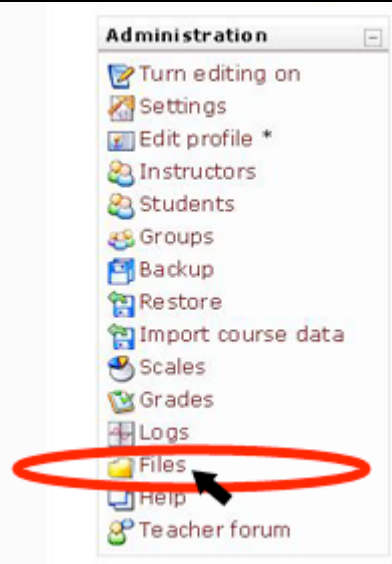




## Uploading Files into Moodle

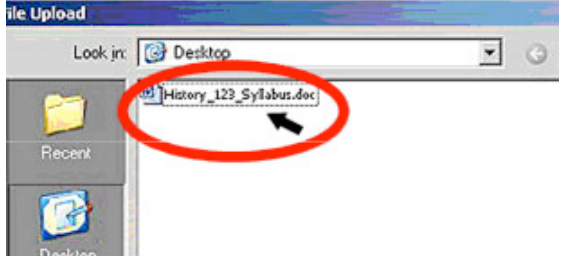

### What is this feature?

In order to make documents and files available to students, you first need to upload those materials into the Moodle database. Once your file has been uploaded into Moodle, you can create a link to that file to the week or module into which you want it to appear. To learn how to create a link to a file, see the tutorial, “Linking to a File.”

### From your course’s homepage:

1	<p><b>CLICK</b> “Files” in the “Administration” block.</p>	
2	<p><b>CLICK</b> “Upload a file.”</p>	
3	<p><b>CLICK</b> “Browse.”</p>	

### Uploading Files into Moodle

<p>4 <b>FIND</b> and the file on your computer or disk, and <b>DOUBLE CLICK</b> on it to select it.</p>	
<p>5 <b>CLICK</b> "Upload this file."</p>	<p>Upload a file (Max size: 20MB) --&gt; /</p> <p>C:\Documents and Settings\Desktop\Syllabus.doc <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload this file"/> <input type="button" value="Cancel"/></p> 
<p>6 <b>CLICK</b> the short name of your course (located in the breadcrumb navigation links at the top of your page, directly under the header) once you are finished uploading to return to your course homepage.</p>	