**Working with Moodle, a Guide for Faculty**

**Posting Course Materials and Managing Files**

Summary

Moodle helps you share many different types of files with your students - Word documents, PowerPoint presentations, Google docs, web pages, or media such as images and audio files. A file is made available to students by attaching it to a Moodle resource. In its simplest form, a resource is just a link you create on your course page which points to the content you're sharing.

If your browser supports it, adding files is simply a matter of clicking the **Turn editing on** button on the upper right and then dragging the file from your computer to a topic section on your course page. The resource link is created for you automatically. Please note the size limit for individual files is 100MB.
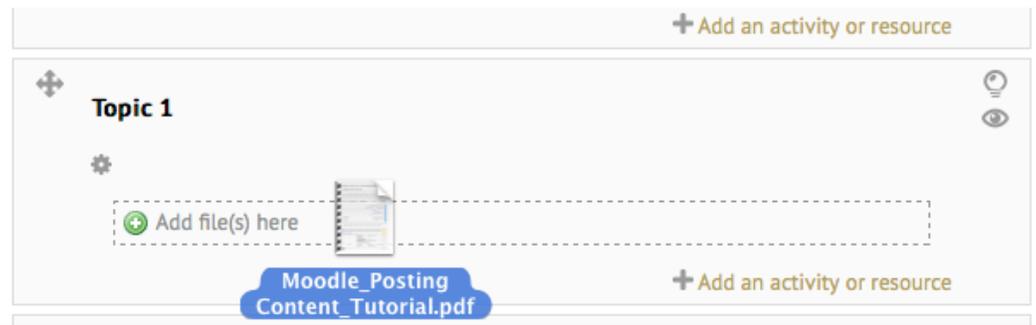
Drag and drop.
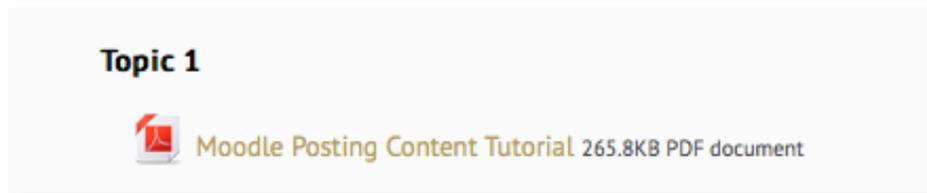
All done!

Again, not all browsers support drag and drop functionality. The Bennington Moodle sites have been tested with the most recent versions of the following popular browsers:

Browser	Drag and drop in Moodle - Windows	Drag and drop support in Moodle - OS X
Chrome	Yes	Yes
Firefox	Yes	Yes
Internet Explorer	No	n/a
Safari	No	Yes

I strongly recommend this method to add content to your Moodle course. Should that not be possible then, by all means, read on.

Uploading a single file if drag and drop is not supported in your browser.

Following is a step-by-step guide that describes how to add a file to the main content area of a course page, in this example it's a pdf document.

1 - Users with the role of Teacher for a given course see a button called **Turn editing on** in the upper right of the course page. Click it to enable a set of editing controls, which allow content to be added and arranged on the page. A link labeled **Add an activity or resource** appears at the bottom of each topic block. Click that link.
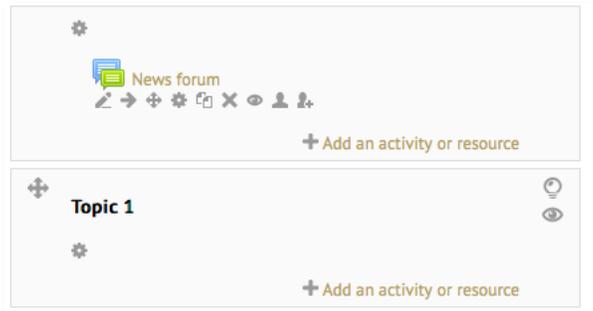
2 - Select an item by clicking the radio button to the left of its icon. A brief description of its function and basic usage information will appear in the column to the right. Scroll to the bottom of the list and pick the **File** resource, then click the **Add** button.
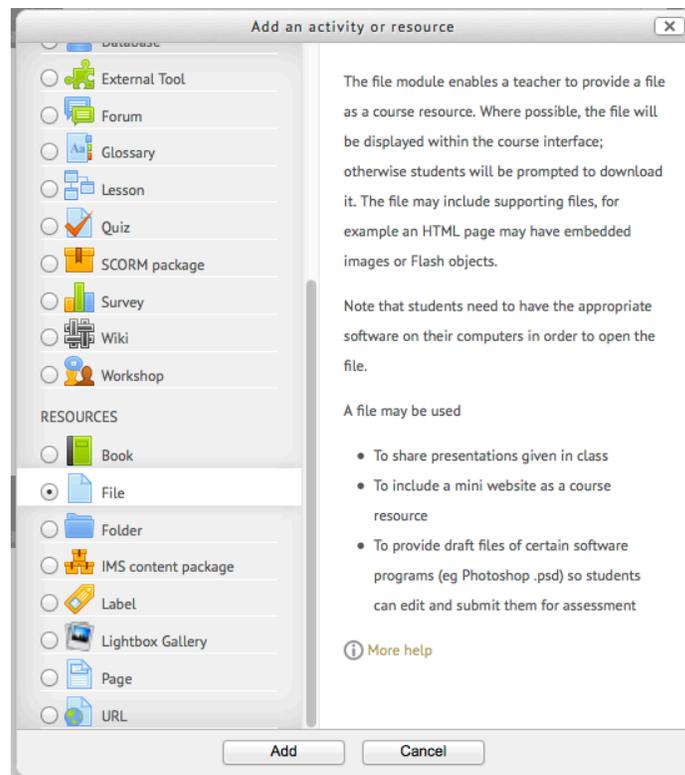
3 - Fill out the pertinent information on the next screen. Provide a name for your document and a brief description in the **General** section. In the Content section upload the pdf document by clicking the **Add…** button. A file management window called the **File picker** appears. This interface displays a long list of available options for adding course content. Choose the option labeled **Upload a file**.
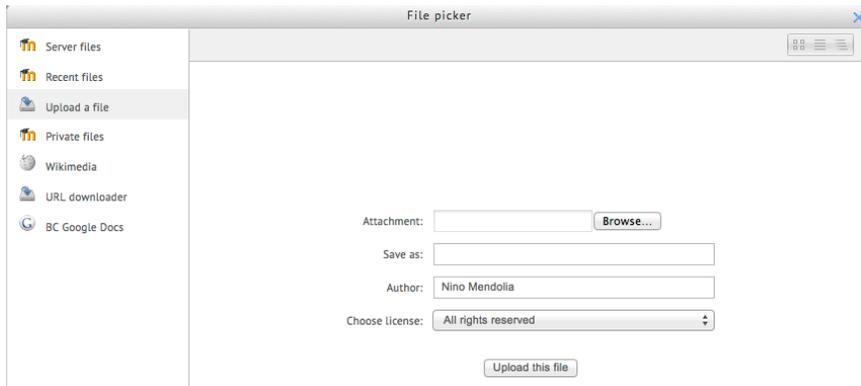

4 - If necessary, modify the settings in the **Options** section. The defaults set all items to display in a new window. When you're done click **Save and return to course**.

Uploading and sharing multiple files at once

1 - The process of sharing multiple files at once is similar to sharing just one except instead of choosing the **File** option in the **Add an activity or resource** window, you would select **Folder**. If you have several files to upload you can speed up the process by first placing them into folder and compress it into a zip archive.
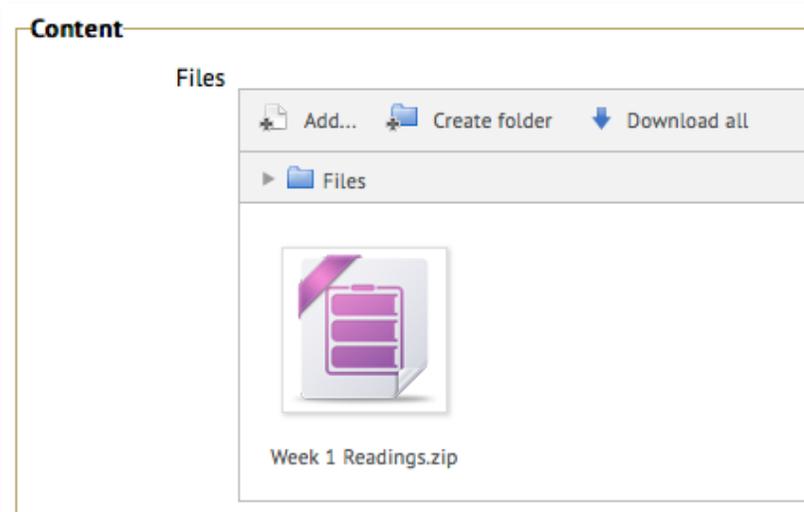
To make a zip archive on a Mac select the folder and, from the **Finder,** choose **Compress** <the name of the selected folder>
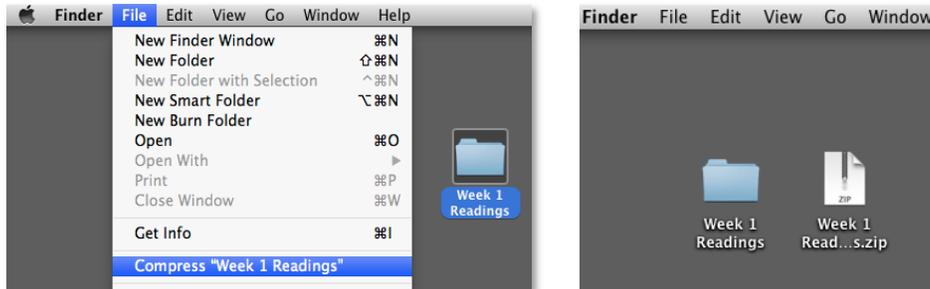
The steps to make a zip archive on a PC vary depending on your version of Windows. A quick search for the phrase *Create a zipped compressed folder* in your Windows Help documentation should explain the procedure for your specific Windows installation.
As an example, for Windows XP one way to do this would be to right-click on the folder and choose **Send To > Compressed (zipped) Folder**.

2 – Once it's been uploaded the zip archive must be uncompressed for your students to be able to view the documents. To expand the archive select the zip icon in the **Files** window and click the **Unzip** button in the popup window that comes up.
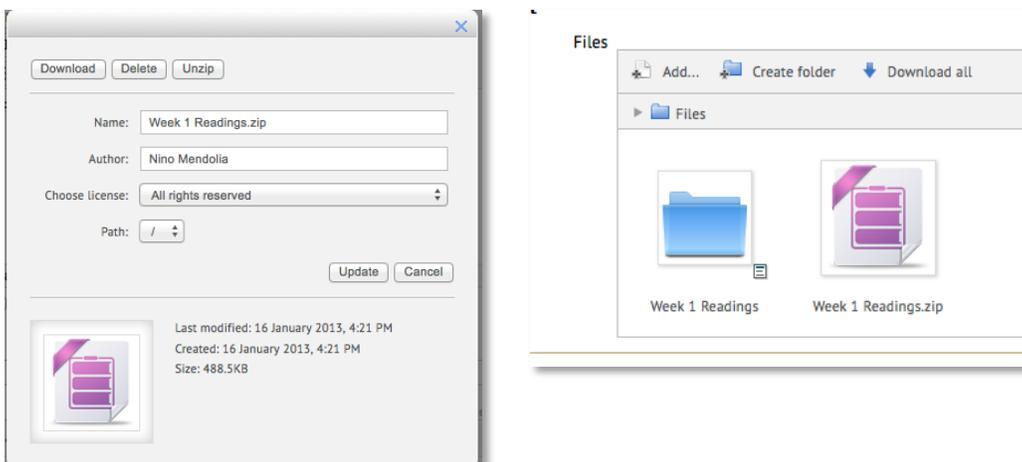
Once the folder appears please delete the zip archive. Doing so saves valuable disk space on the Moodle server. Finally, click **Save and return to course** at the bottom of the page.

The folder containing the all files is displayed in the topic block on the course page.
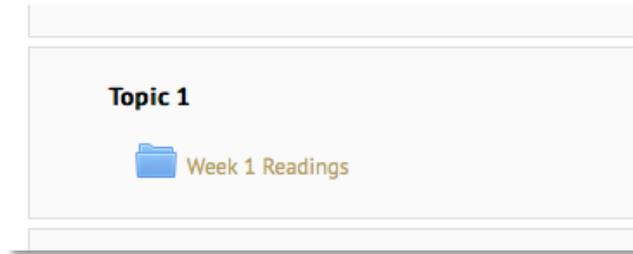
If you have any questions or suggestions please get in touch with me directly or send an email to helpdesk@bennington.edu

Nino Mendolia

X4382

mendolia@bennington.edu