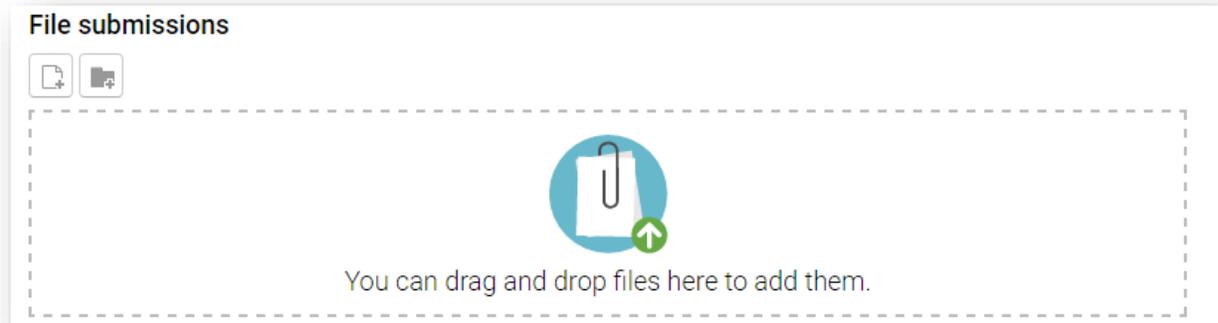# Attaching and Uploading Files in Moodle

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:
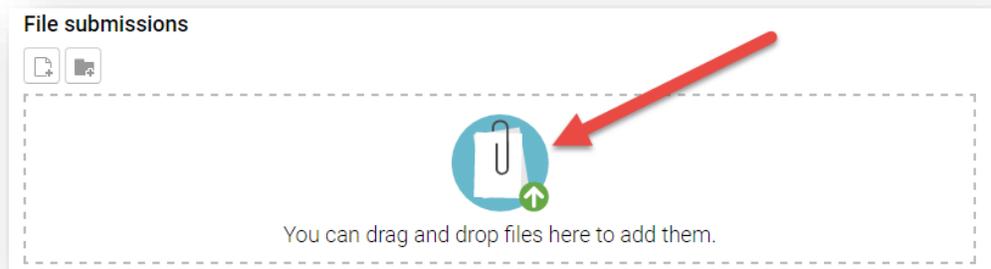

The easiest way to attach a file using this field is to simply drag the file from your desktop or folder on your computer into the dashed box area on the Moodle page:
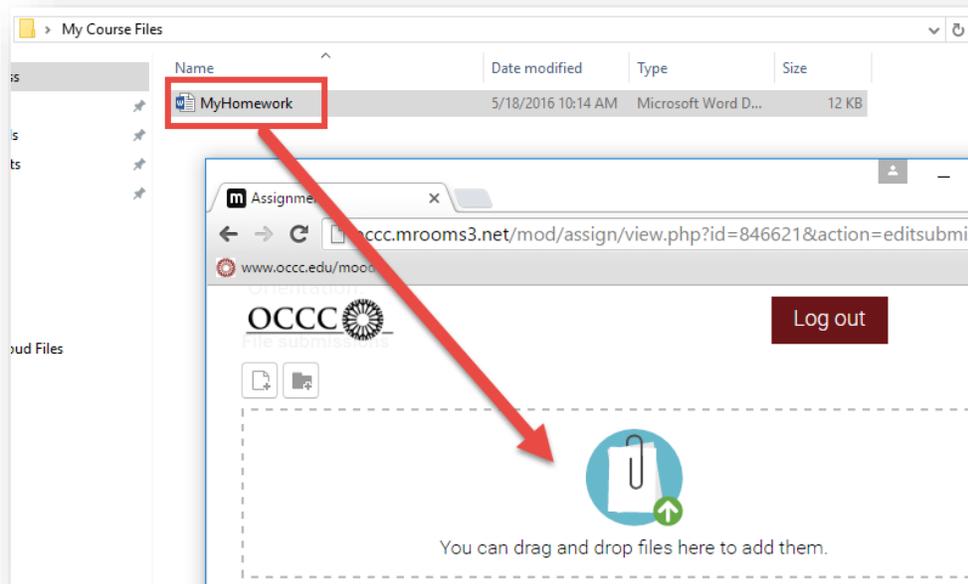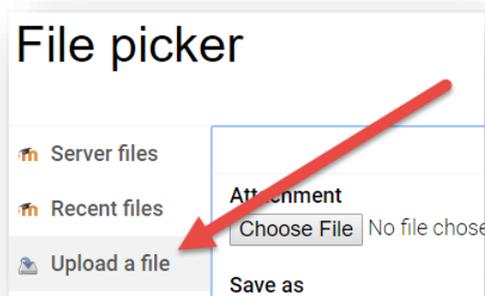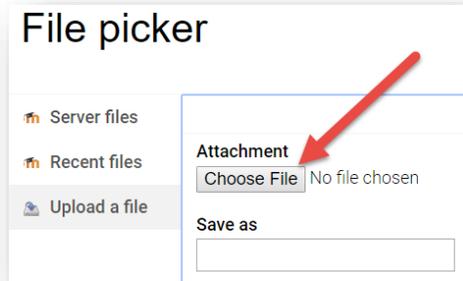
This will add the file to the submission field:

File submissions

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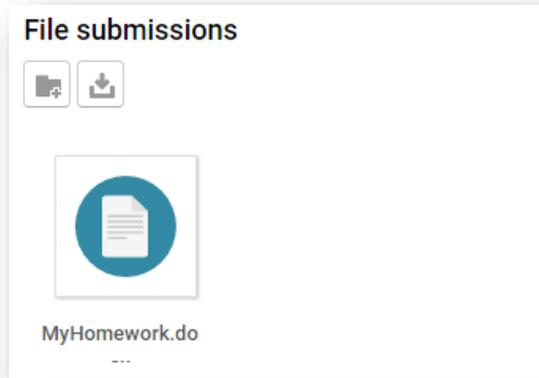
An alternative way to upload files is to use the File Picker. To load the file picker, select the document icon in the File submissions field:
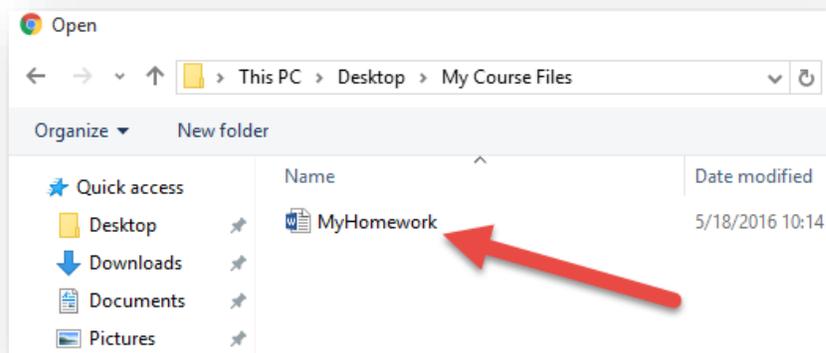
File submissions

You can drag and drop files here to add them.

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

File picker

- Server files
- Recent files
- Upload a file

Attachment
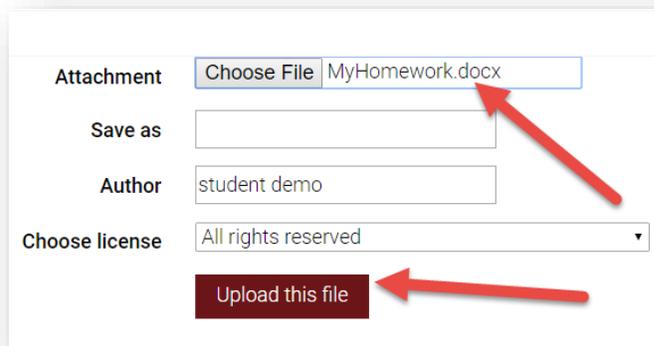Choose File No file chose

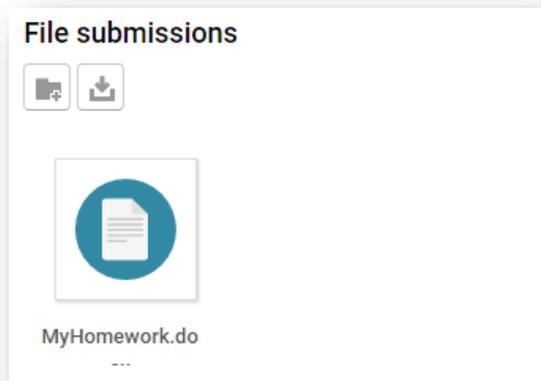Save as

Next, select **Choose file**:

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**:

This will add the file to the File submission area:

Your file is now attached or ready for submission. If you need assistance please contact Moodle Support by email at online@occc.edu, 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.