


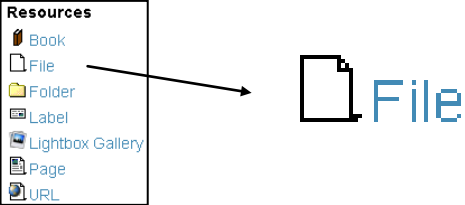
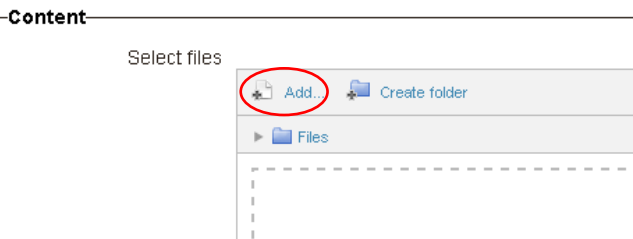

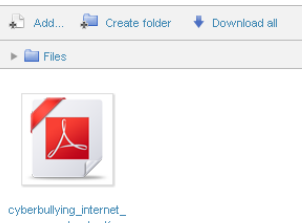


Basics of Adding A New FILE

	<p>Click on "Turn editing on"</p>
	<p>Select a topic</p>
	<p>Click on the plus sign to add a resource</p>
	<p>Click on "File"</p>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <p>Name*</p> <p>Description*</p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 100%;"> <input style="width: 100%;" type="text" value="Name your file"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Font family Font size Paragraph</p> <p>B <i>I</i> <u>U</u> ABC x₂ x² [List icons] [Image icons] [Link icons] [Table icons] [Code icons]</p> <p>Enter a brief description</p> </div> </div> </div>	
<p>Name*</p>	<p>Name your file in the space provided</p>
<p>Description*</p>	<p>Enter a brief description. Scroll down the page to get to "Content" as seen in the next row</p>
	<p>To add a file click on "Add"</p>

Basics of Adding A New FILE

	Select "Upload a file"
<p>Attachment: <input type="button" value="Choose File"/> No file chosen</p> <p>Save as: <input type="text"/></p> <p>Author: <input type="text" value="Adelfo Huerta"/></p> <p>Choose license: <input type="text" value="All rights reserved"/> ▼</p> <p><input type="button" value="Upload this file"/></p>	Click "Choose File" After selecting your file click on "Upload this File"
<p>Select files</p> 	File will appear Scroll down and leave settings at default
<p><input type="button" value="Save and return to course"/></p>	Click on this button and you are finished!

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

- * To share presentations given in class
- * To include a mini website as a course resource
- * To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment