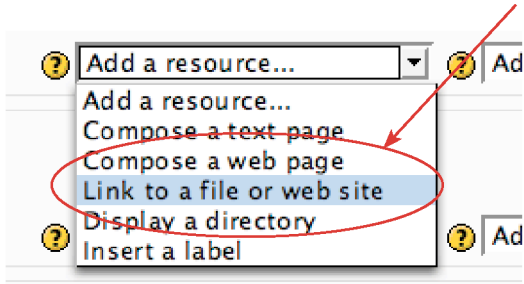


Adding a pre-existing document to your Moodle page

From the main course page, find where you want to add a resource and click once on the “Add a resource” bar, then select “Link to a file or web site”.



Type what you want the students to see in the “Name:” box.

Name:

Summary: 1 (8 pt) **B I**

Location:

Then select “Choose or upload a file”.

Next, click on “Upload a file” and then to find the file on your computer choose “Browse...”

Name	Size	Modified	Action
			<input type="button" value="Make a folder"/> <input type="button" value="Upload a file"/>

Upload a file (Max size: 20MB) --> /

After choosing a file (Ferron.pdf in this example), it will appear in the window. To copy this file to the Moodle server so your students can see it, click “Upload *this* file”.

Upload a file (Max size: 20MB) --> /

File uploaded successfully

Name	Size	Modified	Action
<input type="checkbox"/> Ferron.pdf	64.6KB	1 Feb 2006, 09:44 AM	Choose Rename

The file will upload to the server and be added to the list of files for this course. In this example, it is the first file to be added.

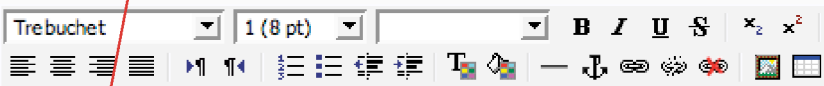
This next step is, perhaps, the most confusing single thing in this version of Moodle. To select this file as the one attached to your “Name” label, you need to click on “Choose”, not any of the other seemingly obvious options.

Name	Size	Modified	Action
<input type="checkbox"/>  Ferron.pdf	64.6KB	1 Feb 2006, 09:44 AM	Choose Rename

With chosen files...

After you click on “Choose” you will be back at the first screen you saw when you started adding a resource. Notice that the file you chose is now entered in the “Location:” box. .

Name:



Summary: 

Path:

Location:

At the bottom of this page, click “Save changes” and you will then see a visual confirmation of the link. When you return to the main course page, you will see the link with an icon of its file type.

Weekly outline

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