

# File

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface, otherwise students will be prompted to download it. The file may include supporting files. For e.g. a HTML page may have embedded images or Flash objects. Note that the students need to have the appropriate software on their computers in order to open the file.



## A file may be used:

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs so students can edit and submit them for assessment.

- **Step 1:**
- **Step 2:** Drag and drop the file onto the course section where you'd like it to appear
- **Step 3:** If necessary, edit the title of the file by clicking the pencil icon

## LONGER METHOD

- **Step 1:**
- **Step 2:** **+** Add an activity or resource
- **Step 3:** Select File
- **Step 4:** Add a name and description for file

▼ General

Name\*

Description

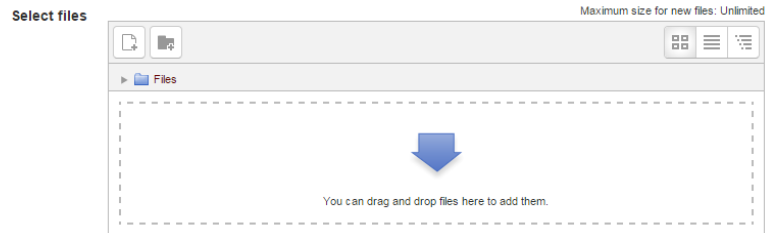
Display description on course page

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➤ **Step 5:** Add content using the +Add icon or drag and drop

▼ Content



➤ **Step 6:** Select Appearance, choose from the dropdown box what type of display it should be:

- **Automatic** – if you want Moodle to sort it out
- **Embed** – if you want to show the file as part of the Moodle page
- **Force download** - if you want to force the user to save the file
- **Open** – if you want to show the file in the browser, but without the Moodle page decorations
- **Pop-up/New window** – if you want it to pop-up or in a new window
- **In frame** – if you want to use a horrible bit of non-strict HTML that should never be allowed in polite company.

➤ **Step 7:**



Remember that you will be able to Drag and Drop files **ONLY** if you are using one of the following browsers: Firefox / Chrome / Internet Explorer 10. Should your browser support this feature, you will see this message above the “select files” box:

Maximum size for new files: Unlimited - drag and drop available ?

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