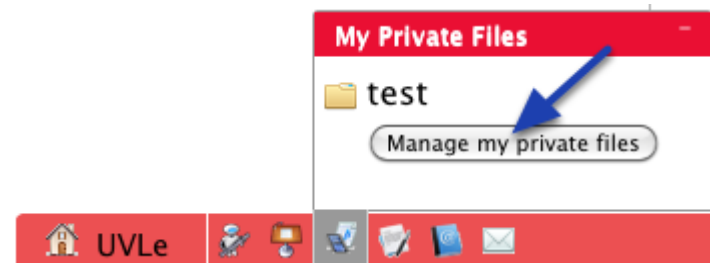


Uploading and Sharing of Files

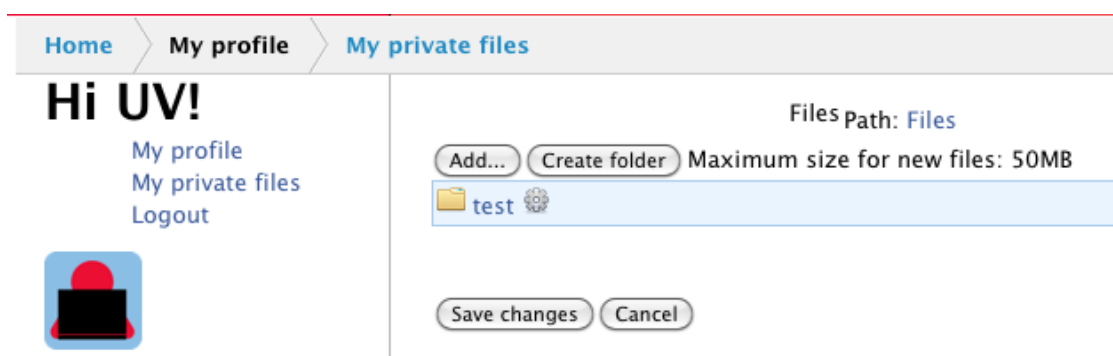
This tutorial details the steps in uploading and sharing of files.

Upload Files



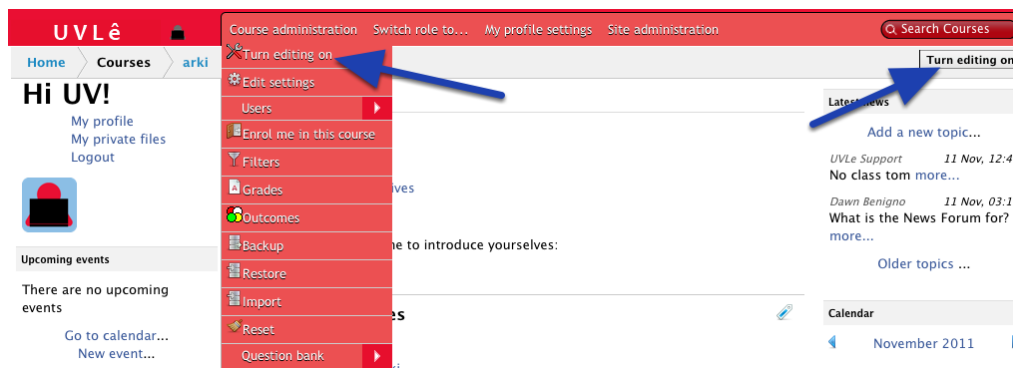
After logging in, one may upload files via **My Private Files** in the Dock, especially for files that are meant to be repeatedly shared with several classes or courses.

Organize by Files or Folders



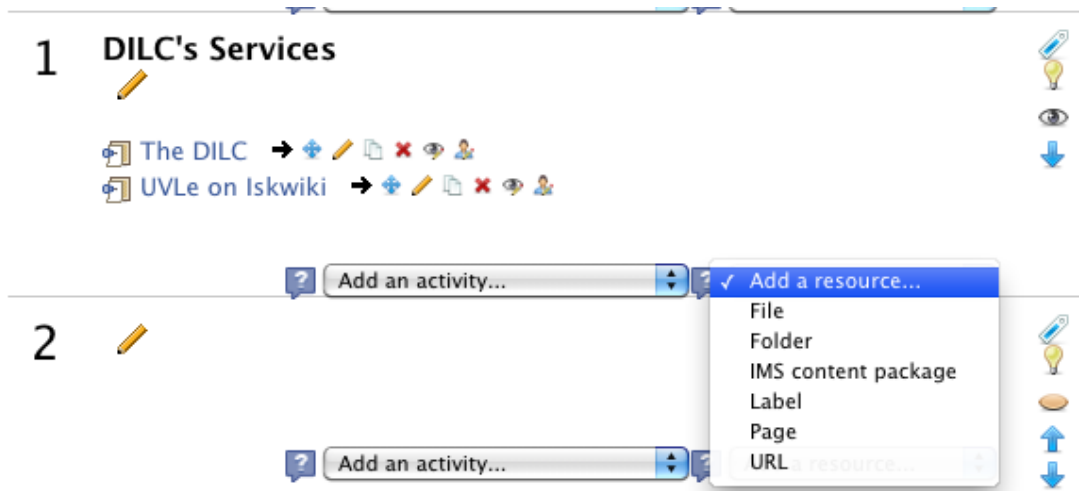
You may directly upload individual files or create a folder under which files can be uploaded.

Turn editing on before sharing files



Sharing of files starts by enabling **Turn editing on**, either under Course administration or on upper right panel.

Add a resource



Once **Turn editing on** is enabled, you'll see the **Add a resource** feature under the relevant topic. Sharing of your uploaded files can proceed either by clicking on the **File** or **Folder** option.

Share a file

The screenshot shows the 'Add a resource' form in Moodle, divided into three sections: General, Content, and Options. In the General section, a red circle with the number 1 highlights the 'Name*' text input field. Below it is a rich text editor for the 'Description' field, featuring a toolbar with various formatting options like bold, italic, underline, and text color. A 'Path:' field is located below the description editor. In the Content section, a red circle with the number 2 highlights the 'Add...' button next to the 'Select files' label. The 'Content' section also displays 'Create folder' and 'Maximum size for new files: 50MB', and a blue bar indicating 'No files attached'. In the Options section, a red circle with the number 3 highlights the 'Display*' dropdown menu, which is open and shows the 'Force download' option selected. Other options include 'Automatic Embed', 'Open', and 'In pop-up'. There are also input fields for 'Popup width (in pixels)', 'Popup height (in pixels)*' (set to 450), and a checkbox for 'Display resource name*'. A '* Hide advanced' button is visible in the top right of the Options section.

To share a file, fill out (1) **Name** of file. (2) Add a file directly or create a folder under which files can be added. To help deal with old browser plugins and incompatibilities, under Options, enable **Force download**. Do not forget to save the page once you're done.