

TeacherFutures

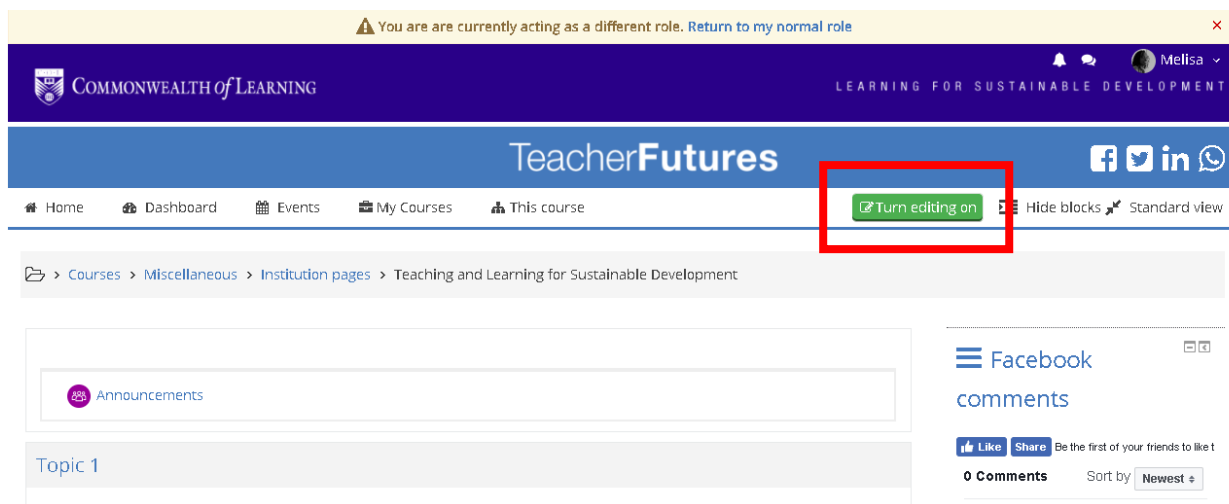
TUTORIAL: ADD FILES TO A COURSE



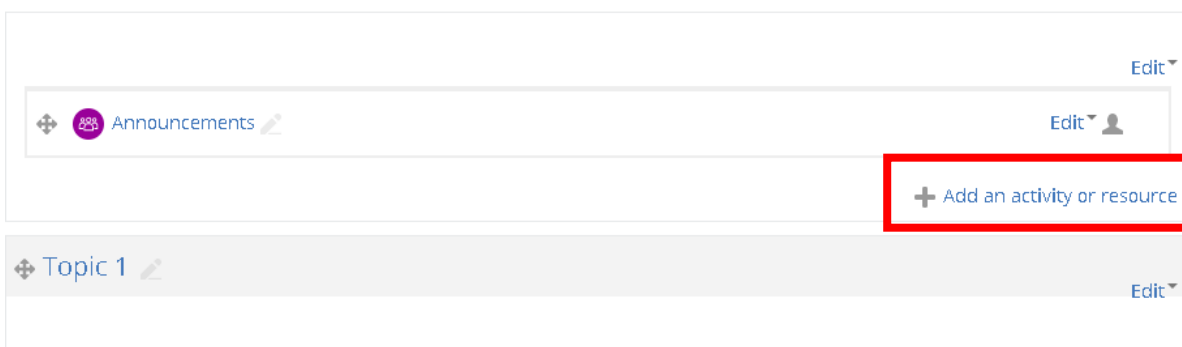
The file module enables you to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise learners will be prompted to download it. You can upload PowerPoint presentations, Word documents, Images, PDF files to your module.

Below is a step-by-step guide on how to add files to your module.

Step 1: Turn editing on by clicking on the green button in the menu block to **Turn editing on**.

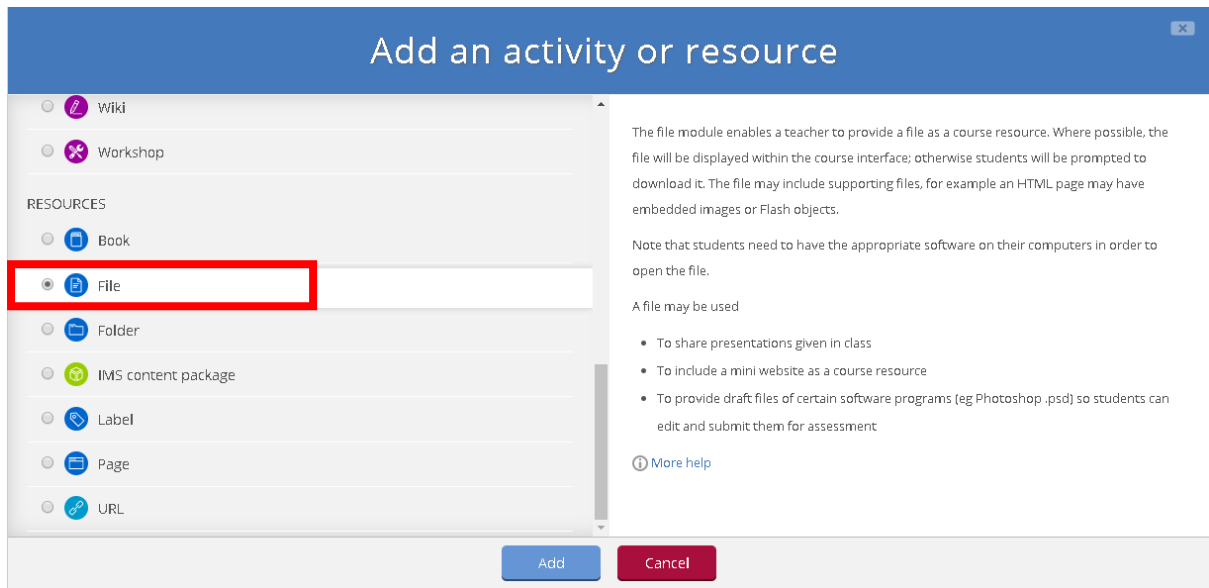


If you cannot see the option to do this at the top right of menu block, you will need to request Teacher (Editor) access from the Course Facilitator.



Once you do this, you will notice extra icons and an **Edit** menu appearing on different parts of the screen. You will also notice the option to **Add an activity or resource** at the top of every section (topic).

Step 3: To add a file, click **Add an activity or resource**, scroll down to **RESOURCES**, select **File** and click add **Add**.



Step 4: Add a Name and a short Description (optional).

Adding a new File to Topic 1

[Expand all](#)

General

Name *

Description

Paragraph B I [List icons] [Image icons]

[Undo] [Redo] [Link] [Unlink] [Table] [Table border] [Table border style] [Table border color] [Table border width] [Table border style] [Table border color] [Table border width]

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Step 5: Scroll down to select files section on course page. In the file = Content area, you can add files using two options.

Option one is using the Add file menu.

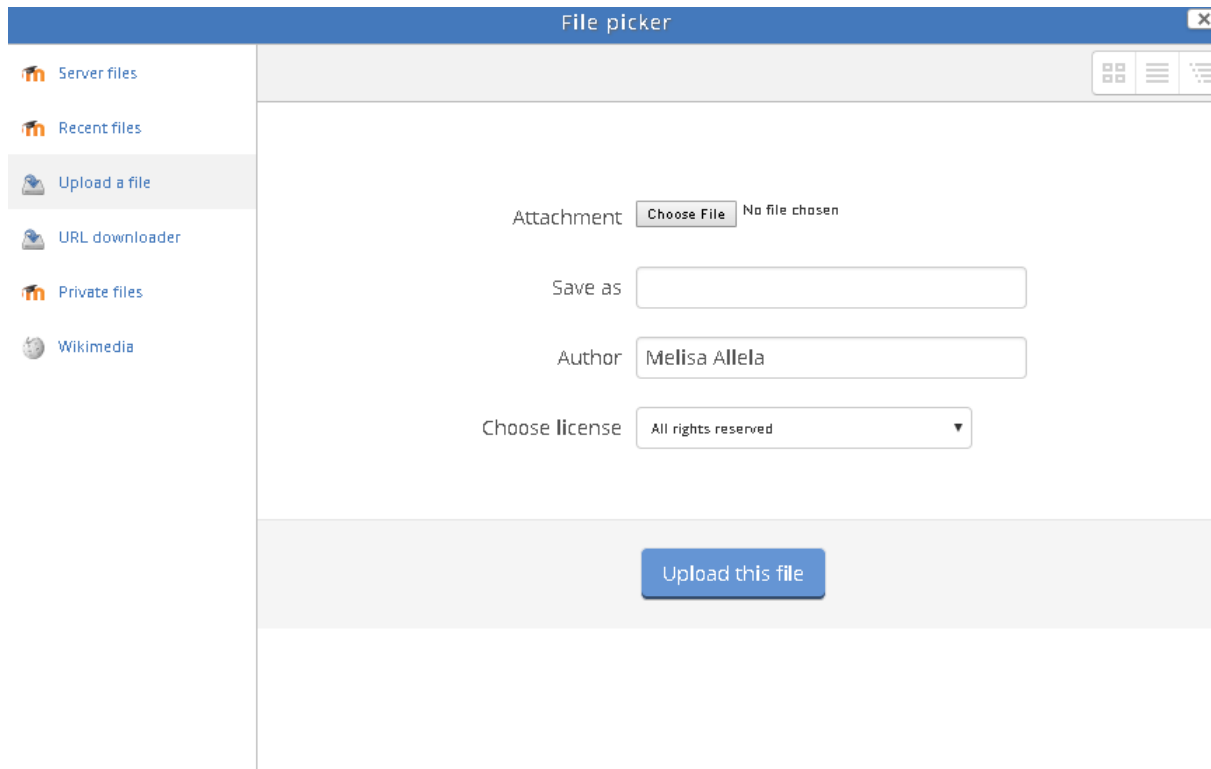
Display description on course page



Select **upload a file** on the left of the file picker window and then click on **Attachment** to locate the file on your computer. This is a very similar process to

attaching a file to an email. (Although you can upload pdfs, images and text files as well as all MS Office formats, you should pay attention to the learners to open them (check file size) and their appearance when opened).

Click **Upload this file** to complete the upload.



Option two is the drag and drop option.

Simply drag and drop your file into the indicated area. Once done, scroll down to save the changes you have made.

Display description on course page



Select files

Maximum size for new files: 500MB

