Moodle File Management
1. Accessing the Files area
The Files area of Moodle is a repository for all files that you upload for your course. The Files area is only accessible to the instructor; however, access to specific files and folders can be given to students by adding links to your course page.
2. Creating a new folder

To create a new folder in your file repository. Click “Make a folder”
2.1 Creating a new folder

Enter a name for your new folder. Here, we are creating a folder called “Lecture 3”
Click Create
2.3 Enter your new folder

Your new folder now appears in the list of files and folders. You can enter your new folder by clicking its name.
2.4 Inside your new folder

1. Inside your new folder, you can see the path in the navigation bar.
2. Create a sub folder
3. Upload a file to your folder
3. Uploading a file to your folder

From inside your desired folder, click “Upload a file”
3.1 Uploading a file to your folder

Click “Choose File”
3.2 Uploading a file to your folder

1. Select the file from your computer. Note: The interface may vary slightly depending on what browser you are using.
2. Click “Choose”
3.3 Uploading a file to your folder

After choosing the file, click “upload this file”
At this point the browser, will transfer the file to your folder in Moodle.
3.4 Uploading a file to your folder

Your file now appears in your file repository.
4. Moving files between folders

We want to move the Admin_1_Fall.pdf into the folder for “Lecture 1”
1. Select the file (or files) by clicking the checkbox by their icons
2. From the drop down menu, select “Move to another folder”
4.1 Moving files between folders

1. You will receive instructions to “go into the destination folder and press ‘Move files to here’
2. Navigate to the destination folder by clicking the name of “Parent Folder”
4.2 Moving files between folders

1. Click the name of the folder “Lecture 1”
4.3 Moving files between folders

1. To move the files, click “Move files to here”
4.4 Moving files between folders

1. Note that your file is now present in “Lecture 1”
2. You can upload additional files to this folder or go back to the parent and move additional files in
5. Renaming a file

We uploaded an extra PDF named Ch1.pdf but would like to rename it “Chapter_1.pdf”

1. Click the “Rename” button across from the file name.
5.1 Renaming a file

1. Enter the “Chapter_1.pdf” and click “Rename”
6. Deleting a file

1. Check the box next to the files or folders that you want to delete
2. In the drop down box, select “Delete completely”

Note: If the file is shared with students on your course page, you will need to remove the resource before deleting the file.
6.1 Deleting a file

1. Click “Yes” to confirm the deletion of the files/folders
7. Making a file available to students

1. Click “Turn on editing” to allow changing your course content. (Students do not have this option)
7.1 Making a file available to students

With editing enabled, you have additional drop down menus and icons.
To add a link to an **individual file**, look for the date/section that you want the file to be displayed under.
1. From the “Add a resource...” drop down menu, select “Link to a file or web site”
7.2 Making a file available to students

1. Enter a name for the file that will appear in the link on your course website. This is not the same as the file name, this is just a descriptive name for what the file contains.
2. Click “Choose or upload a file ...” – this will pop up an interface to the File repository where you can select your file. You could also upload a new file to your repository.
## 7.3 Making a file available to students

1. In the File repository, click “Choose” next to the individual file that you want to make available to students.
   
   You can navigate into a folder by clicking its name.
7.4 Making a file available to students

You will see that the file name shows up in the Location box,

1. Click “Save and return to class” to return and see your link in the course page
7.5 Making a file available to students

1. The link to the file will now show up on your course page, available to students.
8. Making a folder of files available to students

With editing enabled, you have additional drop down menus and icons.
To add a link to a folder of files, look for the date/section that you want the file to be displayed under.
1. From the “Add a resource...” drop down menu, select “Display a directory”
8.1 Making a folder of files available to students

1. Enter a name for the folder that will appear in the link on your course website. This need not be the same as the folder name, this is just a descriptive name for what the folder contains that will appear for students on the course page.

2. Select the folder from the drop down list of folders present in the File repository.
8.2 Making a folder of files available to students

1. A link to the folder appears on the course page
8.3 Making a folder of files available to students

The list of files in the “Lecture 1” folder are available to students
9. Deleting a file/folder from the course page

We have two Lecture 1 recordings posted, so let’s delete one of them.
1. Click the ❌ next to the resource to delete
9.1 Deleting a file/folder from the Course page

1. Click “Yes” to confirm the delete
10. Moving resources around

To move a resource around on the course page (including to a different date)
1. Click the icon

![Diagram of course page with 'Weekly outline' section highlighted]
1. Click the icon to pick where to move the resource.
10.2 Moving resources around

The resource shows up at the destination
11. Student View

The course list for students