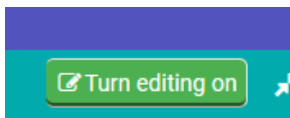# How to add Files to your course

You can add document, PowerPoint and audio files into your page in 2 ways:

The quick 'drag and drop' method will work in most browsers on Windows or a Mac.
The slightly slower standard method that will work on any device (see page 3);

1. Drag and Drop.

Turn on editing at the top right of the page.

Open the folder where the files are located on your computer and drag the file you want to add to your Moodle page over the area of the page where you want to add the file.
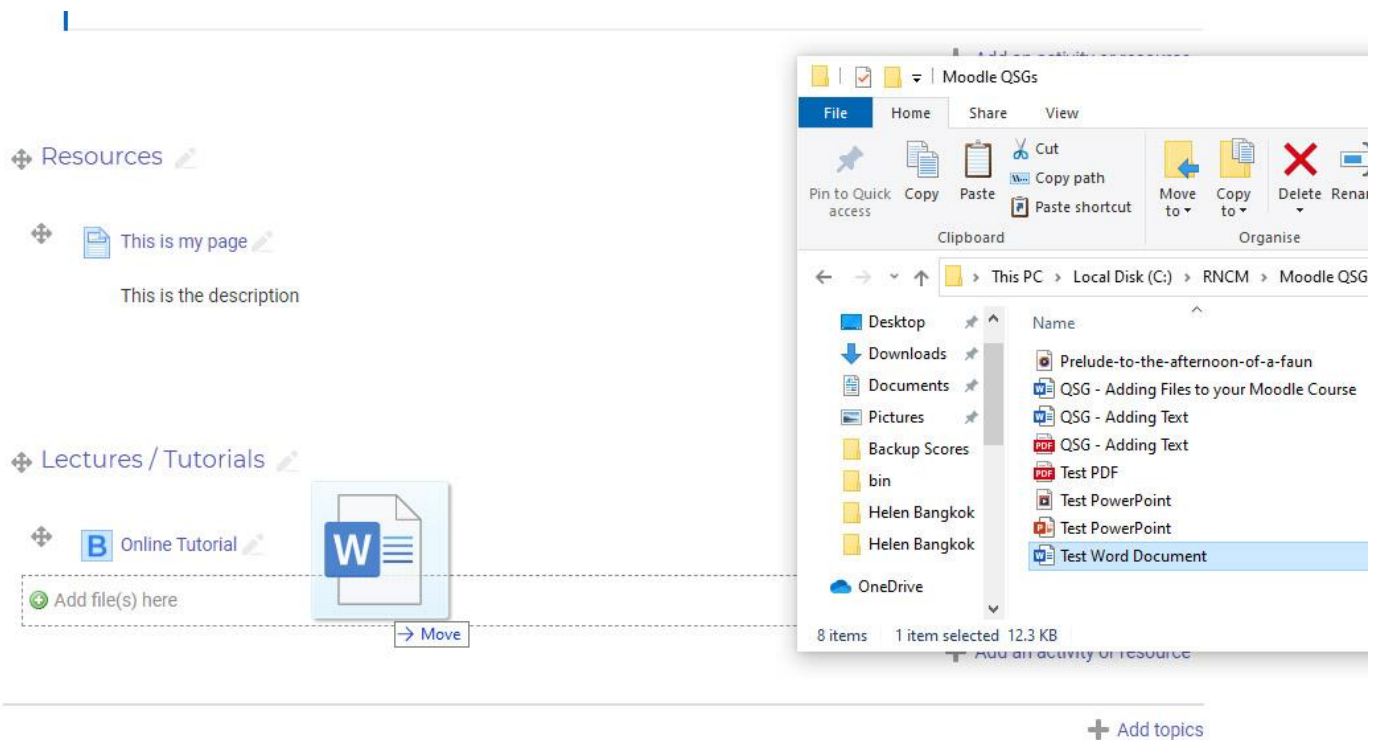
At the bottom of the section you are dragging the file over you will see something like this:

Drag the file anywhere within the dotted line and let go. The file will be uploaded to Moodle and added to your page with a link based on the filename.

Moodle will automatically recognise common file types such as Word PDF or PowerPoint and put in an appropriate icon.

N.B. You should only upload Word documents if you want the students to be able to edit them. Otherwise convert them to PDF format (using Save As in Word). PDF files are much more 'web friendly' and will display directly in most browsers.

You can edit the link to the file using the pencil icon to the left of it (hit return to save your changes).

You can Edit, Hide or Delete the file using the drop down Edit menu immediately to the right of it, in exactly the way shown in the standard method below.

You can also add mp3 or wav sound files using drag and drop. In this case you will see a pop up like this.
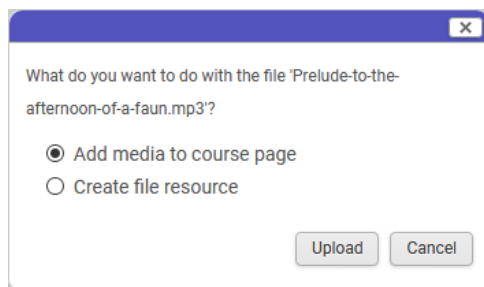
Select 'Add media to course page' and click on 'Upload'

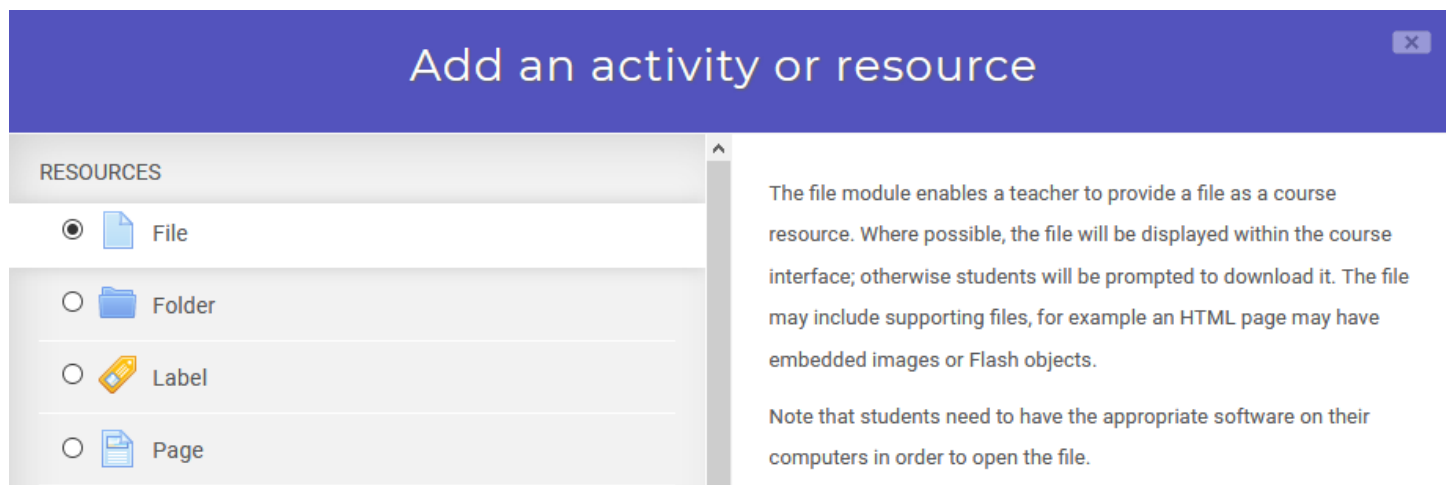The sound file will be added to the page in a player like this.

2. Standard way that will work on all devices and browsers

Click on:

 Add an activity or resource

And then select 'File' from the pop up and click on the 'Add' button.


You will then see the 'Adding New File ' page:

In the name field enter the text you want to appear in the link to the file

If you want to add some notes about the file enter them in the Description field and tick the 'Display description on course page' box (optional).

To upload the file click on the icon in the top left of the 'Select files' box.

In the pop-up box that appears click on 'Upload a file' and then 'Browse' to locate the file on your computer
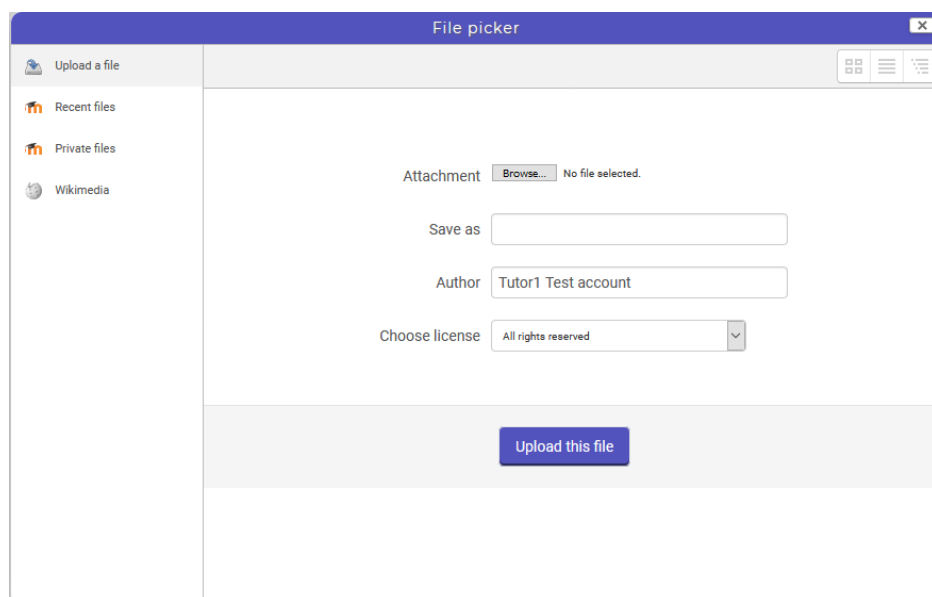
When you have selected the file click on 'Upload this file'

You can set the dates you want it to be visible with the **Common Module Settings**, but if you just want it to display straight away just ignore these. Don't worry about the other settings either as you can safely ignore them for now.
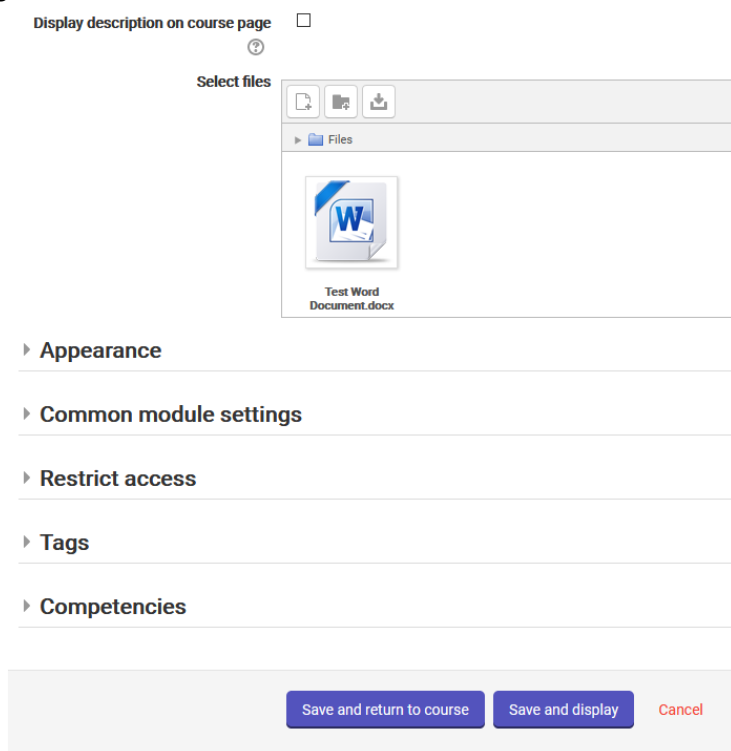
Then scroll to the bottom of the page and click **on Save and return to course (or Save and display)**

If you need to change anything you can go back in to edit mode by clicking on the **Edit** dropdown next to the file and then clicking on **Edit Settings**.

If you have finished editing your course content you can now turn editing off by clicking on.