

How to upload files into Moodle.

1. Login to Moodle at <https://wcfе.etbonline.ie/>
2. You have your own personal credentials – if not the site accepts self registration – and please realise that you will be sent an email confirmation so what every email address you input you will need access to it.
3. Once you have a relevant course page open – in this instance the example is Web Authoring 5N1910 - MM & CNM

WCFE Staff & Student Moodle

Moodle Administrator

Web Authoring 5N1910 - MM & CNM

Home > My courses > 5N1910

Turn editing on

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4. You will notice a button “Turn Editing On” on the top right hand corner of the page

Turn editing on

This will change the view to allow editing (including file uploads) to be done.

& CNM

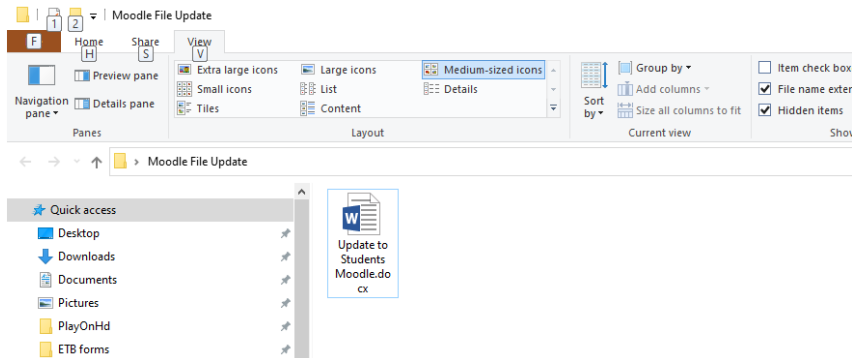
Programme Module Introductory Notes

Edit

- News forum
- WebAuthoring 5N1910
- evaluation of sites
- Hidden from students
- What is a URL
- How to use Notepad to create HTML
- Assessment Details
- Multimedia Assessment Documents
- 1a Web Site Project 2016 17
- 1b Web Site Design Evaluation Planning
- 2 Web Assignment 1A 2016 17
- 3 Web Assignment 1B 2016 17
- How to set up a free storage for you Web Site v2016
- 1 Web Assignment 1A 2014_15
- Hidden from students
- 2 Web Assignment 1B 2014_15
- Hidden from students
- Assign 1b backup file
- Hidden from students
- 3 MM Web Project 2014 15

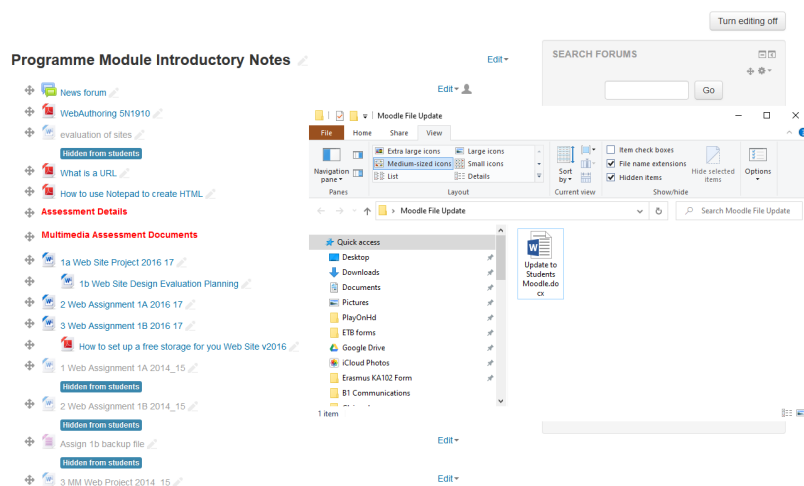
Immediately you should notice the inclusion of the word “Edit” beside all items on the page – however, to upload you will need use this link.

5. In this instance I’ve created a new word document called “Update to Students Moodle.docx”
6. Make sure you can see on your screen the actual file in it’s folder.

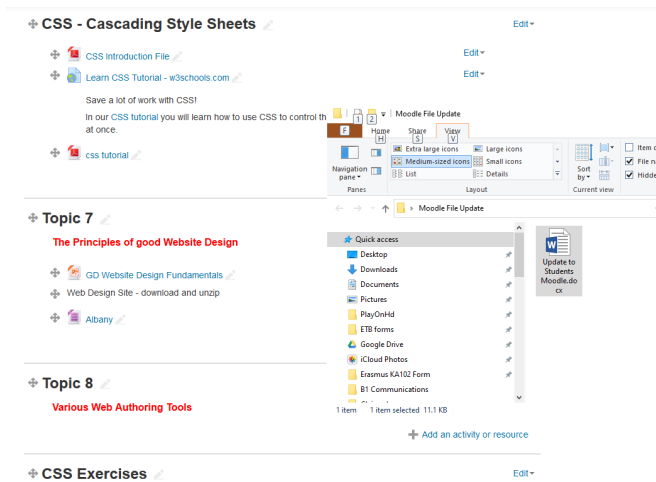


7. The next step is to have your Moodle course and the folder visible at the same time – typically have the Moodle page open – then from the bottom of the screen select the relevant folder and you should then be presented with this view – the Moodle page with the folder resting on top.

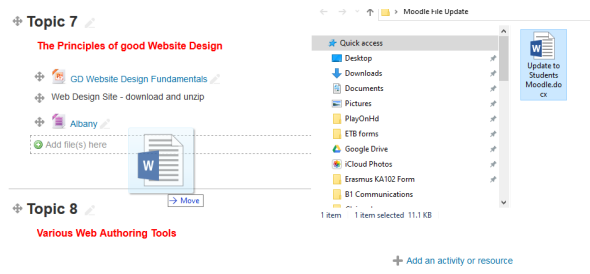
& CNM



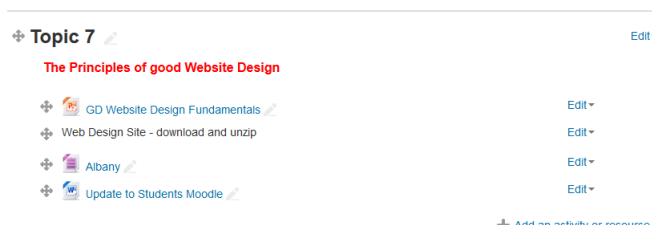
8. This next part can be tricky – but don’t release the mouse button too soon. You will press the right mouse button on the new file created – drag the file across to the Moodle page and release.
9. You will know from using Moodle that there are a series of topics/blocks – scroll down the block you want the file inserted. The file will automatically be added to the bottom of the block (and not necessarily exactly where you would want it to be – it will have to be moved up later).
10. In this example I have scrolled down to the topic/block – Topic 7 – I am only using this because it already contains files. And will allow me to show you how to move it up higher in the same topic/block.



11. Press and hold on the file name in the folder – drag and drop onto Topic 7 (in this instance) and release – you will be presented with



Once done you will see the particular file listed.



12. To move the item – you will notice a small cross before the name of the file – this needs to be used to moved the item – the file can now be moved anywhere on the page.



On a separate issue please remember that the “Enrolment key” for each is only controlled by the teacher who manages the page. Please make sure that you turn this off or make sure that the students have the “Enrolment Key” for your page.