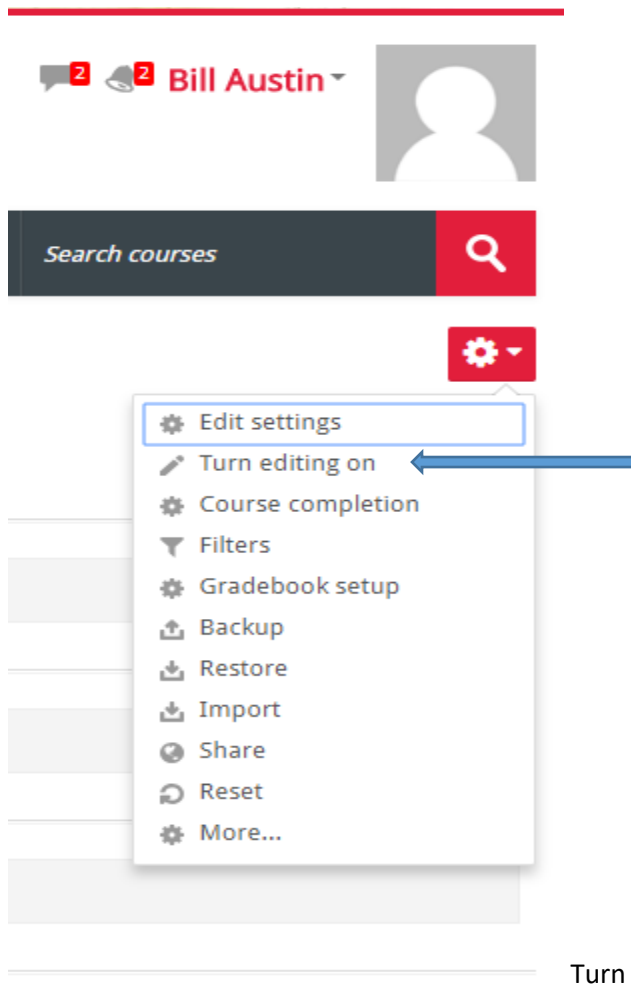


How to Add a File



1. At this point a file can be dragged from the desktop directly into the desired Topic



Files and other resources can also be added from specific folders:

2. Click on *Add an Activity or Resource*



3. Click on *File*. Note the help features that appear. Click on *Add*

Copyright Compliance

Edit

Copyright management has rapidly evolved in both complexity and public accountability. External circumstances have influenced the relationship between copyright and digital technology around issues of access and currency.

Edit



Add an activity or resource



External tool

Feedback

Forum

Glossary

Lesson

Quiz

SCORM package

Survey

Wiki

Workshop

RESOURCES

Book

File

Folder

IMS content package

Label

Page

URL

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

[More help](#)

Add

Cancel

Topic 2

Topic 3

Topic 4

Topic 5

Topic 6

Topic 7

Edit

Activity or resource

Edit

Activity or resource

Edit

Activity or resource

Edit

Activity or resource

Edit


Activity or resource










Edit

4. Name the file and select from the folder. Name the file and include a description if so desired.


Adding a new File to Topic 6




▼ General


Name * 

Description  Paragraph  **      

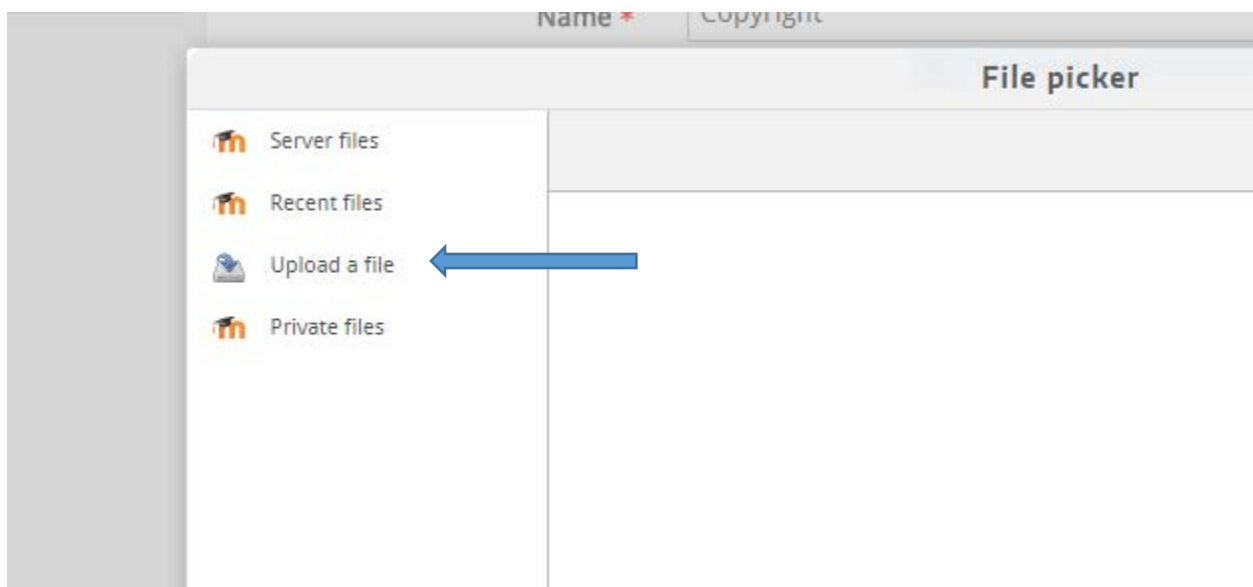
Path: p

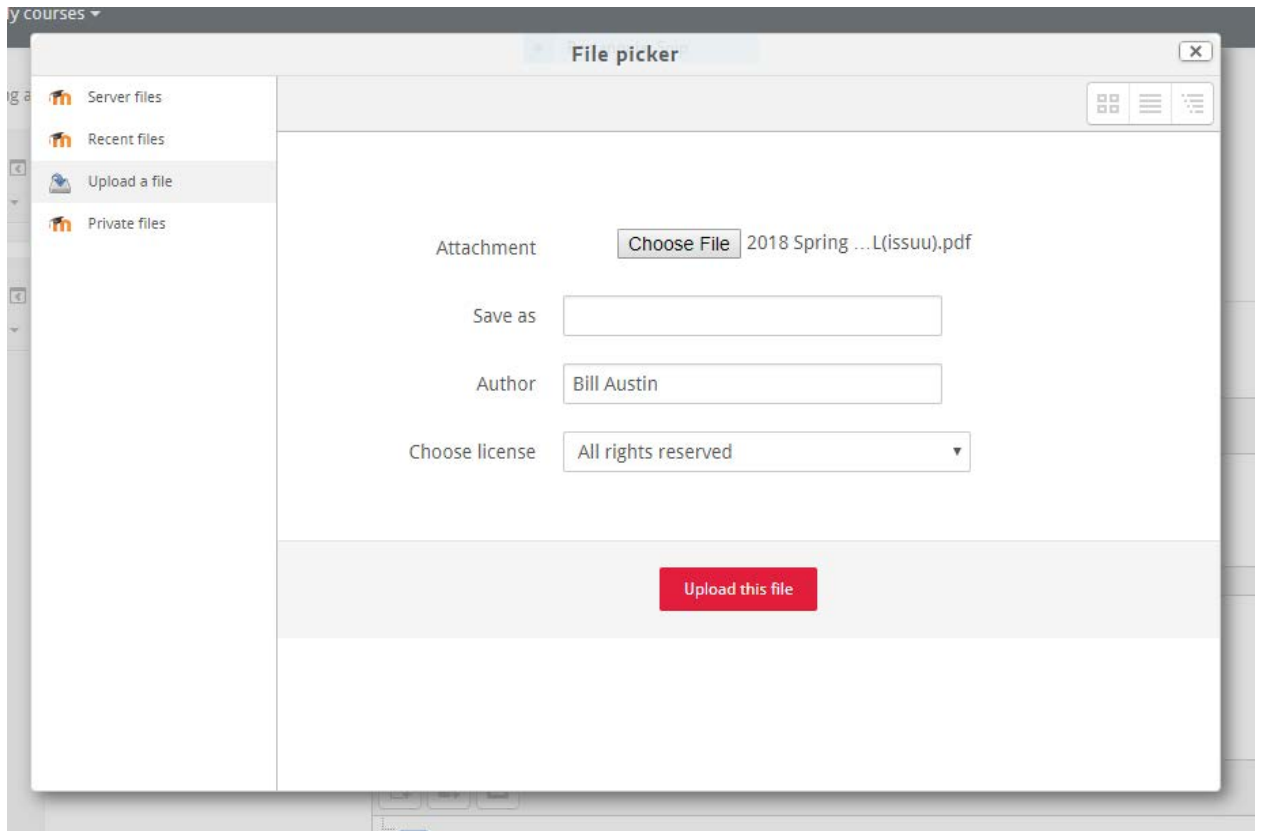
Display description on course page 

Select files   

 Files

Upload file





NOTE: File names should not have any special characters (@#\$%?/ etc.) or they will not open in mosaic.

File uploaded with 2 labels added for context and emphasis.

