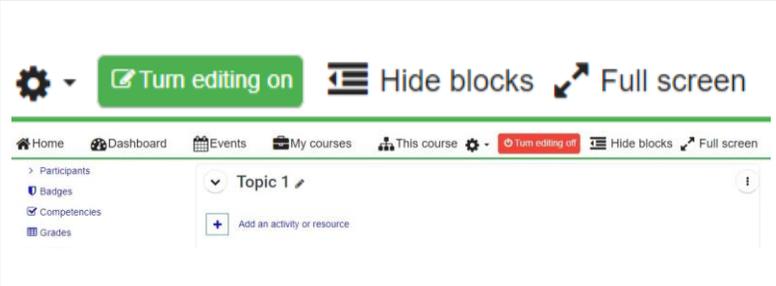
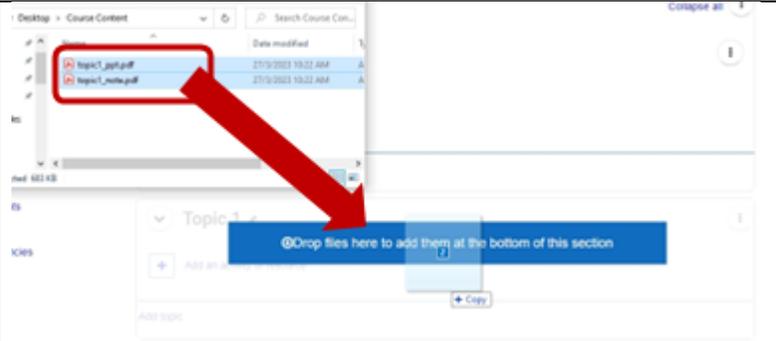
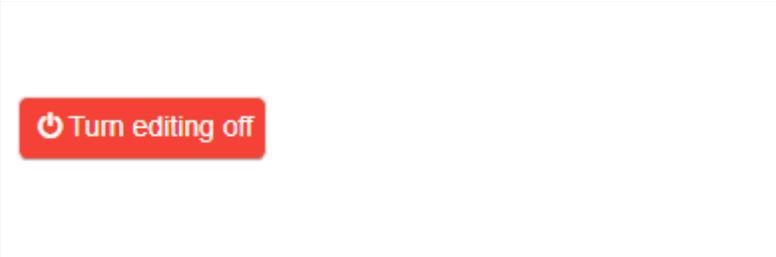


Upload File(s) on Course Page

Moodle 4.0 Help (For Staff): <https://www.lttc.eduhk.hk/moodle/help-staff>

 <p>The screenshot shows the Moodle course page interface. At the top right, there is a green button labeled 'Turn editing on'. Below it, there are options for 'Hide blocks' and 'Full screen'. The main content area shows a 'Topic 1' section with a plus icon and the text 'Add an activity or resource'.</p>	<ol style="list-style-type: none"> 1. On your course page, click 'Turn editing on' button at the top right corner to switch to the editing mode. 2. Scroll down page to choose a topic, say Topic 1, that you would like to add a file to.
 <p>The screenshot shows a file explorer window with two files, 'topic1_ppt.ppt' and 'topic1_note.ppt', selected. A red arrow points from these files to a blue box in the Moodle interface that says 'Drop files here to add them at the bottom of this section'.</p>	<ol style="list-style-type: none"> 3. Click and drag the file(s) to Topic 1. You will see icon (+) Drop file(s) here and then release the mouse click.
 <p>The screenshot shows a file rename dialog box. The file name 'topic1 ppt' is shown on the left, and the new name 'Introduction to Artificial Intelligence' is entered in the text field on the right. A pencil icon is visible next to the text field.</p>	<ol style="list-style-type: none"> 4. Simply click the Pencil icon to rename the file, then press Enter key on the keyboard when you finish renaming.
 <p>The screenshot shows a red button with a power icon and the text 'Turn editing off'.</p>	<ol style="list-style-type: none"> 5. Remember to turn off edit mode when you finish editing your course page.