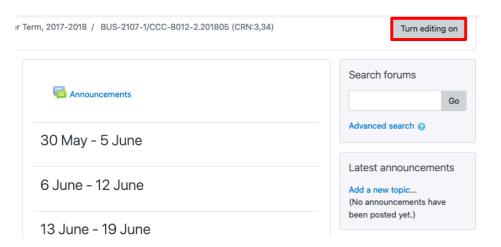
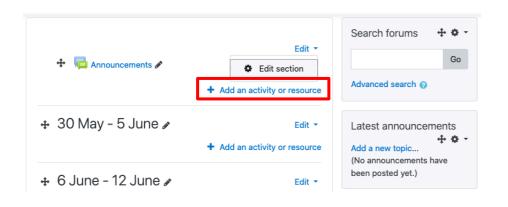


#### Basic | Upload



Step 1 Click 'Turn editing on' (top right).



#### Step 2

Note: You will see a number of icons – hover your mouse pointer over an icon to see what a particular icon is for. You will see '*Add an activity or resource*'.



Basic | Upload

Add a	n activity or res	source
	Wiki	The file module ena
0 👮	Workshop	a file as a course res the file will be displa
0	Zoom meeting	interface; otherwise
RESOUF	RCES	prompted to downlo supporting files, for may have embedded
	Book	Note that students r
•	File	appropriate software
0	Folder	order to open the fil
0 🛷	Label	A file may be used
0 🔟	Leganto reading list	<ul> <li>To share presenta</li> <li>To include a mini resource</li> </ul>
0	Page	• To provide draft f
0	URL	so students can e assessment
		Ado

he file module enables a teacher to provide file as a course resource. Where possible, he file will be displayed within the course hterface; otherwise students will be rompted to download it. The file may include upporting files, for example an HTML page hay have embedded images.

lote that students need to have the ppropriate software on their computers in rder to open the file.

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of software programs so students can edit and submit them for assessment

Cancel

## Step 3

×

Select '*File'*. Then press 'Add'.



#### Basic | Upload

Adding a new second	ew File	➤ Expand all
<ul> <li>General</li> </ul>	-	
Name	0	
Description		Ì A ▼ B I ≔ ≡ % S ! ₩ ⊠ ₩ 2 ♥ ₩ HP U S x2 x² 2 ▼ V ▼ ≡ = = ≡ ≡ ₩ 2 ⊞ I

### Step 4

Give the resource a name which will appear as a link to students. You can add a description for the file.

Select the '**Add file...**' Button (second figure)

Select files

Maximum size for new files: Unlimited

Files

Files

You can drag and drop files here to add them.

Maximum size for new files: Unlimited

Files

Tip 
You can drag and drop files
to upload them from your desktop.

n Server files					≣		
n Recent files							
🛓 Upload a file	Attachment						
n Private files		o file selected.					
URL downloader	Save as						
Wikimedia							
	Author						
	CHAN Sheung Li	im William					
	Choose license	All rights reserved	\$				
		Upload this fi	le				

### Step 5

The file picker appears. Choose '**Upload a file**' and click the '**Browse...'** button.



#### Basic | Upload

$\leftarrow \rightarrow \checkmark \uparrow \blacktriangledown$	> This PC > Downloads    U Search Do	wnloads	Q
Organise • Nev	v folder	-	?
📌 Quick access	Name * Today (2)	Date modified	
🖊 Downloads	📌 📴 B2_upload_content_2019 - Chrome Safari	9/7/2020 5:18 PM	
Documents	B1_tell_students_about_the_course_upload_outc	9/7/2020 5:06 PM	
💧 Music			
Videos			
len OneDrive			
🧢 This PC			
🥩 Network	<		>
	File name: B2_upload_content_2019 - Chrome : V All Files		~

### Step 6

Search the file you would like to upload. Select the '*Open*' button.

Step 7 Click 'Upload this file'.

File picker			×
<ul> <li>m Server files</li> <li>m Recent files</li> <li>▲ Upload a file</li> <li>m Private files</li> <li>▲ URL downloader</li> <li>④ Wikimedia</li> </ul>	Attachment Browse B2_upload_content_2019 - Chrome Safari.pdf Save as Author Choose license All rights reserved Upload this file		



Basic | Upload

## Step 8

The file picker will be closed automatically when completing the upload and the file will appear. When you pointed to the file you have uploaded, there is another window pop up. You may choose to download/delete/set main file.



Edit B2_upload_content_2020 - × Chrome Safari.docx						
Download	Delete	Set main file				
Name		B2_upload_content_2020 -				
Author						
Choose license		All rights reserved	\$			
Path		/ \$				
		Update	Cancel			
Last modified 13 July 2020, 7:21 PM Created 13 July 2020, 7:21 PM Size 5.7MB						



#### Basic | Upload

Appearance		
Display	0	Automatic 🗢
		□ Show size 👔
		□ Show type 🕜
		□ Show upload/modified date 🕜
		Display resource description
Show more		
Common mod	lule setti	ngs
Availability	0	Show on course page +
	0	

### Step 9

You may edit other settings. For example, choosing the way that the file displayed, restricting the file available date.

Þ	Restrict access				
Þ	Tags				
Þ	Competencies				
		Save and return to course	Save and display	Cancel	

#### Step 10

Finally, click '*Save and display*' to show the resource you just created.