

Moodleguide



Moodle version 1.9

uploading resources

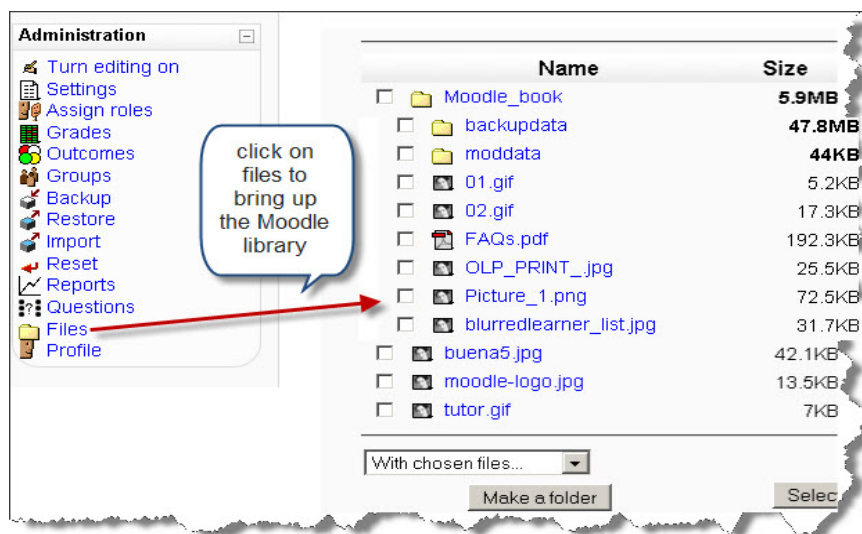
This Moodleguide looks at:

- how to plan a Moodle online library
- methods of uploading single and multiple files
- putting file and folder links on your Moodle site

planning your Moodle online library

Moodle has its own filing system you use to collect online resources and then make them available to users.

To access the system, click *Files* from the *Administration* menu.



creating folders

You need to organise your files just as you do on you PC or laptop. You do this by creating folders and subfolders to group your files together. This is particularly valuable when – as we see later – you want to display a whole folder to users.

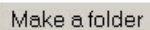
Ways of organising your folders depend on your needs and could include putting:

topics in their own folder – for example health and safety, equality

resource types together – photographs in one folder, presentations in another

collections for target groups together – such as steering committee papers all in one place.

To create a new folder, click the button



If you have files in the wrong folders, you can move them by selecting them and then moving them to the new folder.

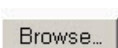
uploading single files

Now you have created your folders in Moodle you can start uploading your resources to them. It will help if you have already collected your resources in one place on your PC or laptop.

To upload a single file:

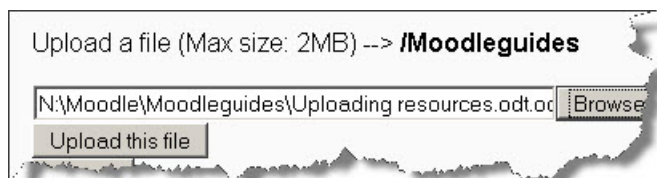
1 Go to the files store in Moodle and select the folder you want to upload your file to

2 Click 

3 And then 

You will then see your PC's file browser. At this point you will see how useful it is to have your upload files in one place. Click on the file you want to upload and then *Open*.

4 You will now see your file name in the upload box. Click *upload this file* to finish.



That's it – your file is now in your Moodle folder.



displaying your resources in Moodle

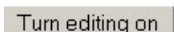
Now you have uploaded at least one resource you can make it available to your users. Two simple ways of doing this are to:

- 1 display the file on the front page
- 2 display the folder that the file is in

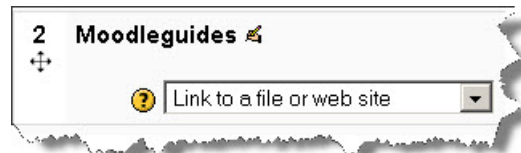
The first method is fine where you have key documents that need a prominent position.

The second is useful where you have a collection of related documents and do not want to clutter up your front page with dozens of links. Examples could be minutes of meetings, policy booklets, NVQ checklists, and so on.

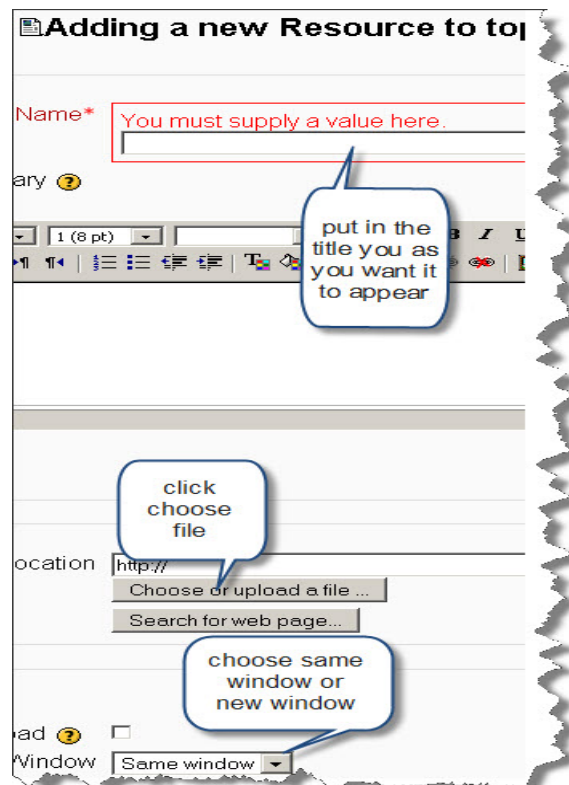
displaying single files

Start by clicking in the top right hand corner 

- 1 Go to the section of the front page you want to display the resource in and click **add a resource**. In this example we are putting a file into section2 – Moodleguides. Choose **link to a file or website** from the list.



- 2 A box now appears asking you to supply a title, choose the file, and decide whether to put it in a new window or not.



Now you have to remember to click the button

Save and return to course

That's it-your resource has been added to the front page. Click on it and it will open in the same or a new window, depending on what you chose.

displaying a directory

If you have a lot of resources on one topic and have kept them in a single folder in your files area, it may be convenient to display the whole folder.

This is how a folder looks when displayed on the front page

 Moodle book

Displaying a folder is similar to displaying a file. Follow the procedure outlined above for linking to a file or website, but choose *Display a directory* from the drop down list.

You will then see this box to choose your directory from



Choose your folder and remember to give it a title and save your work.

advanced topics

Once you get used to basic Moodle file handling you can try some more advanced techniques.

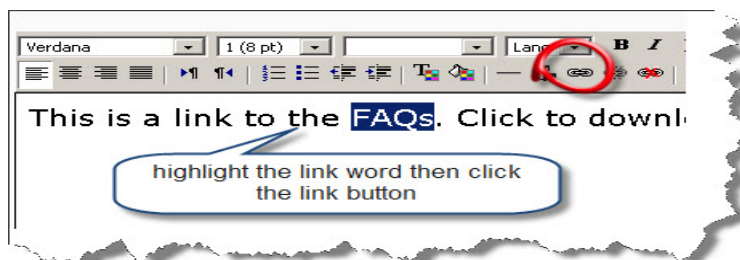
linking to a file anywhere

Moodle allows you to place a link to a resource file anywhere you can enter text. Uses of this technique include for example:

- making a list of key resources inside a file
- adding a link to an agenda document inside a calendar entry
- putting an achievement certificate as a link at the end of a quiz

method

You can place a link anywhere you see the text editing box. To make a resource link, highlight a word then click on the link button.



You will then see a link dialogue box. Browse to one of the files you have already uploaded, insert a title and click Ok.



checklist

Collect your resources into one place on your PC or network

Create folders inside Moodle

Upload your files to the correct folders

Display individual resources or complete folders

When you are confident try the advanced file linking technique

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Contact us for information about training, support, hosting, authoring materials

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