


File Resource

PDFs, Word Documents, Images, Spreadsheets, and more can be added to the course page for students to download and view.

Add a New File

1. Log into Moodle and enter your course site.
2. Click on the **gear** in the upper right corner and select **Turn editing on**.
3. If you're using sections, scroll to the section where you want to add the file.
4. Click **Add an activity or resource** underneath the section where you want to add the file.
5. Scroll down under the **Resources** heading and select **File**.
6. Click **Add**.
7. On the next screen, enter the **Name** that students to see on the course page. The **Description** is optional.
8. Under **Select files**, click the **Add files**  button.
9. In the resulting window, choose **Upload a file** on the left and click the **Choose File** button.
10. Locate the file on your computer and click **Open**.
11. Click the blue **Upload this file** button.
12. Scroll to the bottom of the page and choose either of the blue **Save** buttons.
13. The file should now appear on your course page. If it is not in the exact location that you want, follow [these instructions](#) to reorder the course items.

Update an Existing File

1. Log into Moodle and enter your course site.
2. Click on the **gear** in the upper right corner and select **Turn editing on**.
3. To the right of the menu item you want to update, click **Edit** and choose **Edit Settings**.
4. On the next screen, next to **Select files**, click on the existing file.
5. A window should appear. Click the grey **Delete** button near the top of the window.
6. Follow steps 8-12 above to add the new file.

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