

## **Attaching and Uploading Files in Moodle**

There are several activities and tools in Moodle that may allow or require you to attach a file, such as an assignment submission or a Quickmail to your instructor. Any time you can attach a file in Moodle, you will see the File submission field:

| File submissions |   |      |
|------------------|---|------|
|                  |   | <br> |
|                  |   |      |
|                  | You can drag and drop files here to add them. |      |

The easiest way to attach a file using this field is to simply drag the file from your desktop or folder on your computer into the dashed box area on the Moodle page:

|        |        | Name          | ^           | Date modified      | Туре                | Size       |           |
|--------|--------|---------------|-------------|--------------------|---------------------|------------|-----------|
|        | *      | MyHomework    |             | 5/18/2016 10:14 AM | Microsoft Word D    | 12 KB      |           |
|        | *      |               |             |                    |                     |            |           |
|        | A<br>A | Assignmen     | ×           |                    |                     |            | ± _       |
|        |        | ← → C         | Ccc.mrooms3 | .net/mod/assign/   | view.php?id=846     | 621&action | editsubm= |
|        |        | O www.occc.ed | u/mood      |                    |                     |            |           |
|        |        | 0000          | - 2011/2    |                    |                     | Log out    |           |
| Files  |        |               |             |                    |                     | Log out    |           |
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|        |        |               |             | •                  | ]                   |            |           |
|        |        |               | You         | can drag and drop  | o files here to add | them.      |           |
|        |        |               |             |                    |                     |            |           |





This will add the file to the submission field:

| File submissions |     |
|------------------|-----|
|                  |     |
|                  |     |
|                  | - 1 |
| MyHomework.do    |     |

An alternative way to upload files is to use the File Picker. To load the file picker, select the document icon in the File submissions field:

| You can drag and drop files here to add them |
|--|

When the File Picker loads, select **Upload a file** from the left menu:





Next, select **Choose file**:

| m Server files Attachment   m Recent files Choose File   > Upload a file Save as | File picke     | ər                         |
|--|----------------|----------------------------|
| Choose File No file chosen Save as   | f Server files | Attachment                 |
|  | M Recent files | Choose File No file chosen |

Browse to the location of the file you wish to attach:



Double-click the file to add it to the File Picker, and select **Upload this file**:

| Attachment     | Choose File MyHornework.docx |
|----------------|------------------------------|
| Save as        |                              |
| Author         | student demo                 |
| Choose license | All rights reserved          |
|                | Upload this file             |



This will add the file to the File submission area:

| File submissions |     |
|------------------|-----|
|                  | - 1 |
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| MyHomework.do    |     |
|                  |     |

Your file is now attached or ready for submission. If you need assistance please contact Moodle Support by email at <u>online@occc.edu</u>, by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.