Files

In moodle, files can be provided regardless of the file format. They are displayed by the browser (e.g. text, images, video). However, if the file format cannot be displayed by the browser, students need the respective application program, e.g. MS Excel to open Excel files. It is advisable to provide documents in PDF format and images in JPG, PNG or SVG format.

Provide file(s) in the course

1. To edit your course room, activate the edit mode at the top right of the course room.

2. Drag and drop one or more files into the course room or click on „**Add an activity or resource**".

3. Click on the „**File**" option (scroll down if necessary) and enter a name for the file (mandatory field). Select a file by „**Add…**" icon or use the drag & drop function.

4. Save changes by clicking on „**Save and display**".

Multiple files at the same time or with folder structure: ZIP (File format)

Scenario: You want to upload several files into the course room at once.

Pack your files into a ZIP-file:

1. Select the files, e.g. in Windows Explorer.
2. Right click on the selected files and then click on „**Winzip: Add to ZIP archive**"
3. Enter a name for the ZIP file and click the „**Add**" button.
4. Drag & drop the ZIP file into the course room (in edit mode), a dialog box opens.
5. Select „**Extract files…**" to restore the individual files in a directory. (The „**Include file**" option places the ZIP file in the course room as well).

In this way, folders can also be packed and unpacked in the Moodle course room.

Delete a file

1. Turn on edite mode.
2. Click on the three dots on the right side of the file and then on „**Delete**".
3. „**Confirm**" the prompt.

Upload file directly from CCS/NextCloud

You can upload files from your personal Collaboration Cloud Storage (CCS, NextCloud, see HRZ-Wiki) at Jade University in the File selection dialog.
This applies to the uploading of files in the course room but also, for example, to the submission of files in the „Assignment“ activity .

Procedure:

1. Select the entry „**ccs.jade-hs.de-nextCloud**“ in the file selection.
2. Log in with your university access data.
3. Select the desired file and confirm the dialogs.
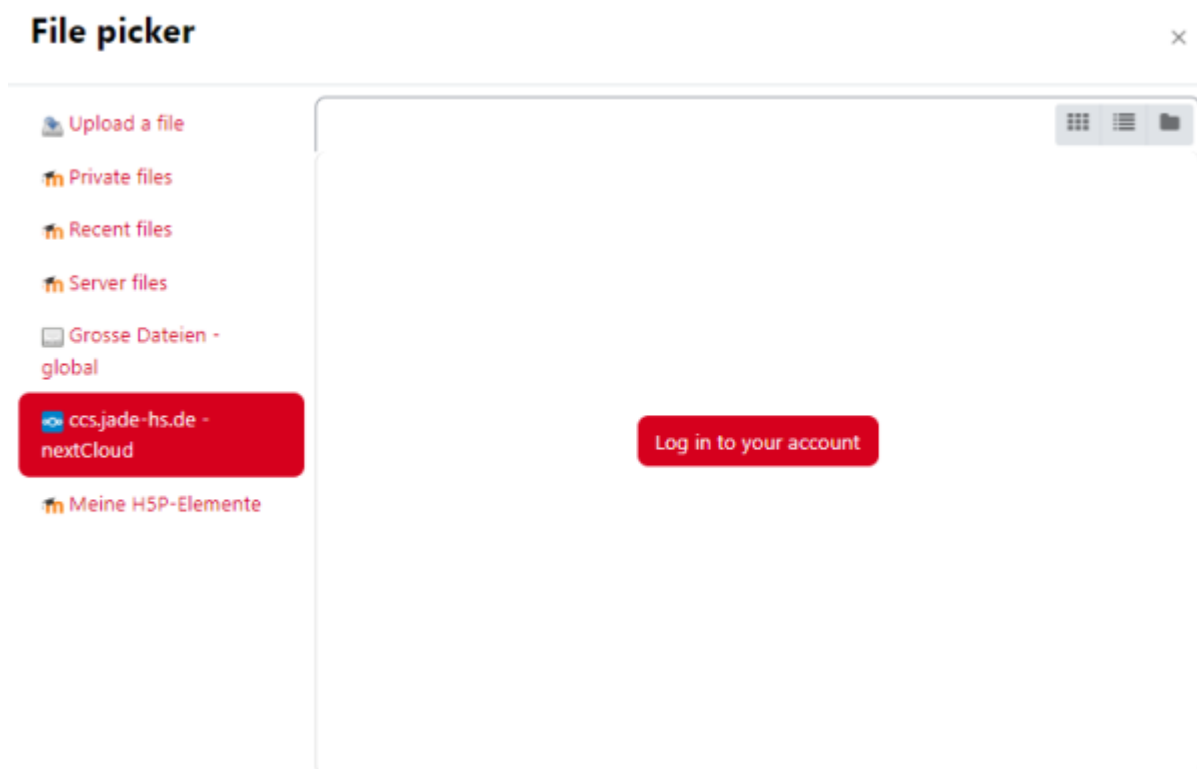
Replace a file with a newer version

Procedure:
1. „**Turn on editing**“.
2. Click „**Edit**“ and „**Edit Settings**“ to the right of the old file.
3. Upload a **new file**.
4. Right click on the old file to **delete** it.
5. „**Save and Go to Course**“

Use one file in multiple places (alias function)

Scenario: You want to use a particular file multiple times (in one or more courses), but only need to

change it in one place.

Add the file to Moodle for the first time (to „My Files" or in a course). For each subsequent use, follow these steps:

Create link/alias.

1. Select „**Create material or activity**".
2. Select the option „**File**" and confirm with „**Add**", a form opens.
3. Area **Basic entries**:
Fill in the mandatory field Name* (this is the link to the file on the course interface).
4. Area **Content**:
Select „Add file": the „File selection" dialog box will open.
Select „**Own files**" or (if you loaded the first file into a course) „**Server files**", and there select the file. A dialog box opens.
5. Select „**Create alias/link** to file", confirm with „**Select file**".

Swap origin file.

To update the file (and its links), upload to the origin location the updated file with the same filename. Confirm the „**File already exists**" dialog with „**Overwrite**".

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