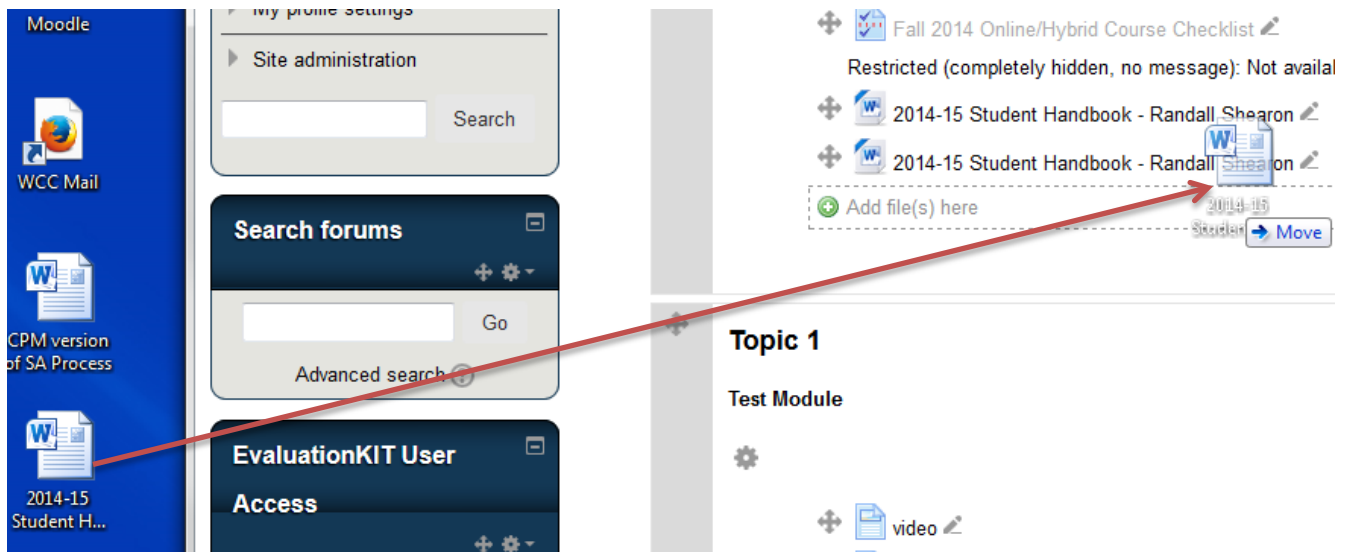


## Adding files (word, pdf, powerpoints, etc..) to your Moodle course

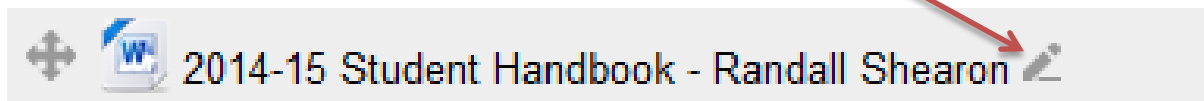
### Drag and Drop from your computer method

With editing turned on in your course drag files from your computer (ex: desktop) directly to your course. If necessary reduce the size of your Moodle page so you can see your desktop and Moodle at the same time. Note: this works best using Firefox.

Once the file has been copied to your course move it to the desired location.



To rename the title of your file click the edit title icon to the right of the file, type in the new name and then click enter.



## Utilizing files from your Google Drive

### Option 1: Linking directly to a file in your Google Drive

#### Pros:

When you update the file on your Drive the link in Moodle will automatically go to the updated version of the file. This would be extremely useful if the file is linked in multiple courses.

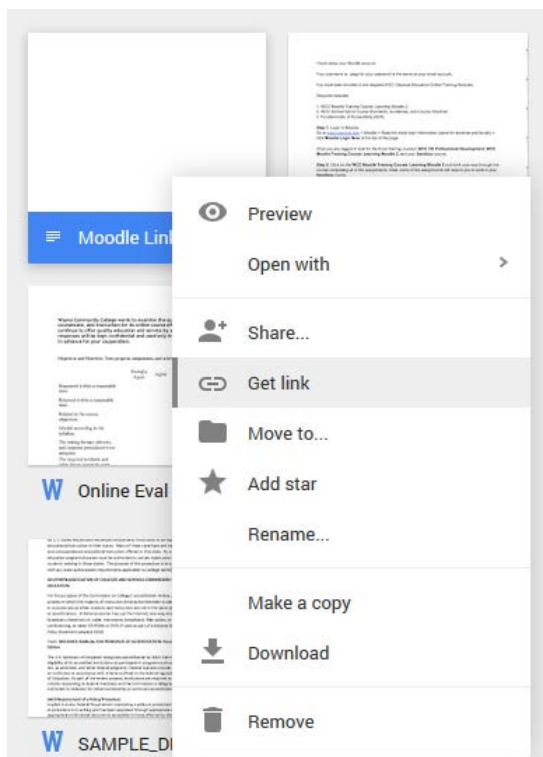
#### Cons:

If another instructor is using a copy of your course they may need to be given rights to edit the file.

If you delete the file from your drive it will no longer be available in the course.

In your Google Drive locate the file you want to link to.

Right click the file and select Get link



Click Sharing settings


🔗 People at Wayne Community College who have the link **can view** this file.

[https://drive.google.com/open?id=1UcPfrUrc8ElvKBbZs\\_G\\_qalMHoZajd](https://drive.google.com/open?id=1UcPfrUrc8ElvKBbZs_G_qalMHoZajd)

Sharing settings


Click Advanced

Share with others

Get shareable link 

People

Enter names or email addresses...

 Can edit ▾

Done

Advanced

Click Change

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/waynecc.edu/document/d/1-1yc5yLYXV59GgGw6SC0T-Wd>

Who has access



Private - Only you can access

[Change...](#)








Randall Shearon (you) shearon@waynecc....

Is owner

Change the Link sharing option to: Anyone with the link

Click Save

### Link sharing

-  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
-  **On - Wayne Community College**  
People at Wayne Community College can find and access.
-  **On - People at Wayne Community College with the link**  
People at Wayne Community College who have the link can access.
-  **Off - Specific people**  
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#) ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

**Save**

Cancel

[Learn more about link sharing](#)


Select and copy the link to the file, then click Done.

### Sharing settings

#### Link to share

<https://docs.google.com/document/d/1-1yc5yLYXV59GgGw6SC0T-WoDzSFA1wQu7>

#### Who has access

 Anyone who has the link can view [Change...](#)

 Randall Shearon (you) shearon@waynecc.... Is owner

#### Invite people:

Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

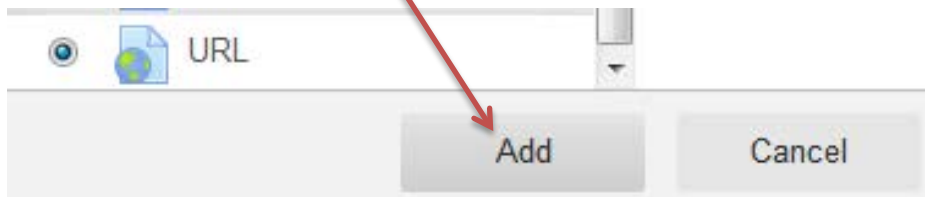
**Done**

Go to a Moodle course

Click Add an activity or resource

 [Add an activity or resource](#)

Select URL then click Add



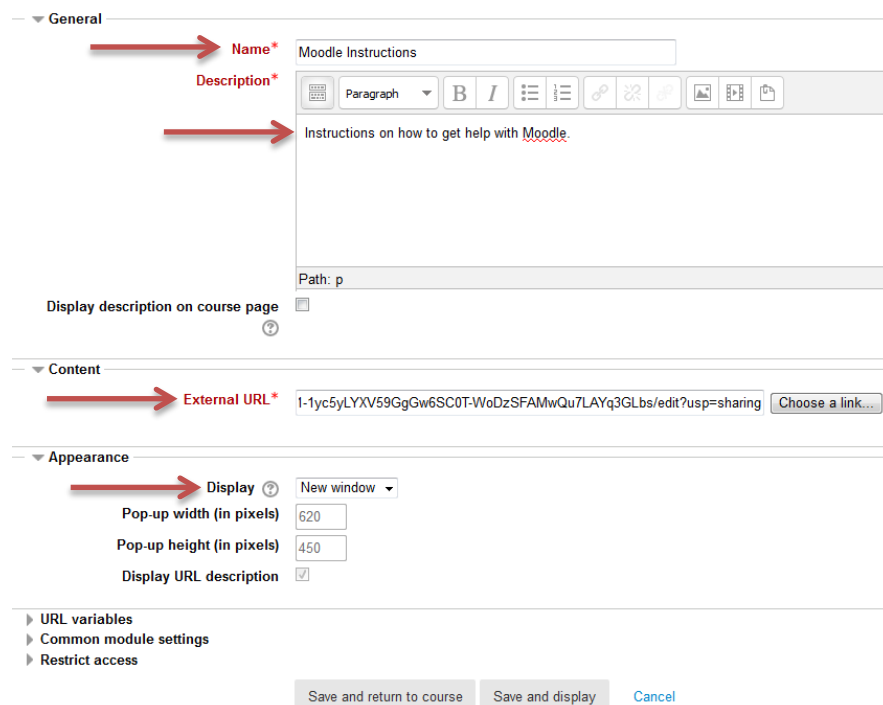
Type in the Name to be displayed in the course.

Type a description of the file in Description box.

Paste the URL in the External URL box

In the Display drop down menu select New window

Click Save and return to course



**General**

**Name\*** Moodle Instructions

**Description\*** Instructions on how to get help with Moodle.

Path: p

Display description on course page

**Content**

**External URL\*** 1-1yc5yLYXV59GgGw6SC0T-WoDzSFAMwQu7LAYq3GLbs/edit?usp=sharing [Choose a link...](#)

**Appearance**

**Display**

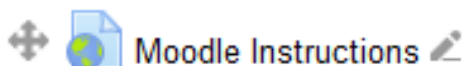
Pop-up width (in pixels)

Pop-up height (in pixels)

Display URL description

▶ URL variables  
▶ Common module settings  
▶ Restrict access

You have now successfully created a link to your Google Drive document



## Option 2: Copying a file from your Google Drive

### Pros:

When a file is copied into your course it will be permanently added. If it is deleted from your Google Drive it will remain in the course.

### Cons:

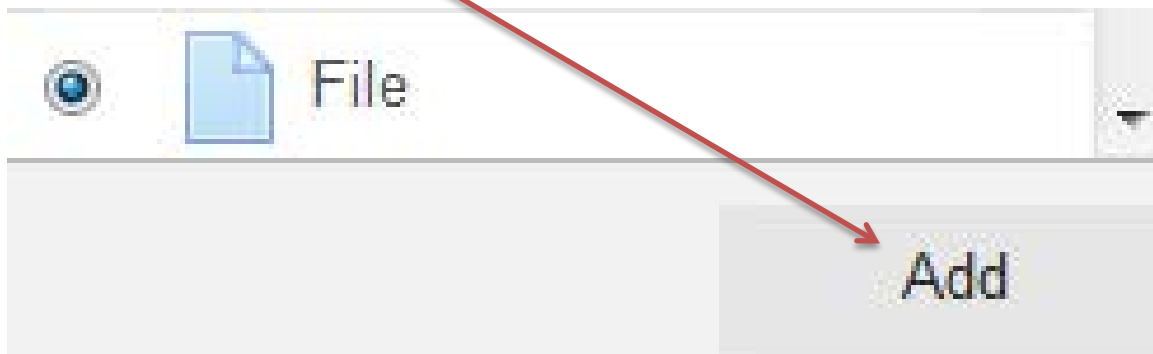
If the file is updated within your Google Drive it will NOT be automatically be updated in Moodle. It will need to be removed from Moodle and then added back into Moodle.

Go to a Moodle course

Click Add an activity or resource

[+ Add an activity or resource](#)

Select File then click Add



Type in the Name of you wish to be displayed in the course.

Type a description of the file in Description box

Click the Add icon

▼ General

→ **Name\*** Moodle Instructions

→ **Description\***

Paragraph B I [List icons] [Link icon] [Image icon]

Instructions on how to get help with Moodle

Path: p

Display description on course page

▼ Content

Select files → [Add file icon] [Add folder icon]

Files

Click **Your Google Drive**

Click Login

File picker

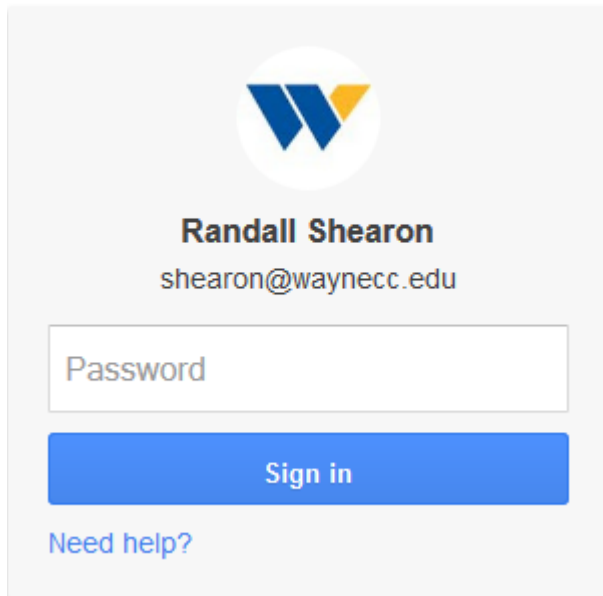
- Server files
- Recent files
- Upload a file
- Private files
- RL Master
- Your Google Drive** ←

Click "Login" button to login

→ Login

Login to your Wayne Community College email account

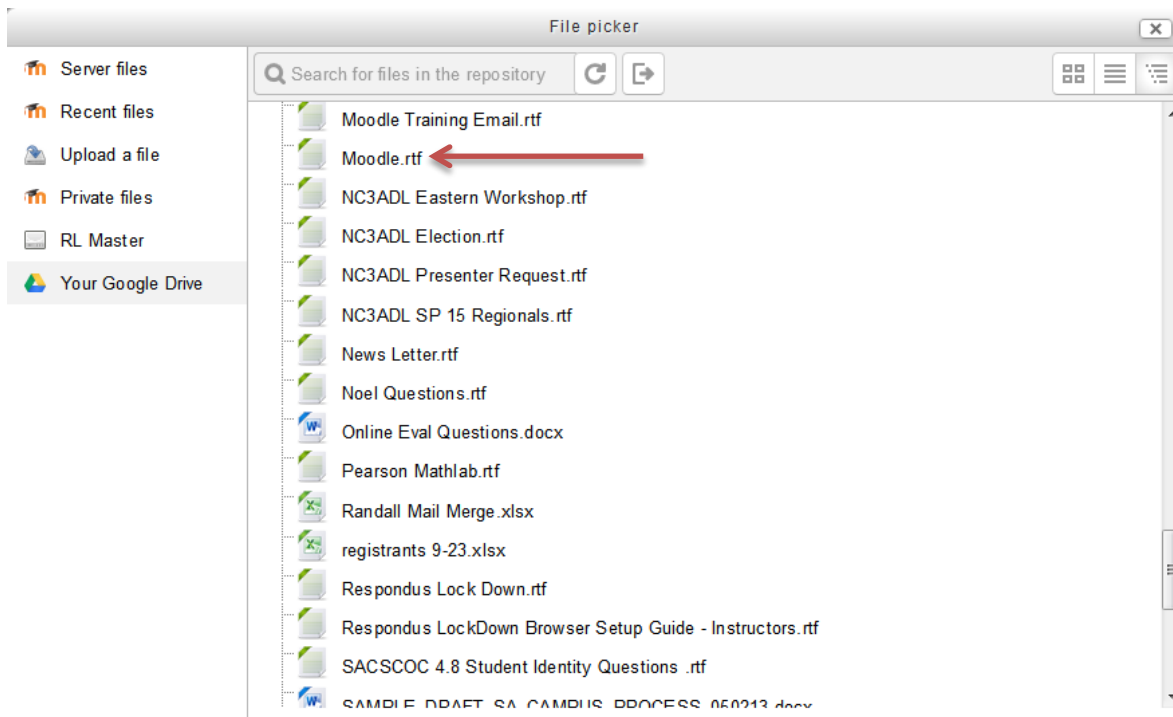
Sign in with your Google Account



The login form features the Wayne Community College logo at the top, which consists of a stylized 'W' in blue and yellow. Below the logo, the name 'Randall Shearon' and email address 'shearon@waynecc.edu' are displayed. A text input field labeled 'Password' is positioned above a prominent blue 'Sign in' button. A link for 'Need help?' is located at the bottom left of the form.

You will now see a list of the files and folders on your Drive

Click the file you would like added to your course





Click Select this file


Select Moodle.rtf ✕

Save as: Moodle.rtf


Author: Randall Shearon

Choose license: All rights reserved ▼





 Last modified: November 18 2014, 4:14 PM  
Created: November 18 2014, 4:14 PM  
Size:  
License:  
Author:

Click Save and return to course





Files

  
Moodle.rtf



You have successfully added the file to your course

  Moodle Instructions 