

## Managing Course Files Basics

Files are associated with a resource or activity, not a File directory. Basic file manipulation is done through the File Picker. The File Picker allows instructors and students access to files from a variety of resources. Teachers can use the Private files block as an alternate means of managing files as well.

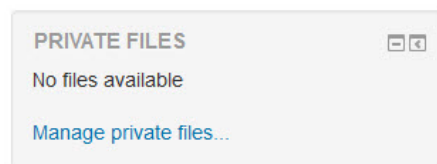
Students can use this block. It can be found on the Dashboard page, which can be accessed using the link at the top of the Navigation block.

### Exemplar

The Private files block (visible below) is shown in the Stage 2/3 Exemplar course. It appears on the left side of the course.

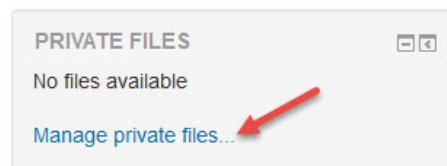
### Setting up the Private files block

1. On your course, Click on the Turn editing on button
  2. Locate the *Add a block* block
  3. Click on the Add... drop-down
  4. Click on Private files
  5. Click on the Turn editing off button
- The block appears on the course page

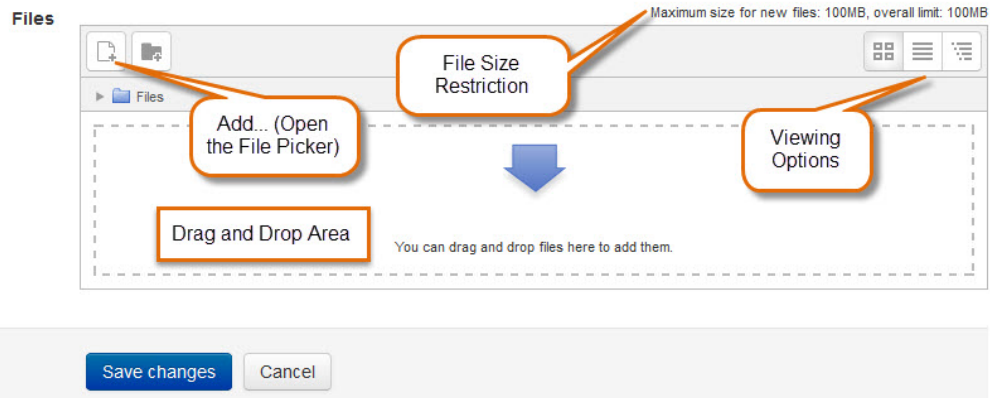


### Using the Private files block

1. In the Private files block, click on the Manage private files button.



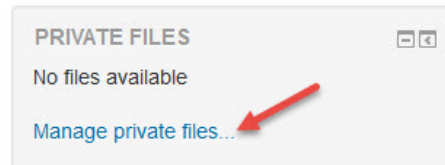
## 2. The File manager appears



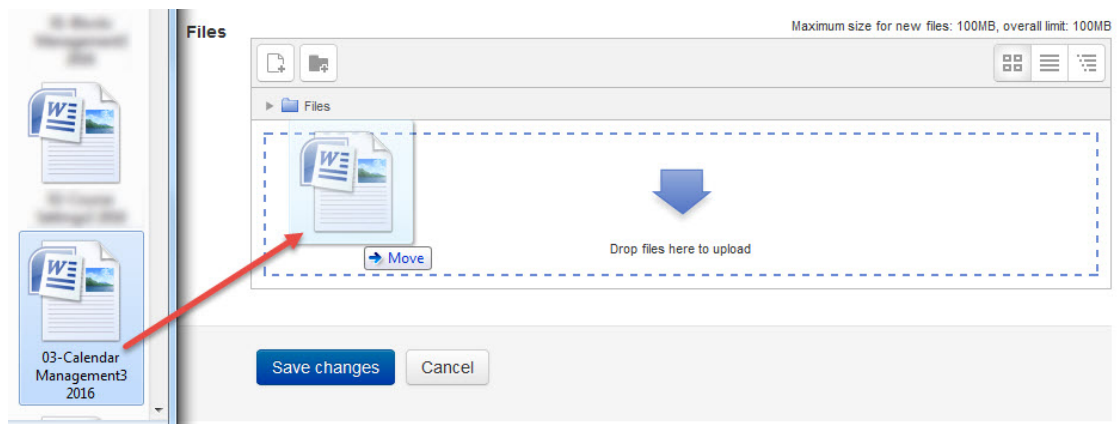
- There are two ways to add files: drag and drop, or use the File Picker.

## Drag and Drop a file

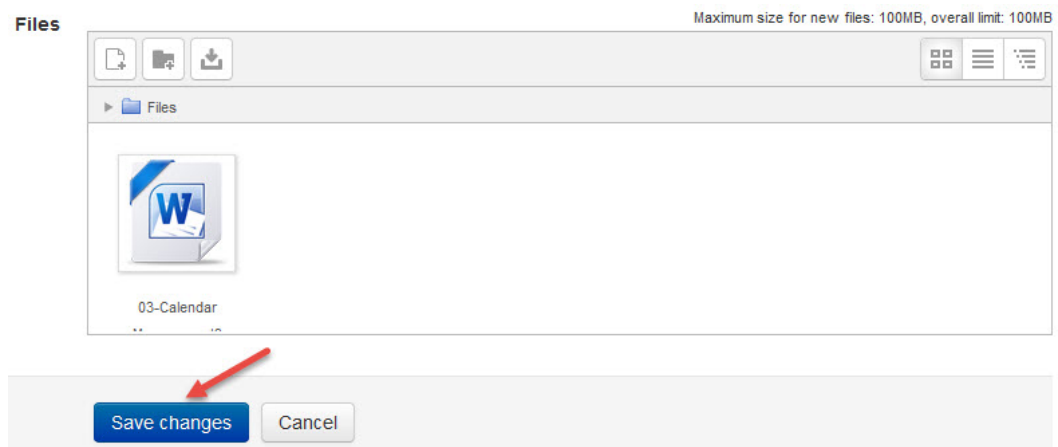
1. In the Private files block, click on the Manage private files... link.



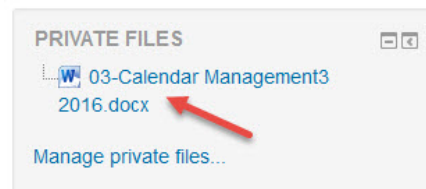
2. Drag a file from your computer onto the Drop files here to upload area.



- The result shows a different icon representing the file type. Click the Save changes button

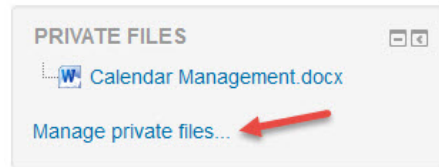


- The result is displayed in the Private files block

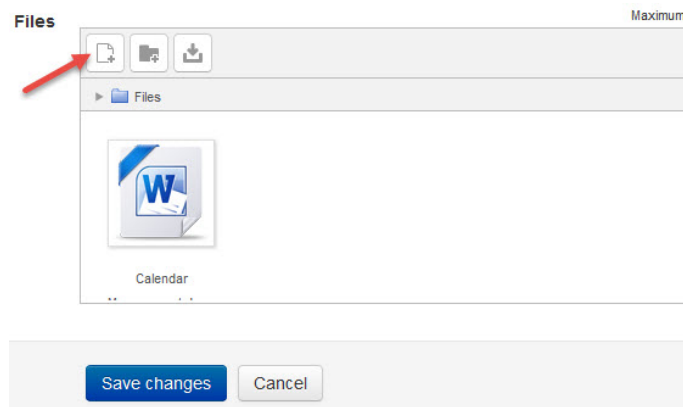


## Using the File Picker to add a file

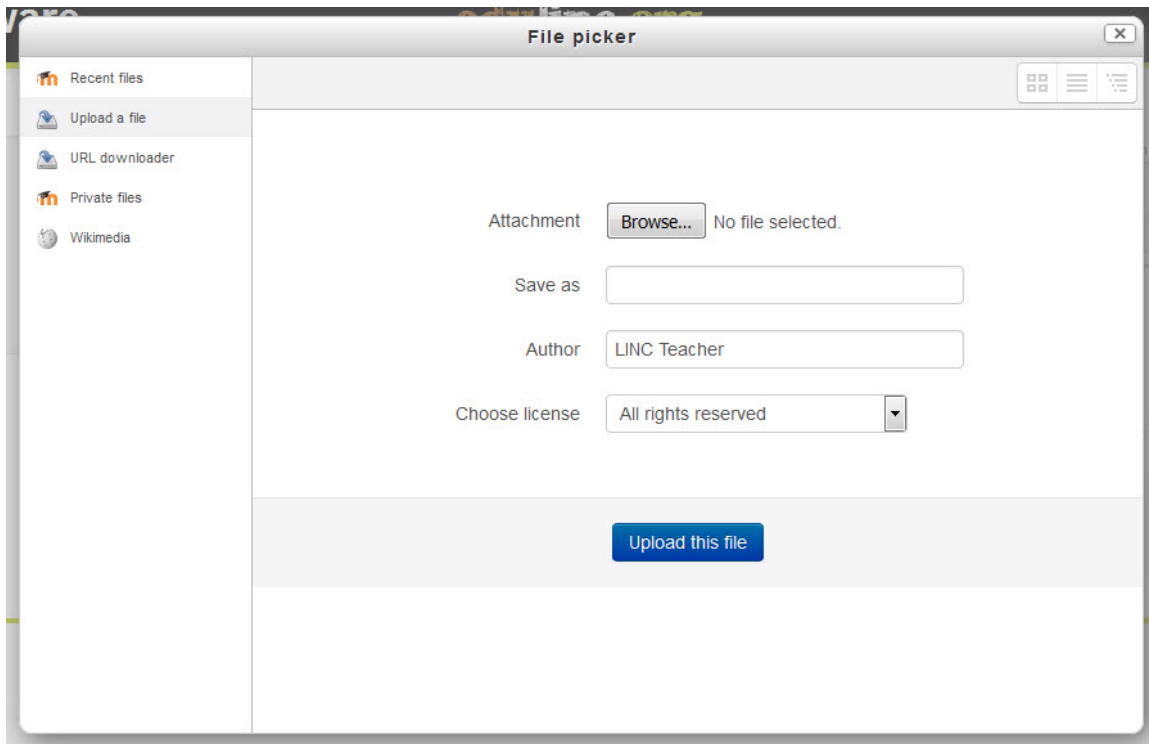
1. In the Private files block, click on the Manage private files... link.



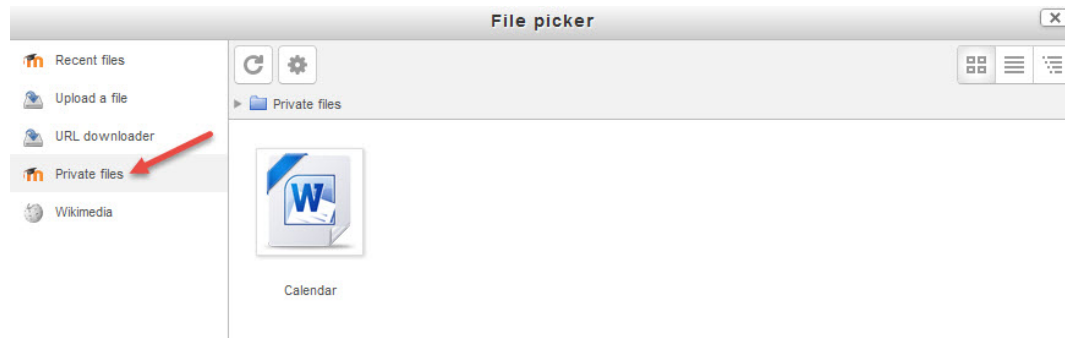
2. Click on the Add... icon



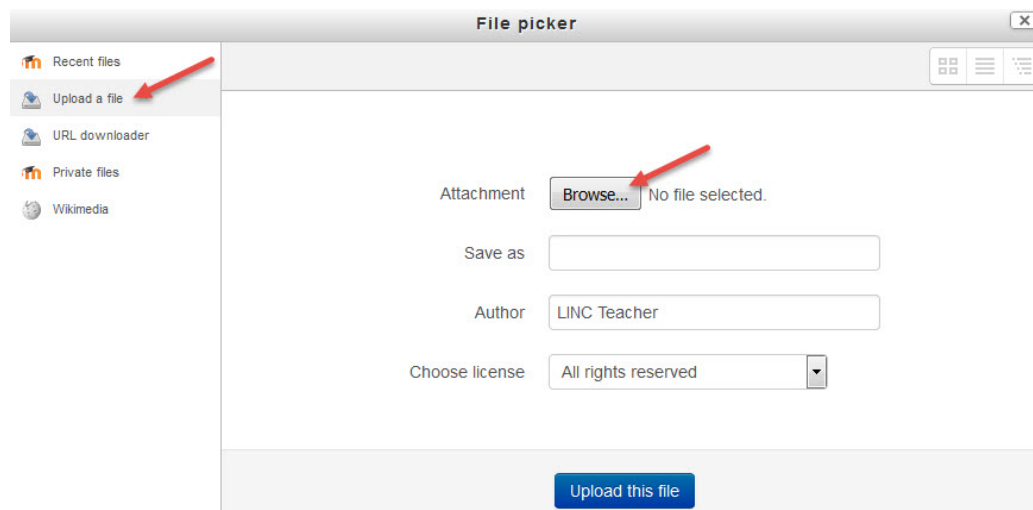
- The File Picker opens



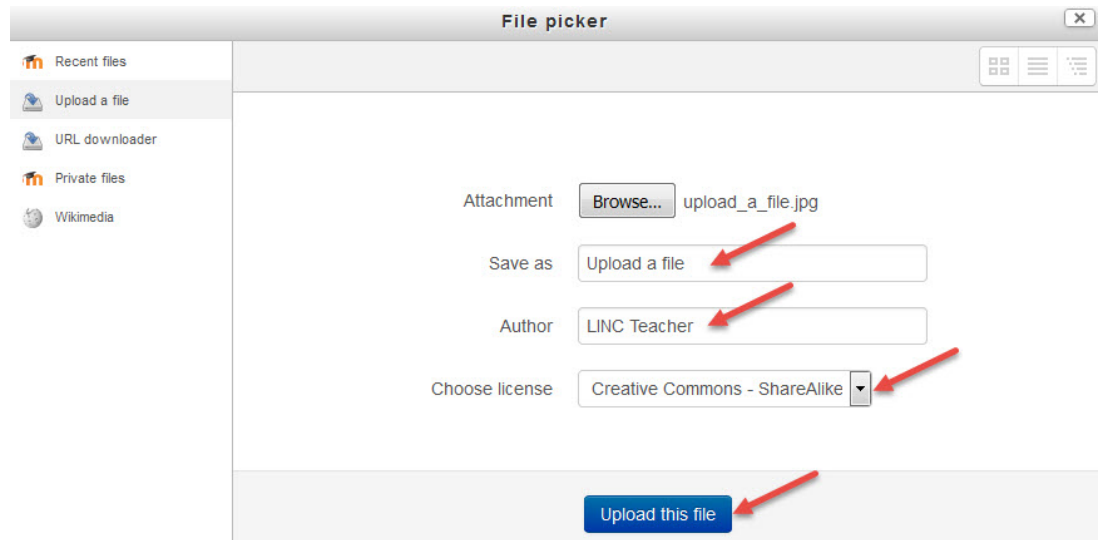
3. Click on the Private Files link (on the left)
  - The Private Files directory appears



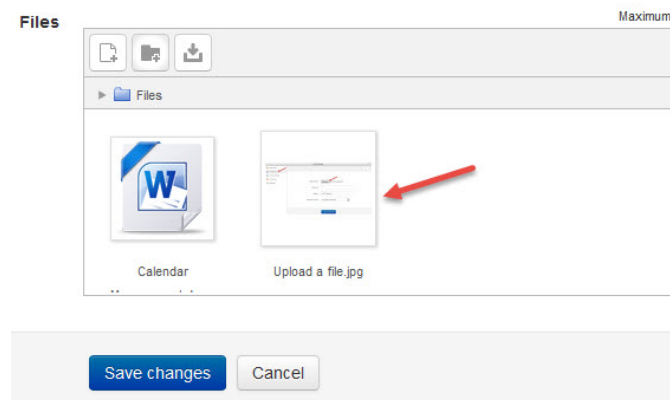
4. Click on Upload a file link (on the left). Click on the Browse... button



5. Locate the file on your computer's directory
6. Double-click on the file, or click OK, Open, or Choose
7. Input a descriptive name in the Save as: text box
8. Input the Author's name in the Author text box
9. Choose a suitable copyright license in the Choose license drop-down
10. Click on the Upload this file button (see picture next page for steps 7-10)

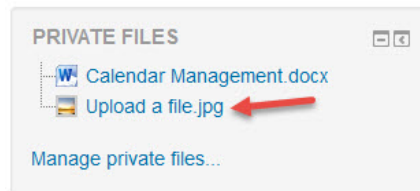


- The uploaded file is now in the Private files directory



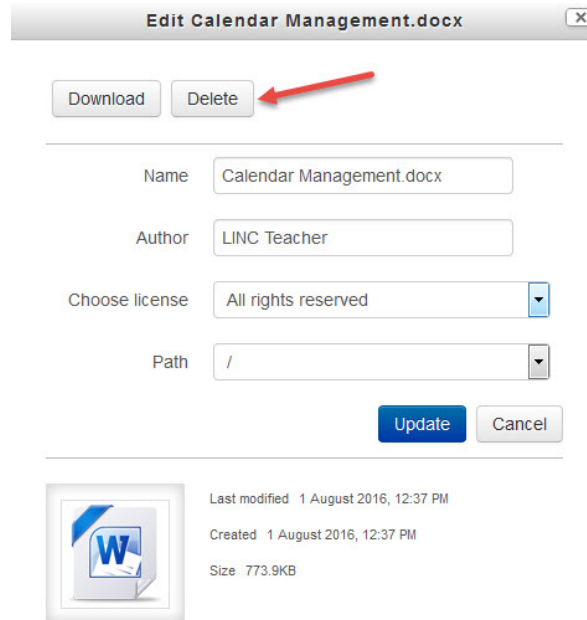
11. Click on the Save changes button

- The result is now in the My private files block on the course page



## Using the File Picker to Delete files

1. In the Private files block, click on the Manage private files link.
2. Click on a file icon in the Files area
3. Click on the Delete button



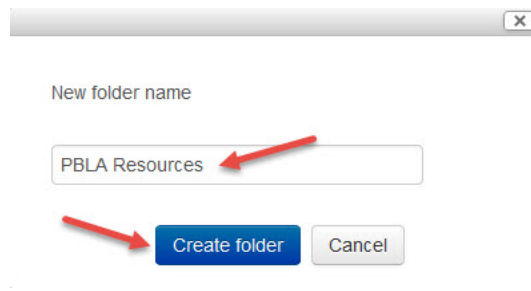
4. Click Ok, to confirm

## Using the File Picker to create a file folder

1. In the Private files block, click on the Manage private files button.
2. Click on the Create folder icon in the Files area



- Input a folder name in the text area and click on the Create folder button

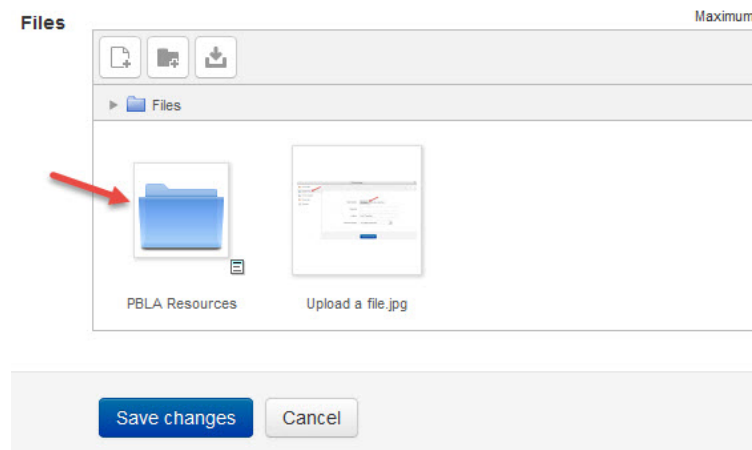


New folder name

PBLA Resources

Create folder Cancel

- the folder appears in the Files area



- Click on the Save changes button to finish.

### File Handling Help links

[Moodle Documents: File Handling](http://docs.moodle.org/31/en/File_handling)

<[http://docs.moodle.org/31/en/File\\_handling](http://docs.moodle.org/31/en/File_handling)>

[Moodle Documents: File Picker](http://docs.moodle.org/31/en/File_picker)

<[http://docs.moodle.org/31/en/File\\_picker](http://docs.moodle.org/31/en/File_picker)>