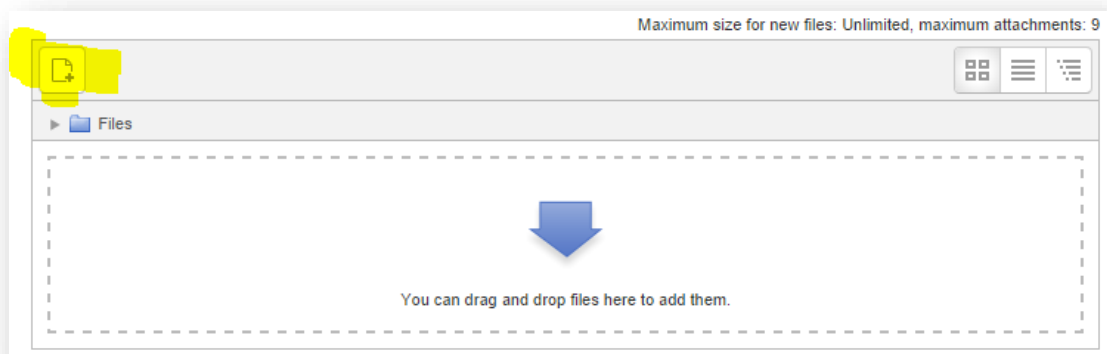


Uploading Files

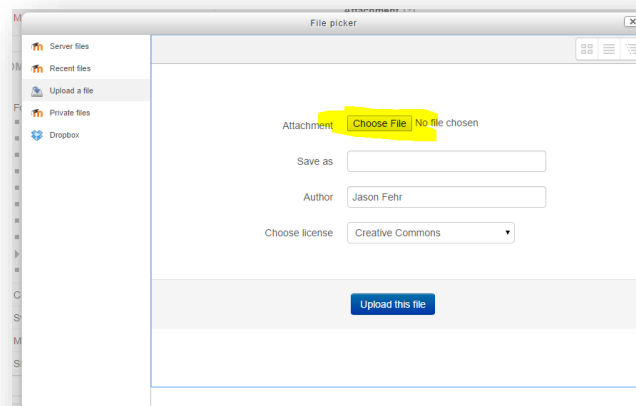
Moodle uses a common file picker throughout the application. For this reason instead of explaining it in each place it's used, it will get a single entry in here in the appendix.

There are two different ways to upload files within the file upload dialog. The first is to simply drag it from the desktop, or the file explorer into the files box.

The drag and drop feature is the easiest way. However certain browsers may not support the feature. Or there may be other issues at play. At those times we can use the upload dialog box. The first step is to click the “Add” button.



Then we need to click the choose file button.



At this point you will be looking through the documents on your computer. Select the appropriate file and click the open button. Then click the “Upload this file” button.