Adding a file (drag and drop)

Files can be added to Moodle by dragging and dropping them directly on to your course page. It is **important** that you are using a relatively up to date browser otherwise this process may not work.
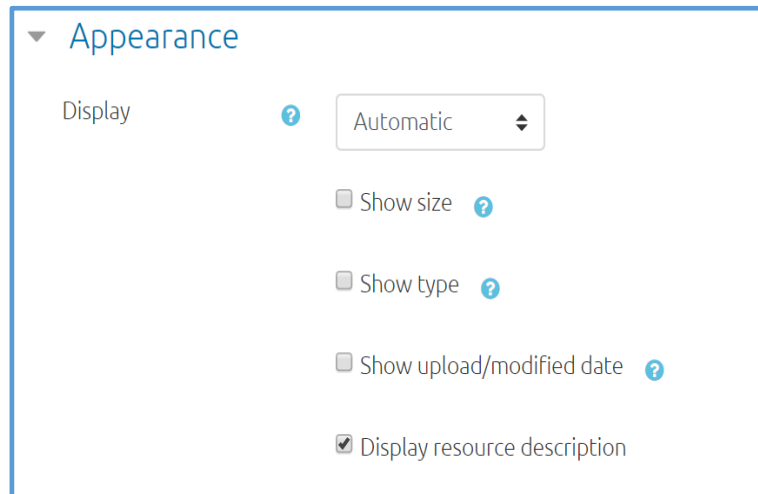
Use

Allows you to share file resources such as PDF and PowerPoint with your users.

Set up

Using drag and drop to add files

1. Go to front page of your course, click the **Gear icon** at top right of the screen.
2. Scroll down and **Turn editing on.**
3. Go to the topic that you want to add the resource to and click the **Add an activity or resource** link located at the right hand side.
4. Double click **File** from the 'Add an activity or resource' pop up list.
5. Customise with name and description.
6. Locate the file that you want to add to your Moodle course (this could be on a USB drive, shared drive, your computer's hard drive etc.). Click on the file and without releasing the mouse button drag the file to the drag and drop input box. You can then release the mouse button.
7. It is possible to select and drag and drop more than one file at a time as long as they are not collectively greater than 100MB.
8. Click **Appearance** to expand section.
9. Change the display option to **automatic, embed** or **pop-up**.
10. Click **'Save and return to course'** at the foot of the page.