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.

Revision #5
Created 1 April 2019 19:15:54 by Rachel Feld
Updated 29 September 2026 21:15:06 by Rachel Feld