

Adding files to your course

[Video] Drag & drop: <https://www.youtube.com/watch?v=IPrruYOkemU>

[Text] Source: https://docs.moodle.org/38/en/Working_with_files

Description

Moodle provides an easy way for a teacher to present materials to their students. These materials may take the form of files such as word-processed documents or slideshow presentations. The materials can be displayed on the page either as individual items or bundled together inside folders. One teacher might for instance wish to share a single research document in pdf format; another might have a folder of sample past examination papers for students to download.

To add files to a Moodle course, **you must first ensure you have the editing turned on.**

Drag and drop

You can simply click, hold and drag and drop a file directly onto your course page. You will know if drag and drop is available to you because you will (briefly) see a message at the top of your screen (when you click on "Turn editing on"):

A screenshot of a light blue message box with a thin border. The text inside the box reads: "Drag and drop files onto course sections to upload them".

Drag and drop files onto course sections to upload them

To drag and drop a folder, you must first compress/zip it using whichever program your computer has.

Unzipping uploaded files

- If you upload a single zipped file, Moodle will automatically unzip it for your students to see it in Moodle.
- If you upload a number of files as a single zipped file, either as File, nor inside a Folder, Moodle will force the download.