

File module - Linking to a File

Files in many different formats can be added to the LINC courseware for learners to access using the **File** module. These include common formats of images, videos, audio files, MS Office files, HTML pages, etc. An HTML page with images and other associated files, e.g. a WebQuest, can be added to a course using the **File** module. If a file is in a format that cannot be opened in a web browser, the user will be prompted to save or download that file to their local computer. As mentioned in Stage 2, PDF, or Portable Document Format, files are good to share with learners because most personal computer browsers are able to open these file types.

There are other ways to distribute files in a course, such as adding attachments to forum postings or creating shared directories of files using the **Folder** module (discussed in the next section of this course). The **File** module easily makes an item available in a specific sequence on the course home page. These files can be displayed in a number of ways, e.g. they can be embedded on a course page, appear in a pop-up window, or come with a prompt to download to the user's computer. Another advantage of using the **File** module to share files is that detailed information about learners accessing the resource is provided through **Activity** and other reports. Such reporting is not as readily available when files are shared using other course tools. However, if many files are shared using the **File** module, the course page can become long and less user-friendly for learners, especially when there is a lot of text to be scrolled through. This is a major disadvantage of using the **File** module, and it is recommended the **Folder** module be used instead.

Using the File module to support blended learning

Like the **Folder** module, the **File** module can be used to provide learners with online access to the files they use in their face-to-face classrooms. For example, a handout distributed in class can be provided to learners using this function, giving them a 'soft' or electronic copy of the item. Instructors aiming for a paperless classroom or those with limited access to printing or photocopying can use this module as a way to distribute handouts electronically and in a structure that creates an archive. Learners who prefer hard copies can print their own handouts prior to class.

Instructors can use this function to provide learners with access to digital media files not available elsewhere on the Internet. For example, audio and video files they have used in class lessons can be uploaded to the courseware and shared with learners. Instructors recording their own audio and video with a smartphone or tablet can share these with learners using this feature.


PowerPoint presentations used in class, rubrics for grading assignments and spreadsheets can also be shared with learners using the **File** module. This is a very flexible feature that can be used to bring many types of activities from the face-to-face classroom into the courseware.

Exemplar

The **LINC 4 Course Outline** in zero topic in the Stage 2/3 Exemplar course is an example of a link to a **File**. Other examples of linking to a file are found in the training courses, such as the **Deploying the Courseware Step-by-step**.

Linking to a File in the course

1. On a course, click on the Turn editing on button.

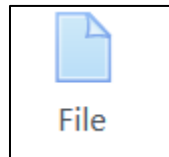
A blue rectangular button with the text "Turn editing on" in white.

2. Click the **Add an activity or resource** link in the appropriate topic/section.

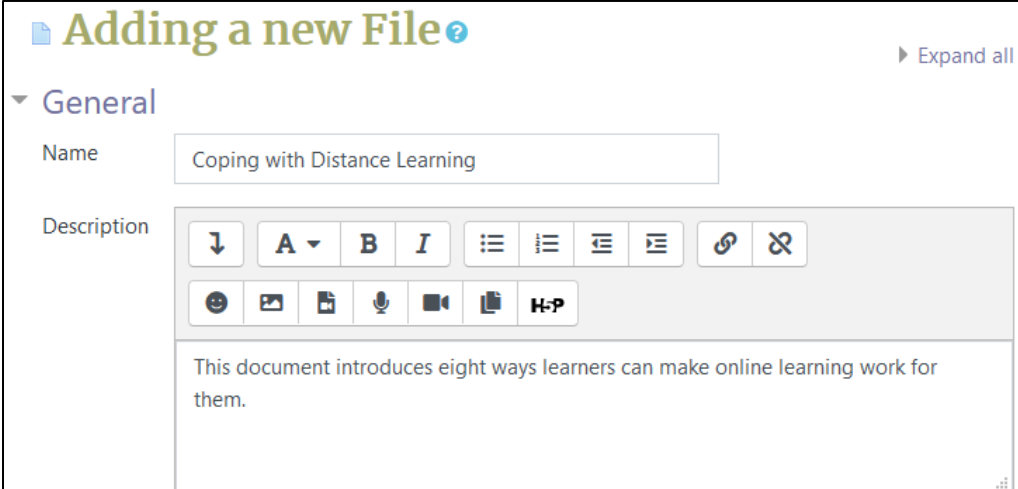
The **Add a new activity or resource** pop up appears.

A white rectangular button with a blue plus sign icon and the text "Add an activity or resource" in blue.

3. Select the **File** icon.



4. In the **General** section, type a brief, descriptive **Name**. This name will be used as the link to the file.
5. Type a **Description** of the file being added to the course.

A screenshot of the "Adding a new File" form. The title is "Adding a new File" with a blue document icon and a help icon. There is an "Expand all" link in the top right. The "General" section is expanded. The "Name" field contains "Coping with Distance Learning". The "Description" field has a rich text editor toolbar with icons for bold, italic, list, link, unlink, smiley, email, document, microphone, video, and H-P. The description text reads: "This document introduces eight ways learners can make online learning work for them."/>

Adding a new File Expand all

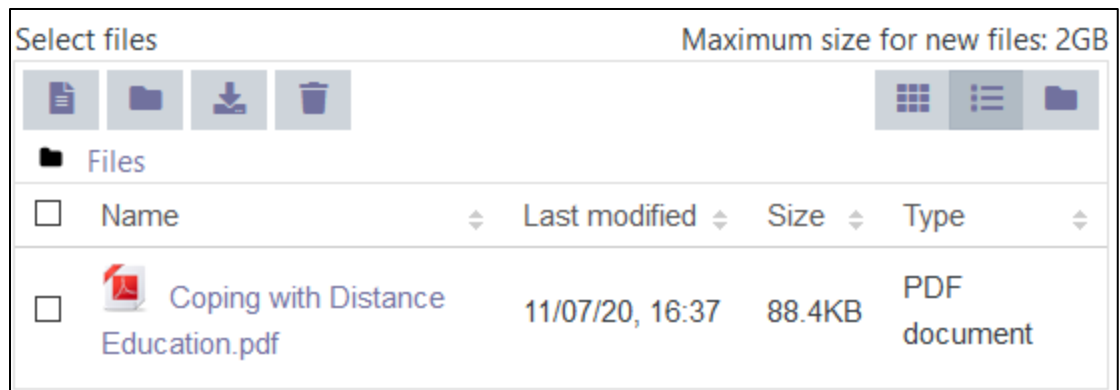
General

Name: Coping with Distance Learning

Description: This document introduces eight ways learners can make online learning work for them.

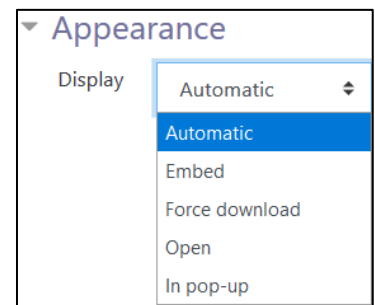
Now the file is ready to be uploaded.

6. Drag the **file** from your computer hard drive into the file drag-and-drop area.



Alternatively, the **File picker** may be used to select and upload a file from your computer hard drive by clicking the **Add...** button above the drag-and-drop area.

7. Click **Appearance** to display the **Appearance** options and check the settings.
8. Click the **Display** drop-down menu in the **Appearance** section and select **In pop-up**. The file will display in a new pop-up window.



9. Click the **Save and return to course** button.

The **link** appears in the course at the bottom of the topic. It can be repositioned on the course page using drag and drop.



Video Resources

Uploading files to Moodle

<https://youtu.be/CMs2JI8s1Y>

File picker

https://youtu.be/L_233jiINTQ

Drag and Drop Files

https://youtu.be/W_FbpP8MECQ

Resources

[Moodle Documents: Working with files](https://docs.moodle.org/39/en/Working_with_files)

<https://docs.moodle.org/39/en/Working_with_files>

[Moodle Documents: File resource](https://docs.moodle.org/39/en/File_resource)

<https://docs.moodle.org/39/en/File_resource>

[Moodle Documents: File Resource FAQ](https://docs.moodle.org/39/en/File_resource_FAQ)

<https://docs.moodle.org/39/en/File_resource_FAQ>

[Moodle Documents: File picker](https://docs.moodle.org/39/en/File_picker)

<https://docs.moodle.org/39/en/File_picker>

[Moodle Documents: File picker FAQ](https://docs.moodle.org/39/en/File_picker_FAQ)

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