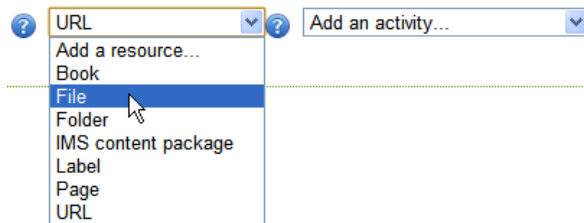
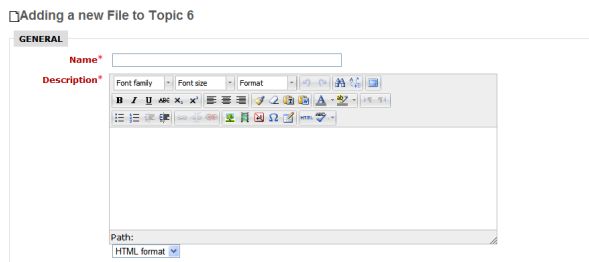


# Adding Files in Moodle

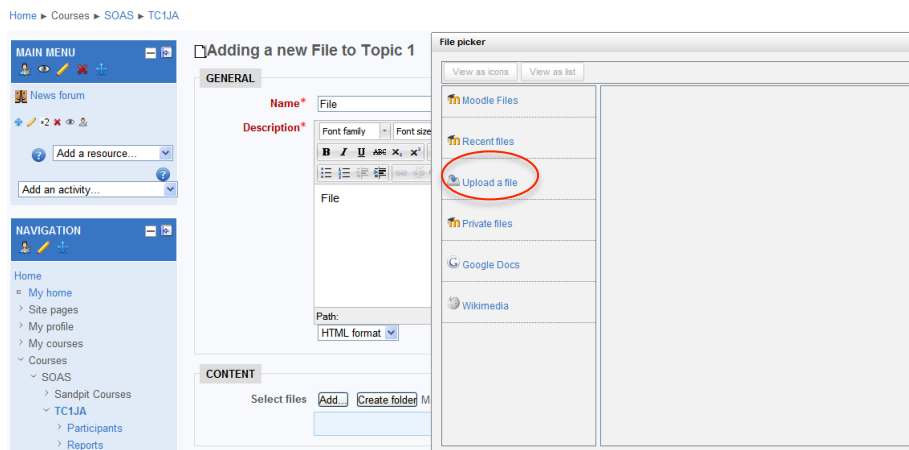
To add a file, turn on editing, go to **Add a resource...** and select **File** from the drop-down list.




Enter a **Name** and make sure this is a clear title. The **Description** is required but this will not appear on the course page (it is displayed if you click on Resources in the Activities block, if this has been made available on the course).



Find the file you wish to upload by clicking **Add...** To upload a file from your computer, select **Upload a file** and browse. You can also upload a Google Doc or a file you have already uploaded in another course by clicking **Recent files**.



When ready, scroll down and click **Save and display**. The file is displayed in a list format with the usual editing options → 

Save and return to course

Save and display

Cancel