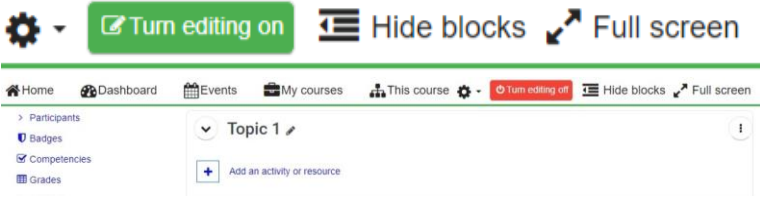
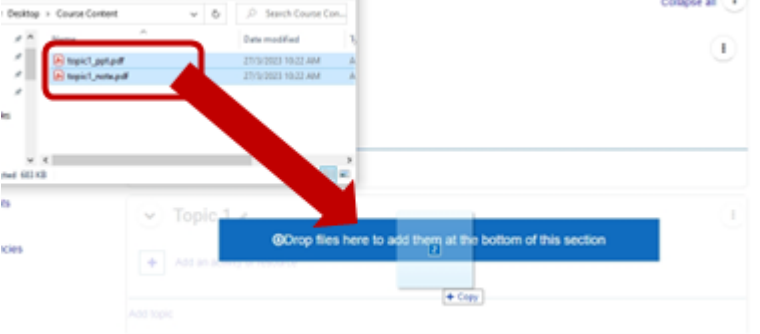
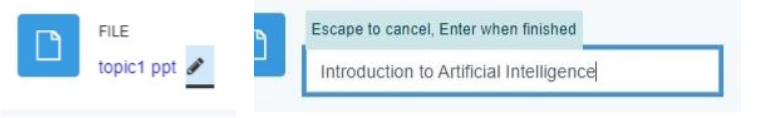
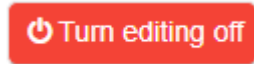


Upload File(s) on Course Page

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

 <p>The screenshot shows the top of a Moodle course page. At the top, there is a green bar with a gear icon, a green button labeled 'Turn editing on', and links for 'Hide blocks' and 'Full screen'. Below this, the course navigation menu is visible, including 'Home', 'Dashboard', 'Events', 'My courses', and 'This course'. The 'This course' section shows 'Topic 1' 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 manager 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'. Below this box, there is a plus icon and the text 'Add new activity or resource'.</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 named 'topic1 ppt' with a pencil icon next to it. A text box is open, showing the text 'Introduction to Artificial Intelligence'. Above the text box, there is a tooltip that says 'Escape to cancel, Enter when finished'.</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.