香港浸會大學
HONG KONG BAPTIST UNIVERSITY
全人教育教與學中心
Centre for Holistic
Teaching and Learning
Office of
Information Technology
資訊科技處

Self-help Guide for MOODLE Users
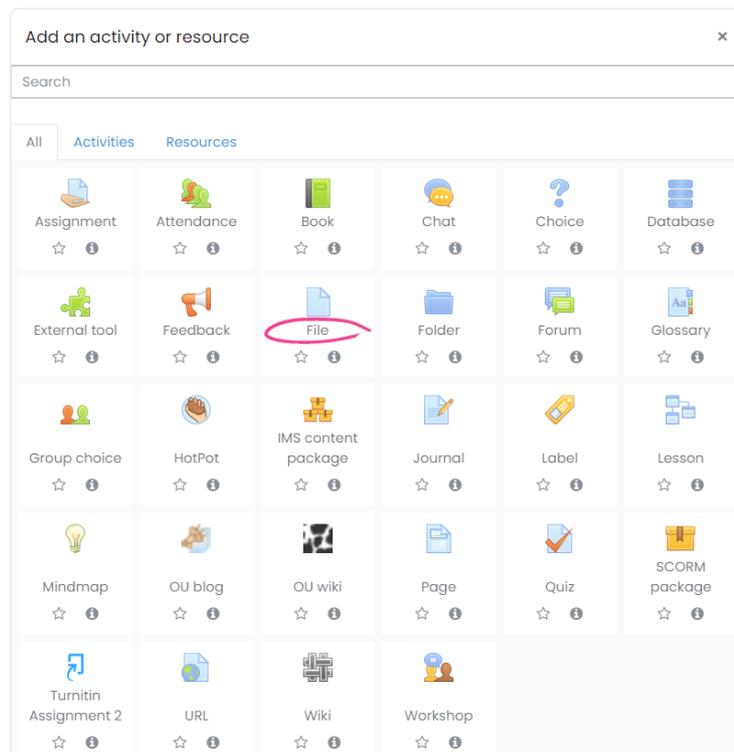
Add Resources – Upload and Link to a File
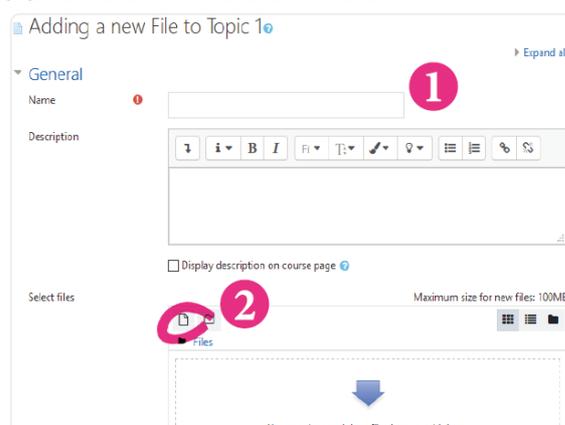
1 Click the **"Turn editing on"**.

eLearning Training Workshop 10 [2017]

Turn editing on
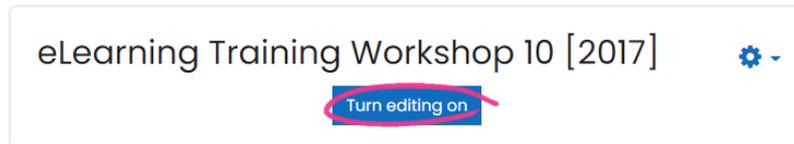
2 Click **"Add an activity or resource"**.

+ Add an activity or resource

Select **"File"** under **Resources**.

Add an activity or resource

Search

All　Activities　Resources

Assignment	Attendance	Book	Chat	Choice	Database
External tool	Feedback	File	Folder	Forum	Glossary
Group choice	HotPot	IMS content package	Journal	Label	Lesson
Mindmap	OU blog	OU wiki	Page	Quiz	SCORM package
Turnitin Assignment 2	URL	Wiki	Workshop		

3 Type the file name in the ① **Name and Description** fields. And click the ② **"Add..."** button to add files..

Adding a new File to Topic 1

▶ Expand all

▼ General

Name ①

Description

☐ Display description on course page

Select files　　　Maximum size for new files: 100MB

②
Files

You can drag and drop files here to add them.

4 Press the **"Upload a file"** button on the left menu.
And then press the ① **"Browse..."** button. Choose the file you want to upload. Press the ② **"Upload this file"** button.
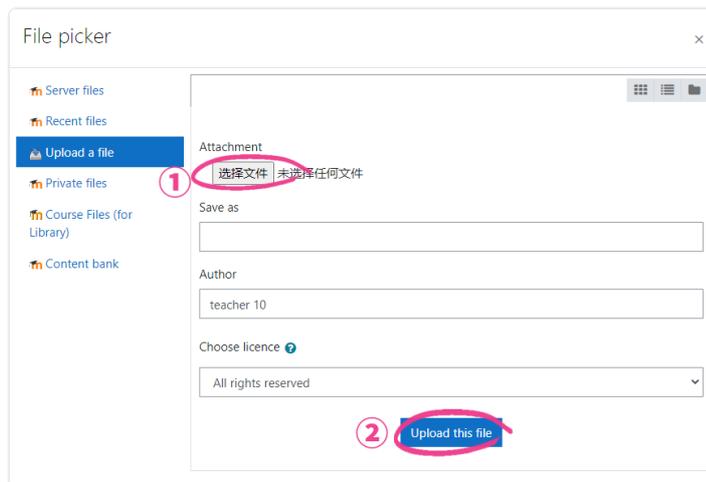
5 The file uploaded should be appeared in the **Content** box.
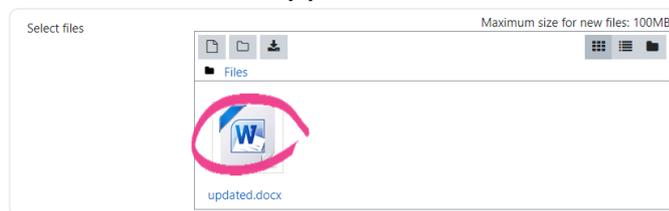
6 Scroll to the bottom of the screen and press the **"Save and return to course"** button.