

1st Term, 2017-2018 / BUS-2107-1/CCC-8012-2.201805 (CRN:3,34)

Turn editing on

 Announcements

30 May - 5 June

6 June - 12 June

13 June - 19 June

Search forums

 Go

[Advanced search](#)

Latest announcements

[Add a new topic...](#)  
(No announcements have been posted yet.)

## Step 1

Click 'Turn editing on' (top right).

 Announcements

Edit section

+ Add an activity or resource

+ 30 May - 5 June

+ Add an activity or resource

+ 6 June - 12 June

Search forums

 Go

[Advanced search](#)

Latest announcements

[Add a new topic...](#)  
(No announcements have been posted yet.)

## 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**'.

### Add an activity or resource ✕

- Wiki
- Workshop
- Zoom meeting

RESOURCES

- Book
- File
- Folder
- Label
- Leganto reading list
- 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.

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 software programs so students can edit and submit them for assessment

**Add** Cancel

### Step 3

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

Adding a new File Expand all

**General**

Name

Description

Display description on course page

### 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

You can drag and drop files here to add them.

### Tip -

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

File picker

Attachment  No file chosen

Save as

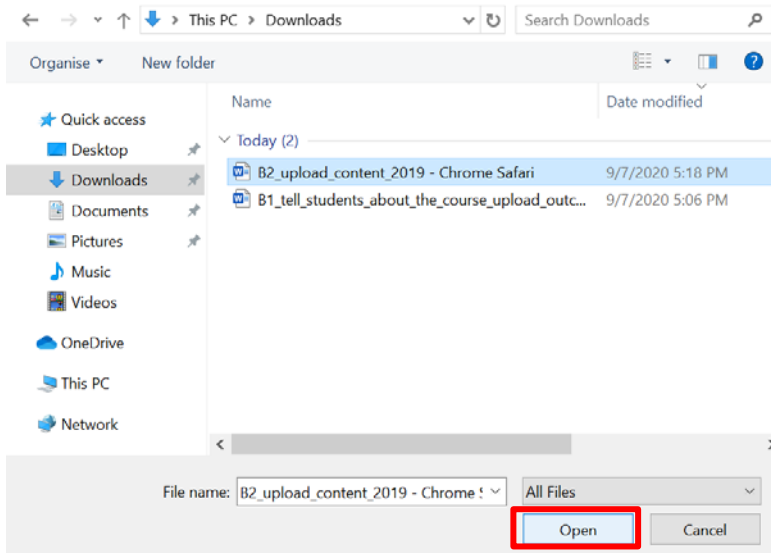
Author

Choose license

### Step 5

The file picker appears.

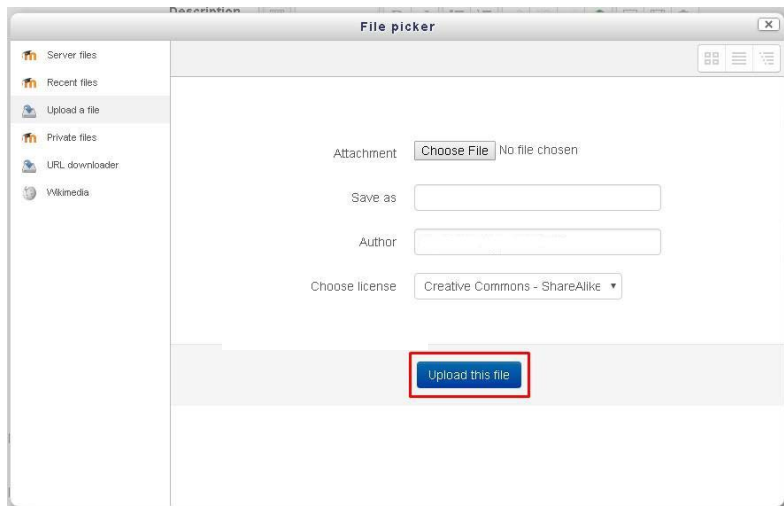
Choose **'Upload a file'** and click the **'Choose File'** button.



## Step 6

Search the file you would like to upload.

Select the **'Open'** button.

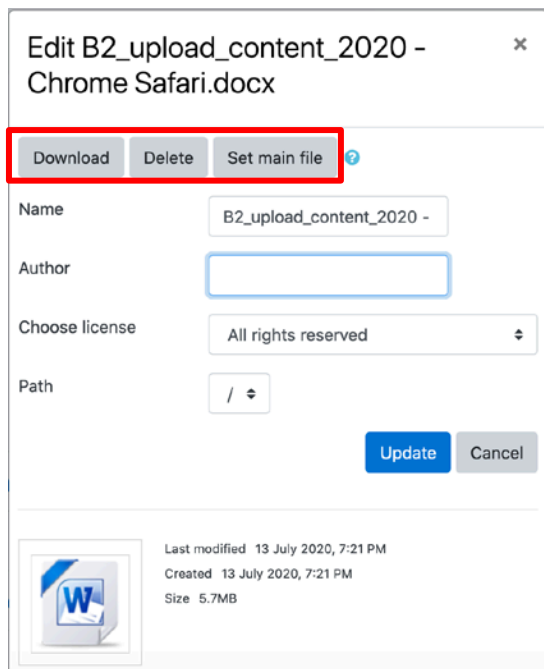
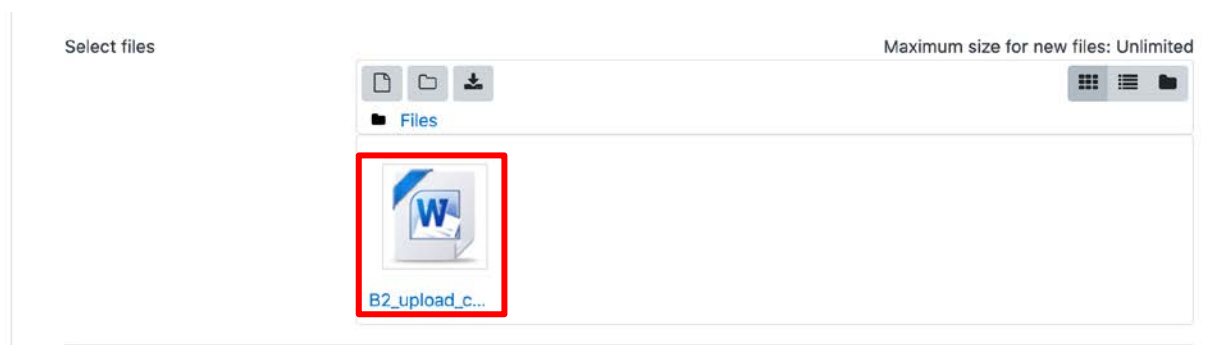


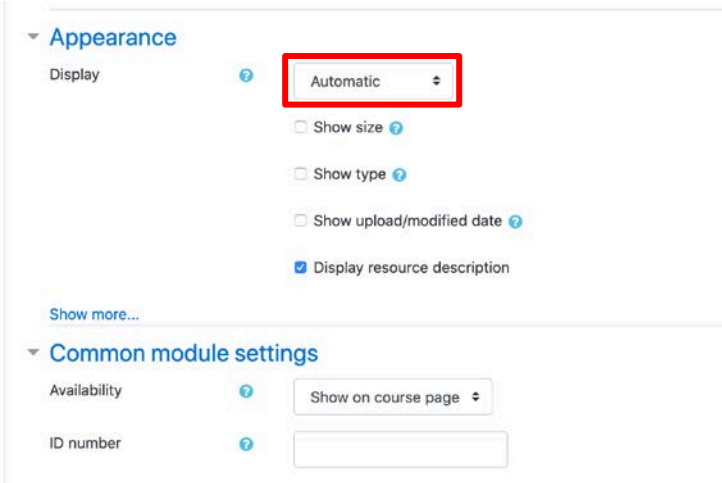
## Step 7

Click **'Upload this file'**.

## 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.





▼ **Appearance**

Display   Show size  Show type  Show upload/modified date  Display resource description

Show more...

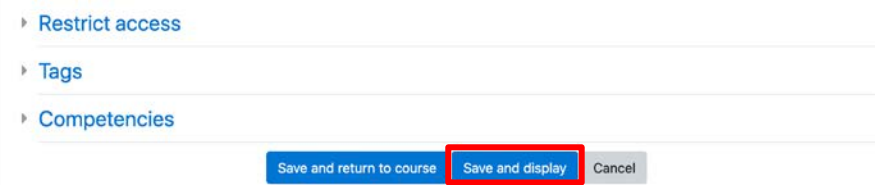
▼ **Common module settings**

Availability

ID number

## Step 9

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



▶ **Restrict access**

▶ **Tags**

▶ **Competencies**

## Step 10

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