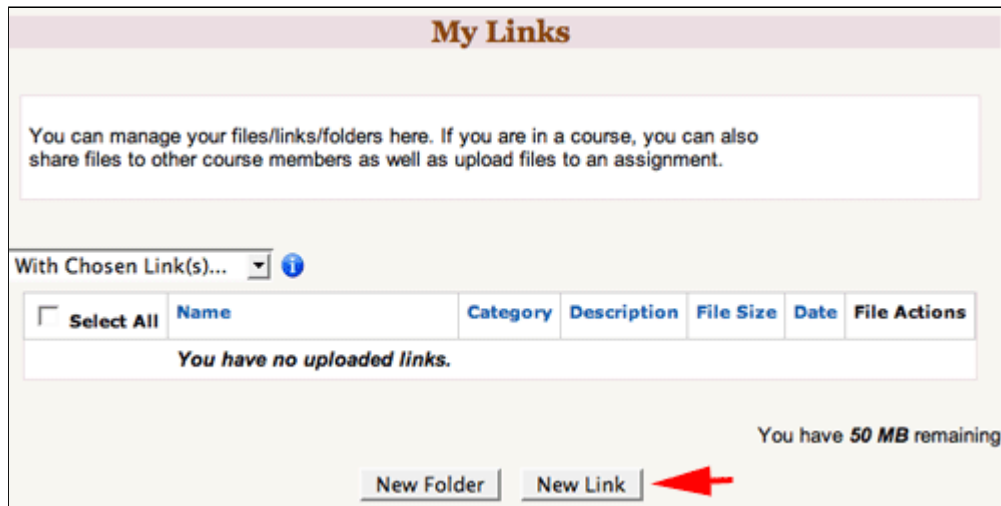
You can move it to different locations in the course by clicking the move icons.

When it has been added, you and your students will see a new block called "File Sharing", with a link called "My Links".



Using the File Sharing block

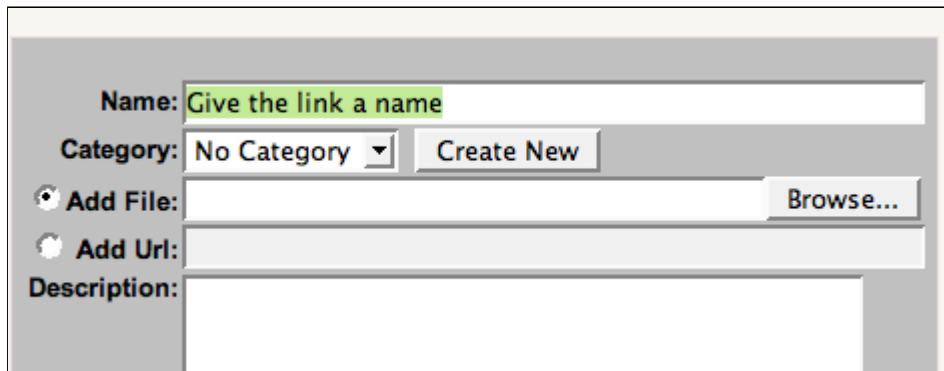
The first time you open the File Sharing tool, you will see a screen like the one below:



To add a new file or URL, click the "New Link" button.

The Add link or URL window

Before we can share links or files, we have to add them. Clicking the Add Link button opens the screen below:

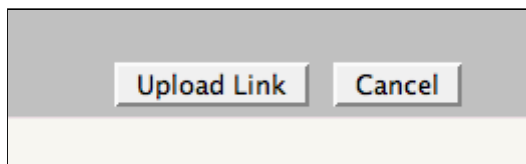


First, give the link a name by typing it into the Name field. If you would like to categorize your links, you can create a category now and add a link to it, or leave it set to "No Category" (you can categorize it later).

If you are adding a file (such as a Word file, [PDF](#), Powerpoint, etc.) click the Browse button, and locate the file on your computer. Click open in the browse screen to get the file ready for uploading.

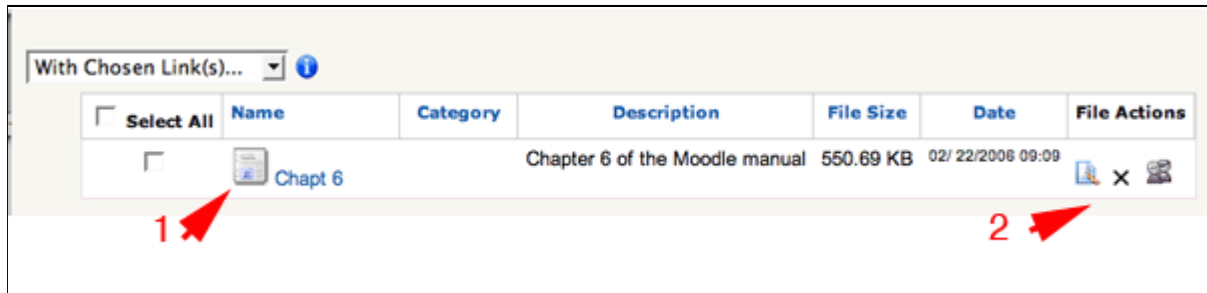
If you are adding a URL to a website, click the URL button, and then type or paste the URL into the URL field. Type a description in the description field if you want the file or URL to have a description.

Finally, click the "Add Link" button to load the link or URL.



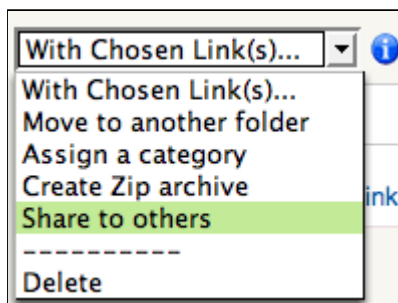
Sharing files

Once the file or files are loaded, they will show up in your File Sharing block (1).



You can see the category of the file if there is one, the description, the file size, the date it was uploaded or changed. You can also see the links for the File Actions at the right side of the screen(2).

To share the file with others, check the box next to the file's name (to share multiple files, check multiple boxes), and then choose "Share to others" from the "With Chosen Links..." drop down.



This will open a list of the people (students and teachers) in your course. Click on the checkbox next to the name of the people you would like to share the file(s) with.

<input type="checkbox"/> Select All	Lastname	Firstname	Role
<input checked="" type="checkbox"/>	Heinlein	Allen	Student
<input checked="" type="checkbox"/>	Genser	Allen	Student
<input checked="" type="checkbox"/>	Long	Mari	Student
<input type="checkbox"/>	Murphy	Mark	Student
<input type="checkbox"/>	Foo	John	Student

And finally, click the "Share" button.

