Managing File in Moodle

- This illustrates ways to manage files in Moodle such as uploading, editing and deleting files. It also includes changing the file attributes. Uploading usually done by lecturer, students and other users to add file in for various activities in Moodle. You can upload up 100MB or depending on the maximum size allowed in the activity.
  - **A. Uploading File -Drag and Drop**
  - **B. Uploading file -through Add button**
  - **C. Reusing uploaded file**
  - **D. Editing, Deleting, Setting main file and file attributes.**

A. Uploading File -Drag and Drop

- This shows ways to upload files to Moodle whenever there is a need for file upload. They are usually found in Assignment when attaching files using Atto editor and more.

Roles

- All authenticated users having priviledge to upload file.

Pre-condition

1. You must be in a Moodle section that accepts file.
2. Files must be ready.
3. The file license must be known.

General Notes

1. Files uploaded must have a proper filename.
2. Distribution of any unlicensed material is prohibited. So you must upload only files that belong to you.

Procedure

1. Uploading a file
   a. Locate the file you want to upload in the File Explorer.
   b. Resize your browser and Eile Explorer window size to allow you to see the File Explorer and Moodle windows simultaneously.
   c. From the File Explorer, drag the file to the file display in Moodle.

File Explorer

File display
Drag the file here
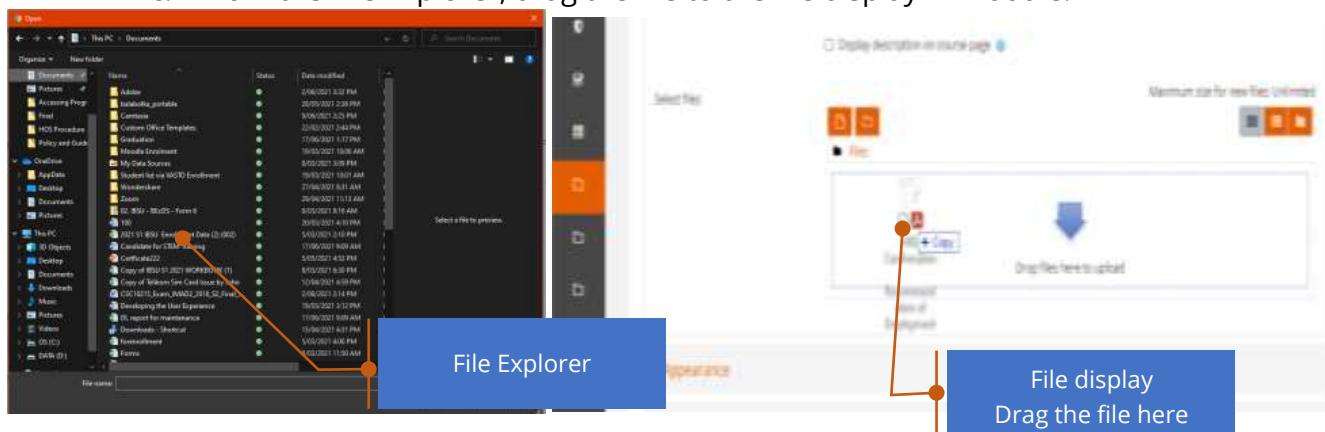
2. Set the file attribute
   a. Change the file attribute accordingly. See *Editing, Deleting, Setting main file and file attributes.*

Outcome
- Uploaded file.

B. Uploading file -through Add button

- This shows an alternative way to upload files to Moodle whenever there is a need for file upload. They are usually found in Assignment, when attaching file using Atto editor and more.

Roles

- All authenticated users having priviledge to upload file.

Pre-condition

1. You must be in a Moodle section that accepts file.
2. Files must be ready.
3. The file license must be known.

Procedure

1. Uploading a file
   a. Click the add button, then the file picker appears.
   b. Optionally, you can click on the Folder button to organize your file in a folder.
   c. Optionally, you can click the download button to download the current file.
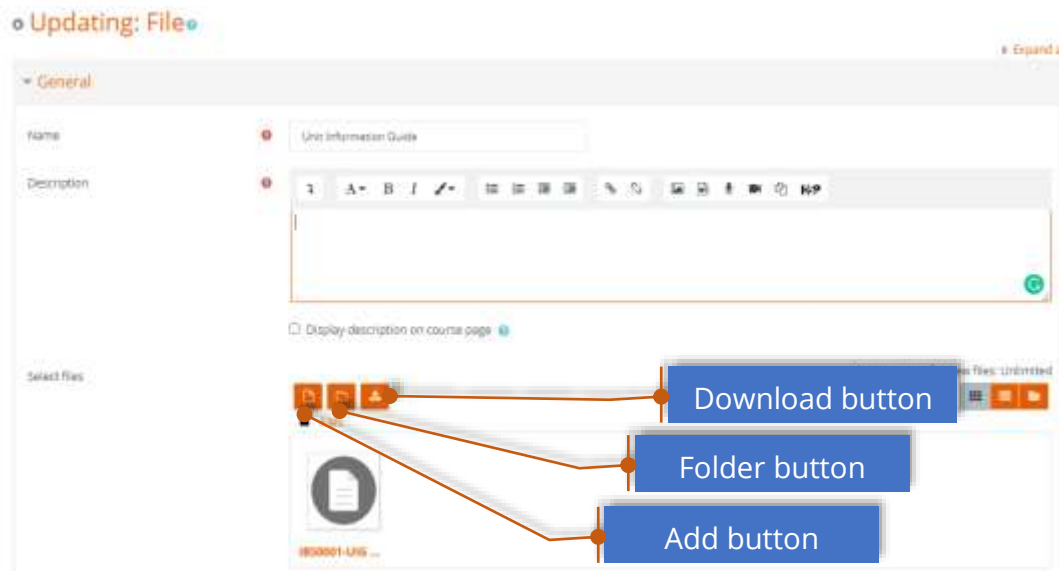
2. Selecting a source
   a. Select Upload a file to upload a new file or select other mode so you can select files you uploaded earlier. See *Reusing uploaded file* for the latter option.
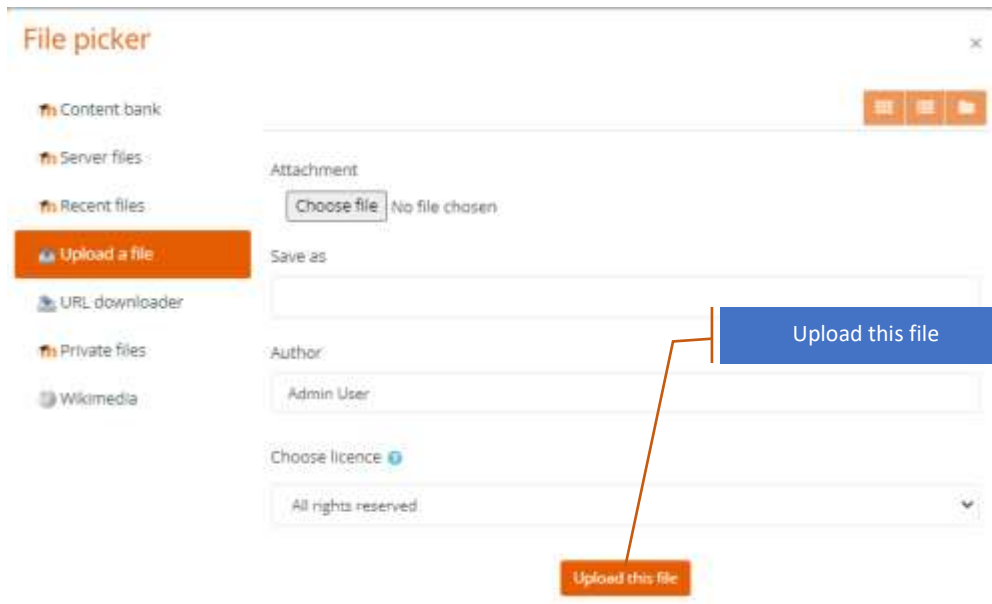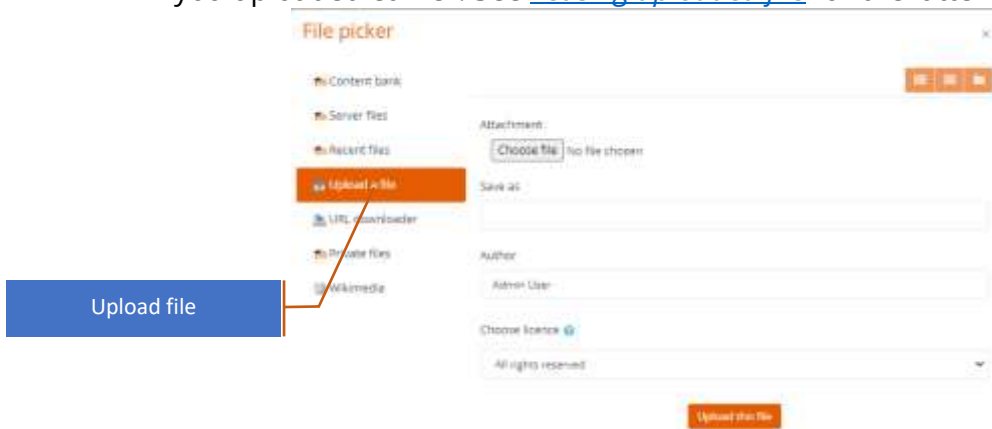
3. Uploading a local file.
   a. Click Choose file. The Open Dialog appears.
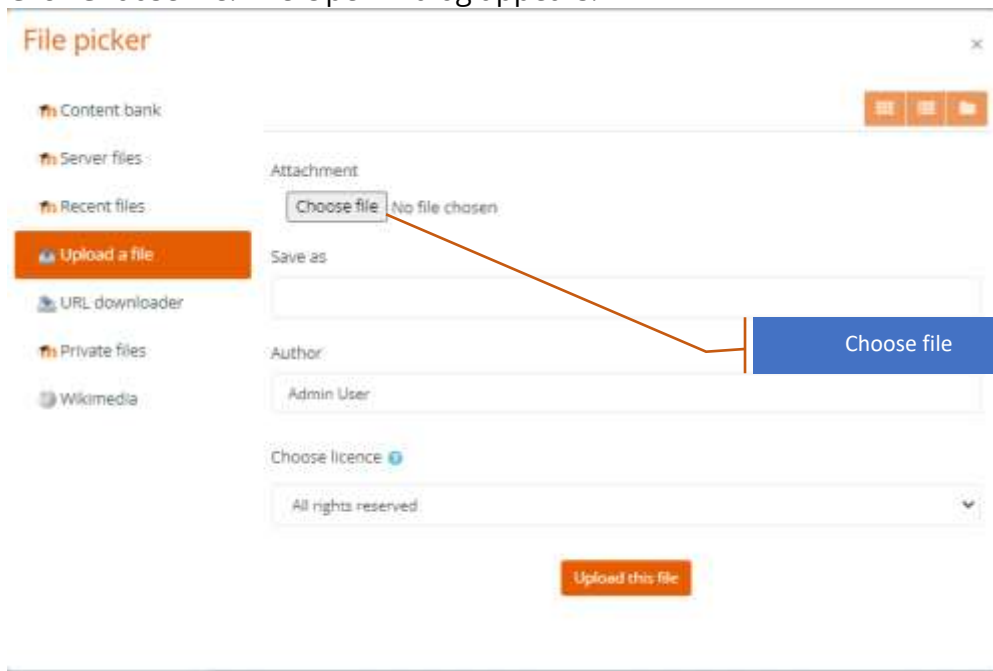
   b. Select the file you want to upload then click open.
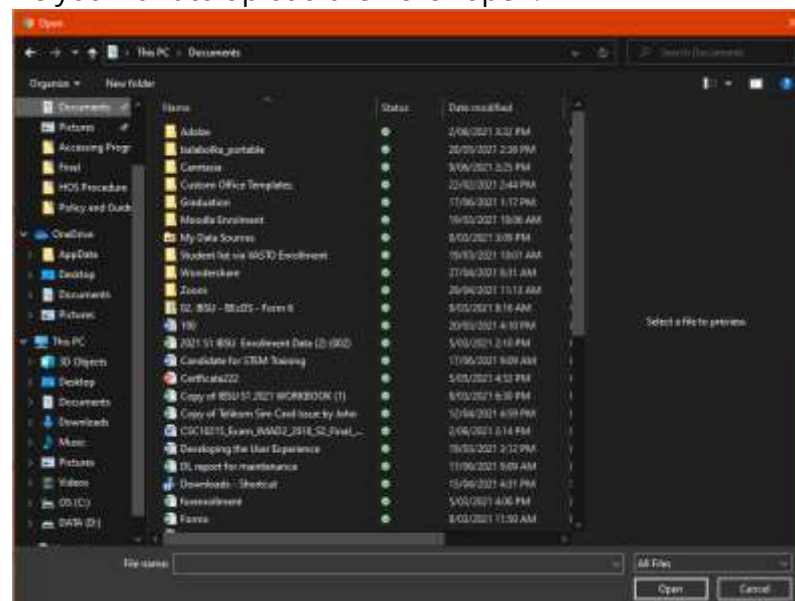
4. Enter descriptive text in the Save as field
   a. Set the appropriate license. IBS Resource materials must be set to All rights reserved unless specific license is specified. All other resources may be set to License not specified if the license is not known.
   b. Click the Upload this file button.

Outcome

1. Uploaded file.

C. Reusing uploaded file

- This shows an steps to reuse files already uploaded files to Moodle that are accessible to you.

Roles

- All authenticated users having priviledge to browse file.

Pre-condition

1. You must be in a Moodle section that accepts file.
2. Files must be ready.
3. The file license must be known.

Procedure

1. Selecting file from another source other than local file.
   a. Select a suitable file source and navigate to find the file.
   b. Click the file, then Select appears.
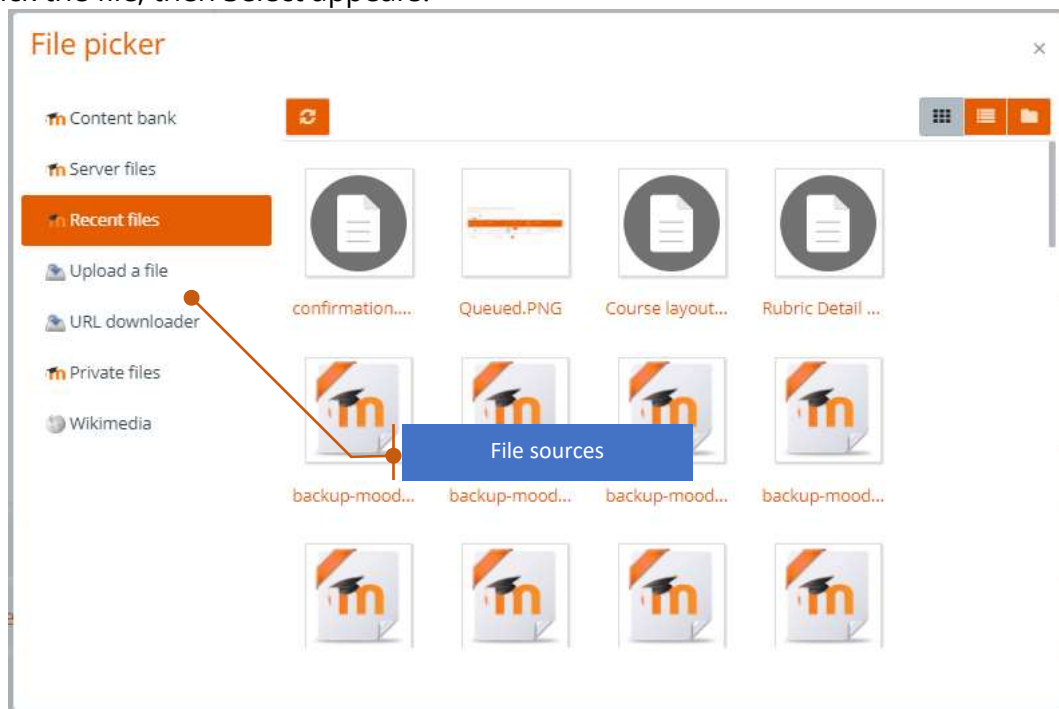
   c. Click Select this file to confirm other click cancel.

Outcome

An existing file selected from a source.

D. Editing, Deleting, Setting main file and file attributes.

- This shows ways to edit, delete and setting main file.

Roles

- All authenticated users having priviledge to browse file.
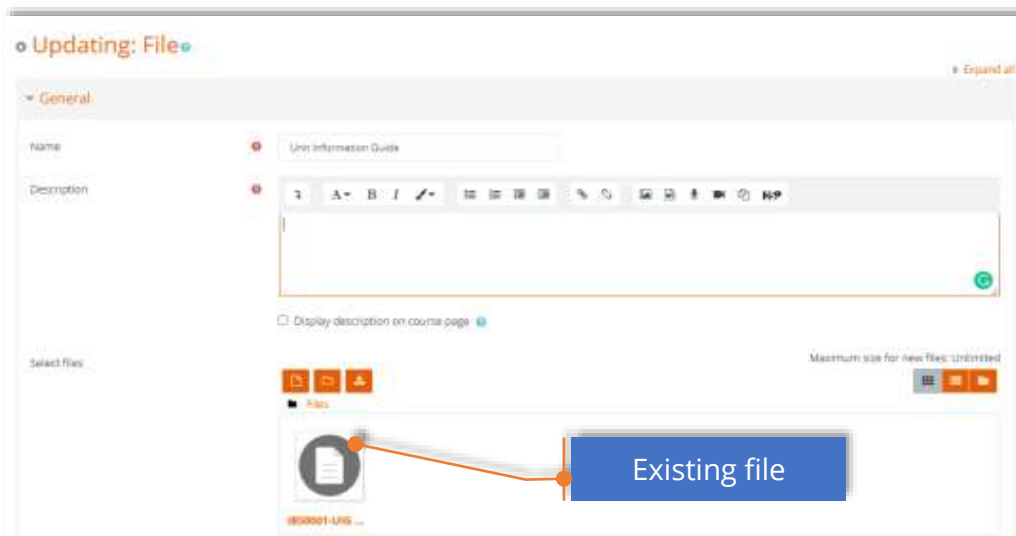
Pre-condition

1. There is already existing uploaded file
2. License must be known.
3. There is a need to change the file or its attributes.

General Notes

- Follow only the suitable step.

Procedure

1. Selecting an existing file
   a. Click the existing file, then the Edit file dialog appears.

2. Choose an action.
   a. Click Download button if you want to retain a copy of the file.
   b. Click Delete button if you want to delete the file.
   c. Click the Set Main file, if you want the file to be displayed in the course page.
   d. Update the Author and License if necessary then click update button.
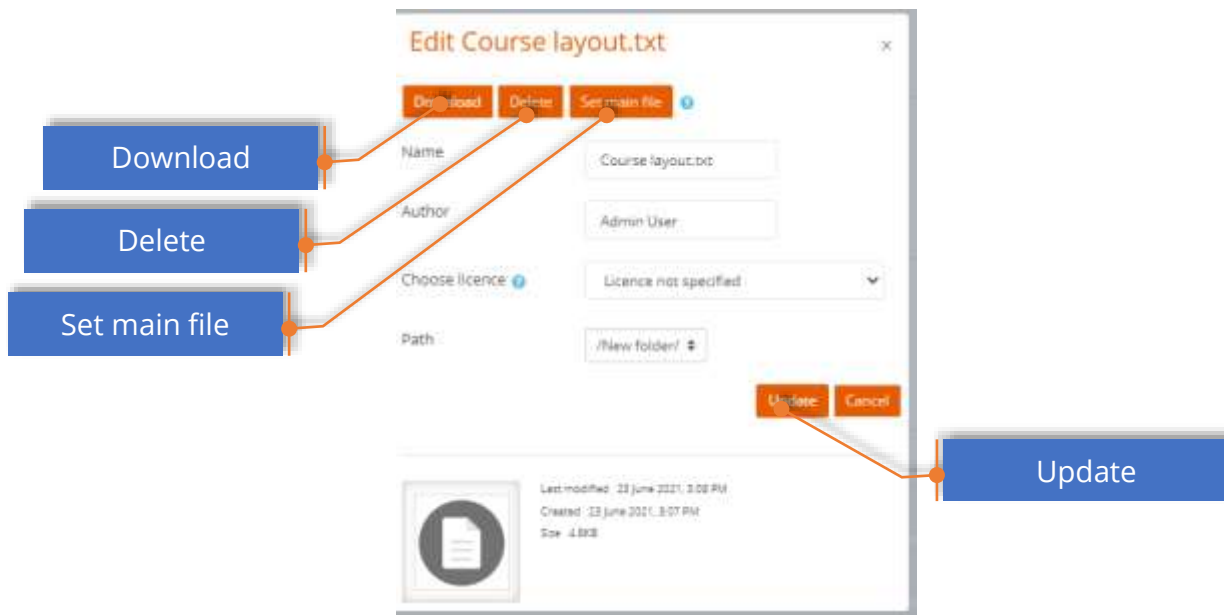
Outcome

1. OnClick Download button, the Edit file dialog disappears and the file is downloaded.
2. OnClick Delete button, the Edit file dialog disappears. The file is deleted after confirmation.
3. OnClick Set main file button, the Edit file dialog disappears. The file is set to main.
4. Onclick Update button, the Edit file dialog disappears.