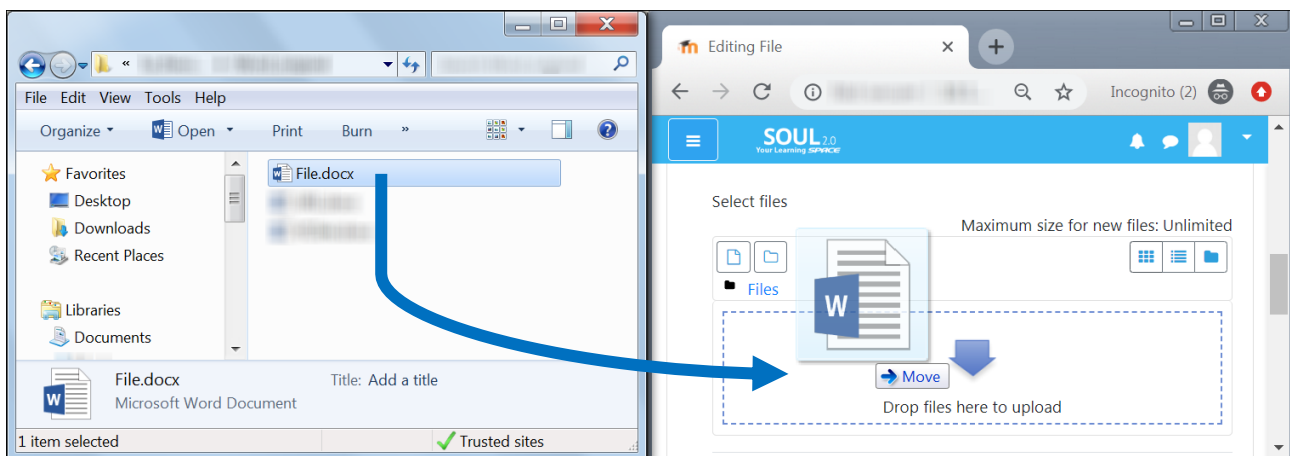


## File

File resource allows you to provide a file as a course resource that can be viewable and/or downloadable by students.

### Create a File resource

- 1) In course main page, press **[Turn editing on]** at top right corner
- 2) Press **[ + Add an activity or resource ]** under a course section
- 3) Press the **“File”** box
- 4) Enter the File name
- 5) Open your computer's File Explorer that has the file you want to add to the course main page
- 6) Select, drag and drop the file from File Explorer to **Select files** field



- 7) Press **“Appearance”** category, then select the appropriate **Display** option:
  - **Automatic** - show the file according to the browser's best display option
  - **Embed** - show the file within the page below Navigation bar
  - **Force download** - prompt the user to download the file
  - **Open** - show the file in the original browser window
  - **In pop-up** - show the file in a new browser window without menus and/or an address bar
- 8) If necessary, modify its Common module, Restrict access and Activity completion settings
- 9) Press **[Save and return to course]**

#### Note:

- 1) After step 1, you can also select, drag and drop a file to directly upload it from File Explorer to the end of a section in course main page.
- 2) You cannot select, drag and drop to upload a folder from File Explorer as a file resource in course main page.
- 3) Students need to have the corresponding software installed in computer to open the file.