

MOODLE : Tutorial no.3

Uploading documents on Moodle

*To Support Online and Blended Teaching & Learning at the
University of Geneva*



**UNIVERSITÉ
DE GENÈVE**

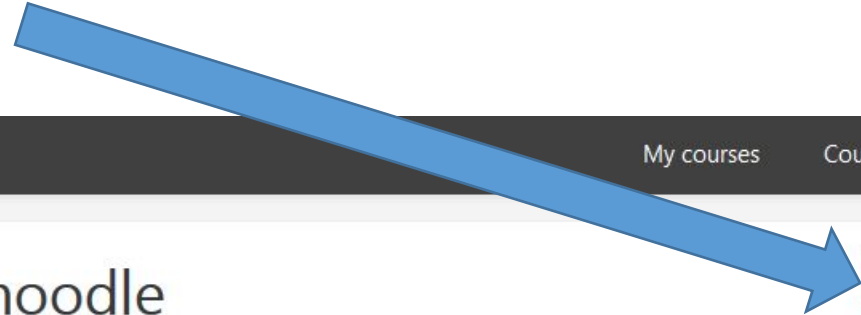
This tutorial will show you how to upload documents (Word, pdf, powerpoint, image, audio, and video files) onto your Moodle course page in order to make them available to students.



Warning: Maximum size for files 100 MB




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Step 1. On your Moodle course page click on «Turn editing on»




Moodle.unige.ch My courses Course catalogue  

Tutorial nr. 3: Uploading a document on moodle

Tuto3_upload Turn editing on 

Course topics  Participants Grades




 Annonces

Topic 1


Topic 2

Topic 3





Step 2. Click on «Topic 1» in order to rename it



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Tutorial nr. 3: Uploading a document on moodle




Tuto3_upload [Turn editing off](#) 

Course topics Participants Grades [Add a block](#)




  [Annonces](#)  Edit 

Edit  




[+ Add an activity or resource](#)

 Topic 1  Edit 

[+ Add an activity or resource](#)


 Topic 2  Edit 

[+ Add an activity or resource](#)



 Topic 3  Edit 

[+ Add an activity or resource](#)


[+ Add topics](#)






Step 2-1. Insert a title, topic or the course date


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Tutorial nr. 3: Uploading a document on moodle



Tuto3_upload [Turn editing off](#) 

Course topics ▾ Participants Grades [Add a block](#)



  Annonces  Edit ▾

Escape to cancel, Enter when finished Edit ▾ 

 [Add an activity or resource](#)

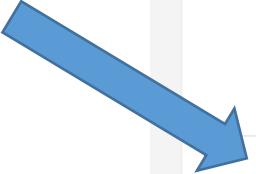
 Topic 2  Edit ▾

[Add an activity or resource](#)



 Topic 3  Edit ▾

[Add an activity or resource](#)


[Add topics](#)






Step 2-2. Press «Enter» on your keyboard in order to confirm the change


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Tutorial nr. 3: Uploading a document on moodle

Tuto3_upload [Turn editing off](#) 



Course topics ▼ Participants Grades [Add a block](#)

  [Annonces](#)  Edit ▼



[Escape to cancel, Enter when finished](#) Edit ▼ 

 + Add an activity or resource

Edit ▼

 [Topic 2](#)  + Add an activity or resource




Edit ▼

 [Topic 3](#)  + Add an activity or resource


Edit ▼

[+ Add topics](#)





Step 3. Click on « Add an activity or resource » in the section that you have renamed



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Tutorial nr. 3: Uploading a document on moodle




Tuto3_upload [Turn editing off](#) 


Course topics Participants Grades [Add a block](#)


  [Annonces](#)  Edit 




Edit  


 Add an activity or resource


 Course 12 March 2020  Edit 




Edit 


 Add an activity or resource


 Topic 2  Edit 


Edit 

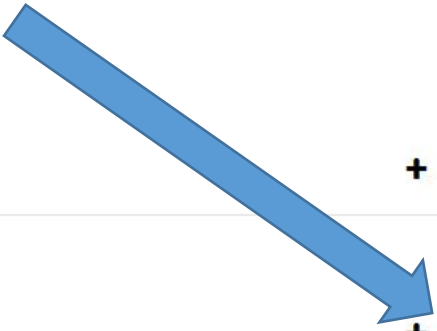
 Add an activity or resource

 Topic 3  Edit 

Edit 

 Add an activity or resource

 Add topics



Step 4-1. In the box that opens up, move the scrollbar down

Moodle.unige.ch My courses Course catalogue Turn editing off

Tutorial nr. 3: Uploading a d

Tuto3_upload

Annonces

Course 12 March 2020

Topic 2

Topic 3

Add an activity or resource

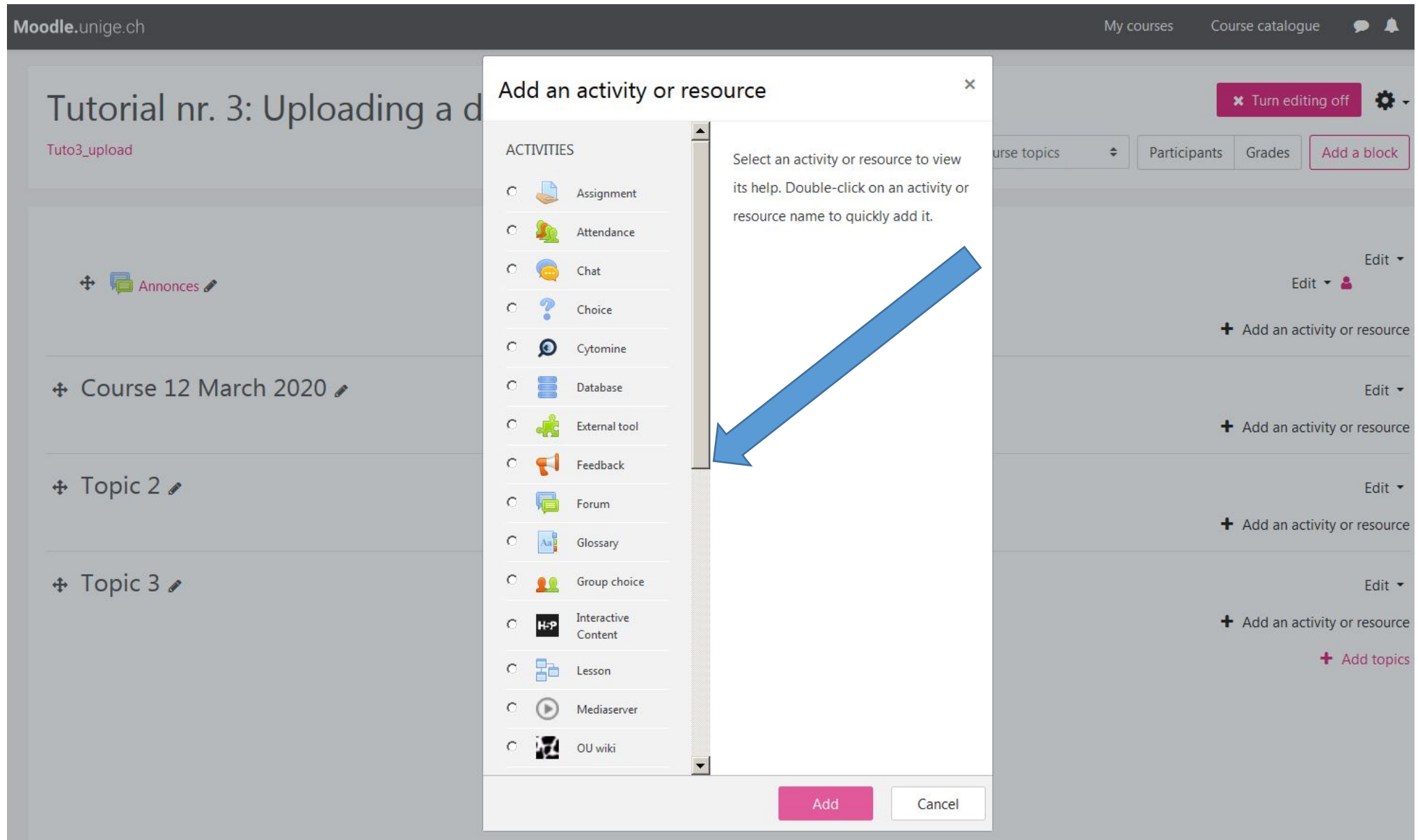
Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

- Assignment
- Attendance
- Chat
- Choice
- Cytomine
- Database
- External tool
- Feedback
- Forum
- Glossary
- Group choice
- Interactive Content
- Lesson
- Mediaserver
- OU wiki

Add Cancel

Participants Grades Add a block

Edit Edit Add an activity or resource Add an activity or resource Add an activity or resource Add an activity or resource Add topics



Étape 4-2. Select the option «File», and click on «Add» at the bottom of the box

The screenshot shows the Moodle interface with a modal dialog box titled "Add an activity or resource". The dialog lists various activity types, with the "File" option selected under the "RESOURCES" section. A blue arrow labeled "1" points to the "File" option. Another blue arrow labeled "2" points to the "Add" button at the bottom of the dialog. The background shows a course page with a sidebar containing "Annonces", "Course 12 March 2020", "Topic 2", and "Topic 3". The main content area has a "Turn editing off" button and "Add a block" button. The dialog box contains the following text:

Add an activity or resource

- Lesson
- Mediaserver
- OU wiki
- Questionnaire
- Quiz
- SCORM package
- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

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 example an HTML page may have embedded images or Flash objects.

Note that 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 (eg Photoshop .psd) so students can edit and submit them for assessment

[More help](#)

Add **Cancel**

Step 5-1. Give a name to the file that you wish to upload

Tutorial nr. 3: Uploading a document on moodle

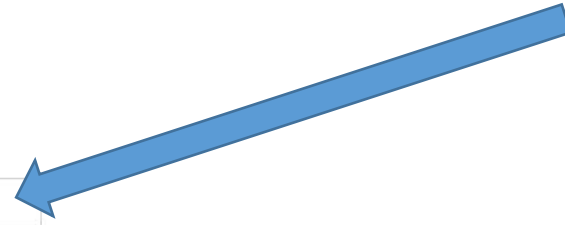
Courses / Tuto3_upload / Adding a new File to Course 12 March 2020

Adding a new File to Course 12 March 2020

▶ Expand all

General

Name



Description

Rich text editor toolbar with icons for undo, bold, italic, font color, text color, bulleted list, numbered list, link, unlink, and refresh. Below the toolbar is a large empty text area for the description.

Display description on course page




Select files

Maximum size for new files: 100MB

File selection interface showing a toolbar with icons for file, folder, and upload. Below the toolbar is a list of files, currently showing a folder named "Files".

Appearance

Step 5-2. Click on the indicated icon in order to select a file

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Tutorial nr. 3: Uploading a document on moodle

[Courses](#) / [Tuto3_upload](#) / Adding a new File to Course 12 March 2020









Adding a new File to Course 12 March 2020


[Expand all](#)

General




Name !


Description

  **B** **I** Fr T;      

Display description on course page 

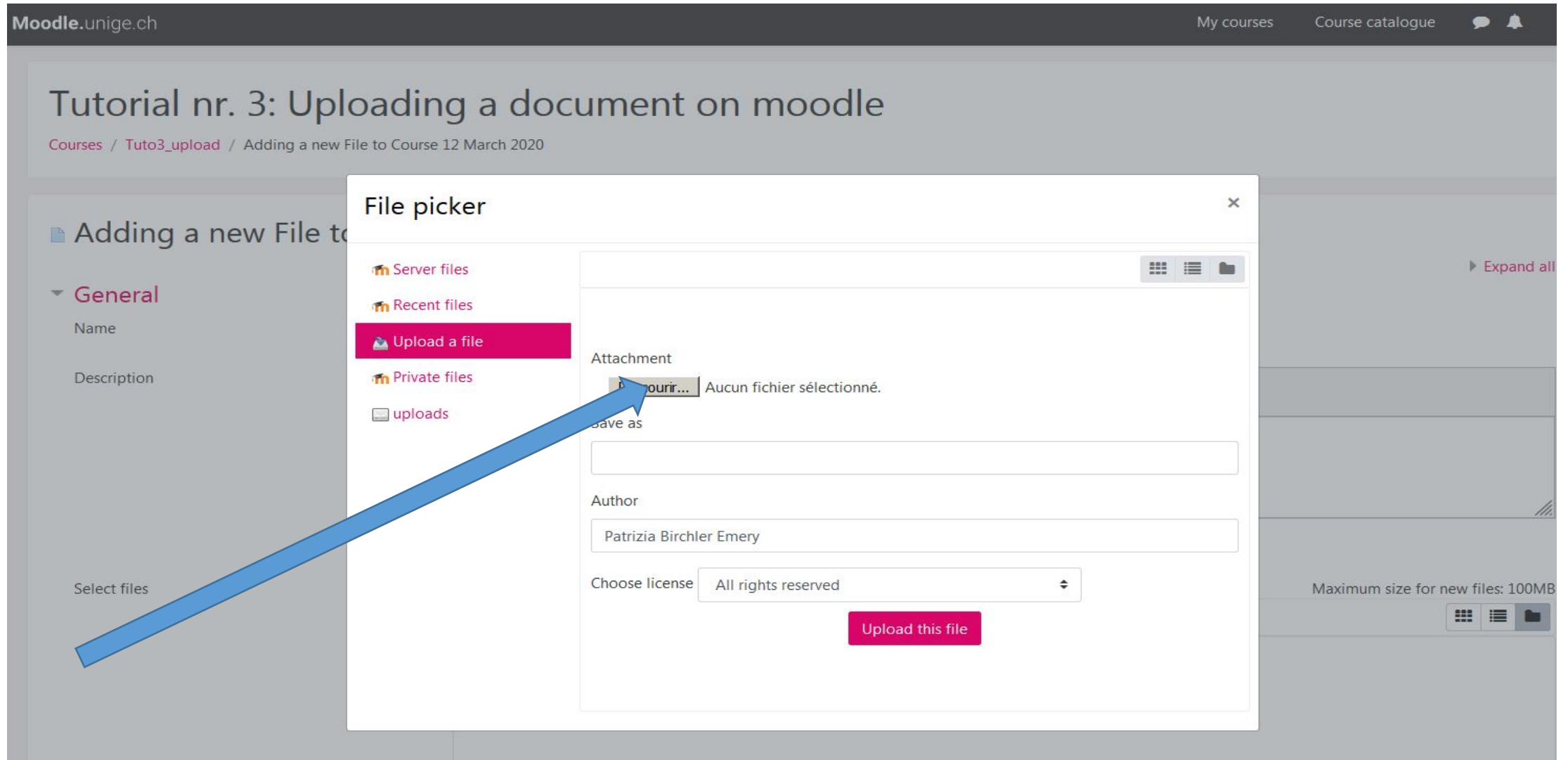
Select files Maximum size for new files: 100MB

 Files

Appearance

Step 5-3. Click on « browse»/ «parcourir» in the box that opens up, in order to go find your file where it has been saved (hard drive, external hard drive, cloud, USB key)



The screenshot shows the Moodle interface for uploading a document. The main heading is "Tutorial nr. 3: Uploading a document on moodle". Below it, the breadcrumb trail reads "Courses / Tuto3_upload / Adding a new File to Course 12 March 2020". The left sidebar shows a "General" section with fields for "Name" and "Description", and a "Select files" button. A "File picker" dialog box is open in the center, with a blue arrow pointing to the "parcourir..." button. The dialog box contains the following elements:

- File picker** (title bar)
- Navigation icons: grid, list, folder
- Left sidebar:
 - Server files
 - Recent files
 - Upload a file** (highlighted)
 - Private files
 - uploads
- Main area:
 - Attachment** section with a "parcourir..." button and the text "Aucun fichier sélectionné."
 - save as** section with an empty text input field
 - Author** section with a text input field containing "Patrizia Birchler Emery"
 - Choose license** section with a dropdown menu set to "All rights reserved"
 - Upload this file** button
- Right sidebar: "Expand all" button
- Bottom right: "Maximum size for new files: 100MB" and navigation icons

Step 5-4. Select the file that you wish to upload onto Moodle by clicking on it and then click on «Open» at the bottom right of the box.

The screenshot shows a Windows File Explorer window titled "Envoi du fichier" with the address bar set to "Bibliothèques > Documents > CFCD > MoodleTutoriels". The left sidebar shows the "Documents" folder selected. The main pane displays a table of files in the "Bibliothèque Documents" folder:

Nom	Modifié le	Type	Taille
Moodle_1_Login to Moodle_EN	11.03.2020 12:02	Adobe Acrobat Doc...	855 Ko
Moodle_1_Se Connecter_FR	11.03.2020 11:39	Adobe Acrobat Doc...	836 Ko
Moodle_2_créer un cours_FR_v2	11.03.2020 15:49	Adobe Acrobat Doc...	1'200 Ko

A blue arrow labeled "1" points to the first file, "Moodle_1_Login to Moodle_EN". Below the table, the "Nom du fichier" field contains "Moodle_1_Login to Moodle_EN". At the bottom right, the "Ouvrir" button is highlighted with a blue arrow labeled "2".

The background shows a Moodle login page for "MOODLE : Tutorial no.1" with the text "Login to Moodle" and "To support continuity of teaching and learning for students". The Moodle logo and "UNIVERSITÉ DE GENÈVE" are also visible.

Step 5-5. Upload the file onto Moodle by clicking on «upload the file»

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Tutorial nr. 3: Uploading a document on moodle

Courses / Tuto3_upload / Adding a new File to Course 12 March 2020

Adding a new File to

- General
 - Name
 - Description

Select files

File picker

- Server files
- Recent files
- Upload a file**
- Private files
- uploads

Attachment
Parcourir... Moodle_1_Login to Moodle_EN.pdf

Save as

Author
Patrizia Birchler Emery

Choose license
All rights reserved

Upload this file

Expand all

Maximum size for new files: 100MB

Step 5-6. Finish the operation by scrolling down to the bottom of the page and click on «Save et return to course»

Tutorial nr. 3: Uploading a document on moodle

Courses / Tuto3_upload / Adding a new File to Course 12 March 2020

Adding a new File to Course 12 March 2020

Expand all

General

Name

Tutorial nr. 1: Login to moodle

Description

Rich text editor toolbar with icons for bold, italic, text color, background color, link, unlink, list, and source. Below the toolbar is a large empty text area for the description.

Display description on course page

Select files

Maximum size for new files: 100MB

File selection interface showing a folder named 'Files' containing a file named 'Moodle_1_Login to Moodle_EN.pdf'.

Appearance

Common module settings

Restrict access

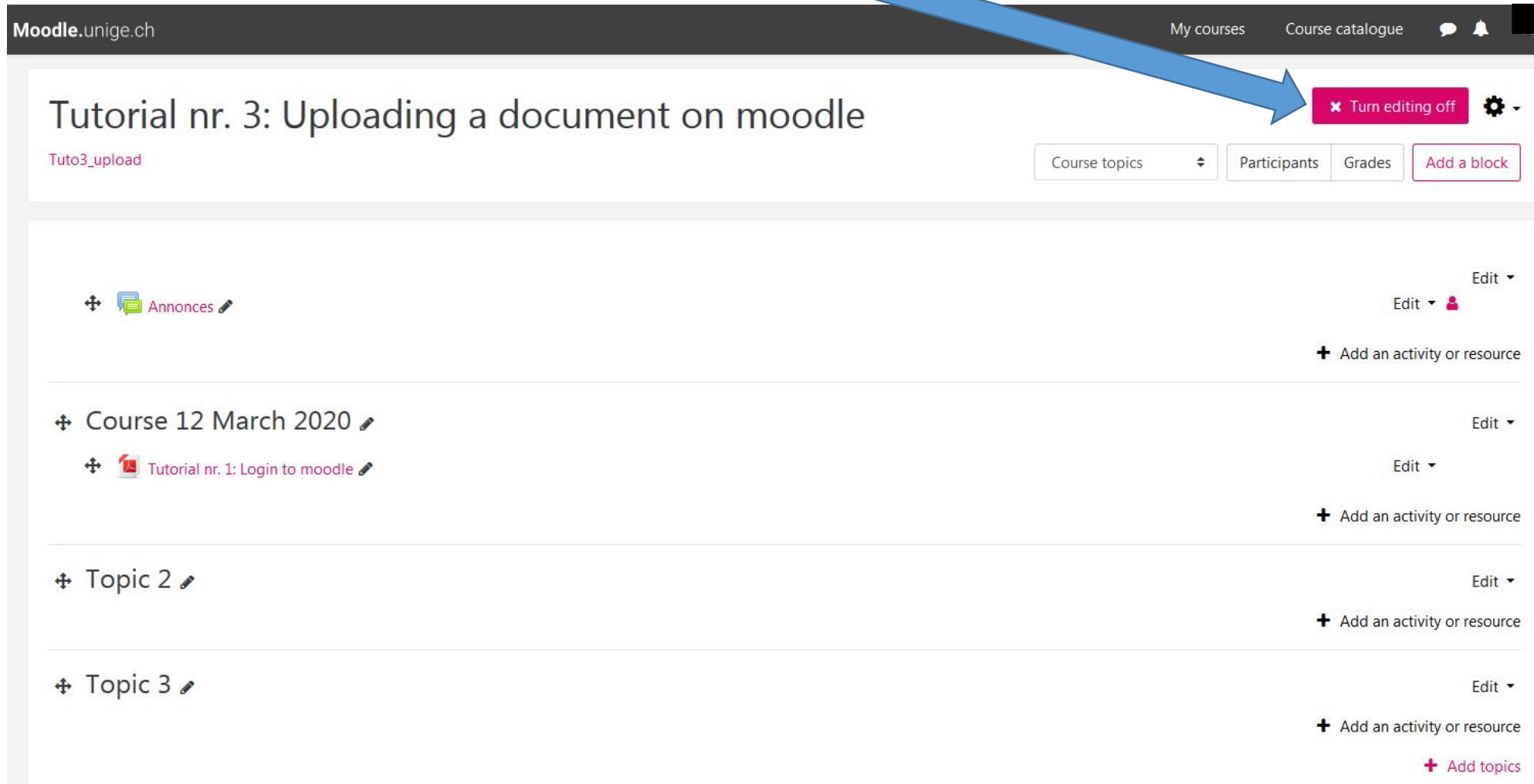
Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked .



Step 6. Exit the editing mode by clicking on sur «Turn editing off»



The screenshot shows the Moodle course page for "Tutorial nr. 3: Uploading a document on moodle". The page is in editing mode, indicated by the "Turn editing on" button (partially visible) and the "Turn editing off" button. A blue arrow points to the "Turn editing off" button. The page header includes "Moodle.unige.ch", "My courses", and "Course catalogue". The course title is "Tutorial nr. 3: Uploading a document on moodle" with the ID "Tuto3_upload". The page contains several sections: "Annonces", "Course 12 March 2020", "Topic 2", and "Topic 3". Each section has an "Add an activity or resource" button and an "Edit" button. The "Add topics" button is also visible at the bottom right.

Moodle.unige.ch My courses Course catalogue

Tutorial nr. 3: Uploading a document on moodle

Tuto3_upload

Course topics Participants Grades Add a block

Turn editing off

+ Annonces Edit Edit

+ Add an activity or resource

+ Course 12 March 2020 Edit

+ Tutorial nr. 1: Login to moodle Edit

+ Add an activity or resource

+ Topic 2 Edit




+ Add an activity or resource

+ Topic 3 Edit


+ Add an activity or resource


+ Add topics


Step 7. Your file is now available to students registered in your course

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Tutorial nr. 3: Uploading a document on moodle

Tuto3_upload Turn editing on 

Course topics  Participants Grades


 Annonces

Course 12 March 2020

 Tutorial nr. 1: Login to moodle

Topic 2

Topic 3



You are now able to upload files onto your Moodle coursepage!

Now let's turn to Tutorial no. 4 :

**«How to enable students to access your Moodle
course page and its contents»**



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Adaptation vidéo: Jue Wang Szilas (CFCD)
Relecture/édition: Raphaël Zaffran (CFCD) / Elsa Sancey
(Pôle e-Learning)*



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