

## **Transcript for video tutorial on File activity**

In this video, you will learn how to add a file on Moodle.

In the course homepage, click "Turn editing on" button to enable the editing mode.

Select "File" from the pull down box "Add a resource"

Enter the name and description of the file. The name will be displayed on the course homepage.

Under "Content" section, click "Add" button to add file.

Select "Server files" if you would like to reuse a file in any of your courses.

Select "Recent files" if you would like to reuse the recently uploaded file.

Select "Private files" if you would like to use the file in "My private files" area.

To upload a file from your local computer, select "Upload a file". Click the "Browse" button and select a file.

Click "Upload this file".

Finally, click "Save and return to course".

The file is now added to the course.