

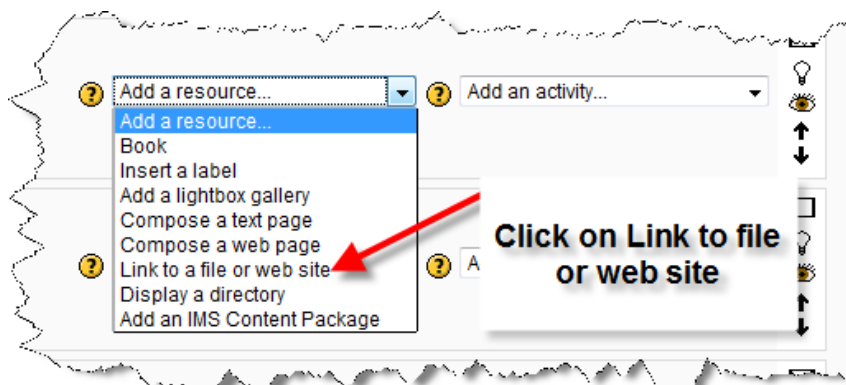
How to add a file, to your Moodle classroom, so that a student can view or download it.

Why would you want to do this?

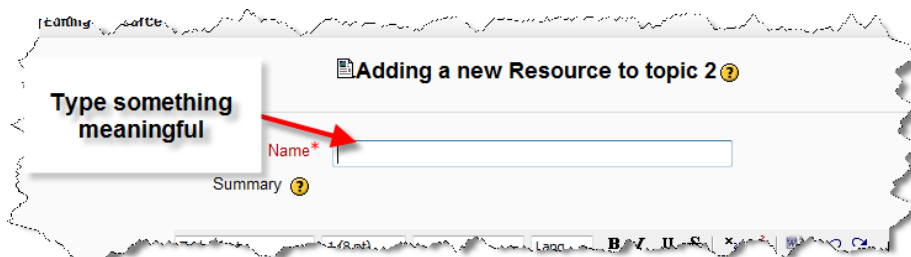
- Using this method Moodle will keep a record of who clicks on the resource and for how long.
- You can control when the student can click on it

You must be logged in to your Moodle and inside your Moodle Course/Classroom as either a Teacher or an Administrator.

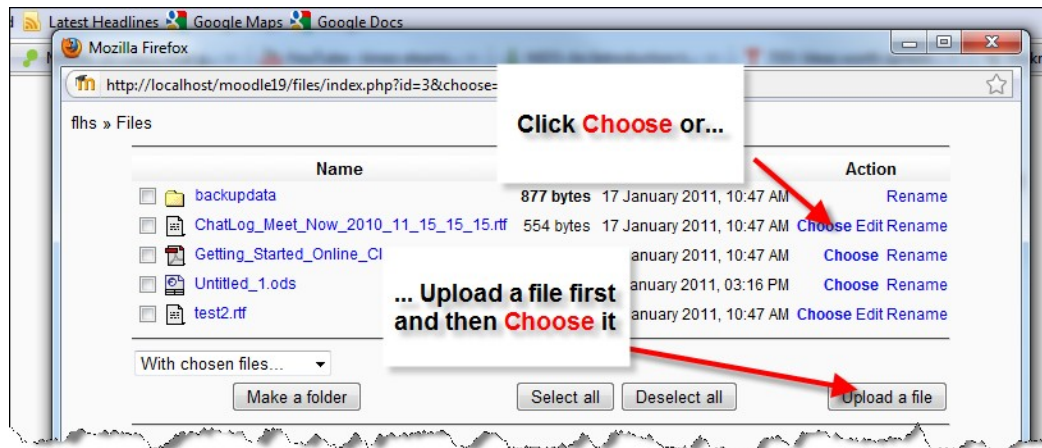
1. Click the Turn Editing On button. Decide on which Topic area you want the student and then click on the Add a resource drop down list from the Topic area you want your student to access the resource from and select **Link to a file or web site**



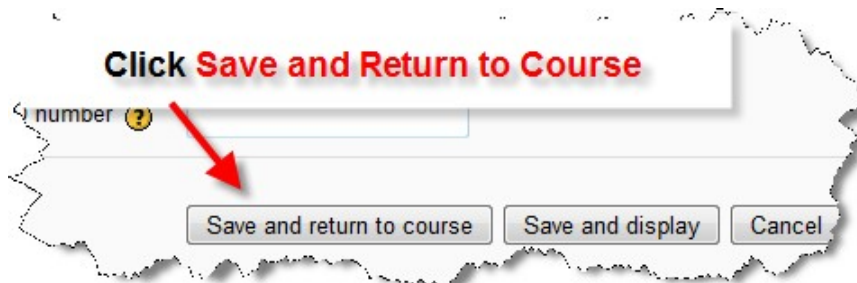
2. What you type in to the **Name** field is what the student will see to click on. So type something meaningful



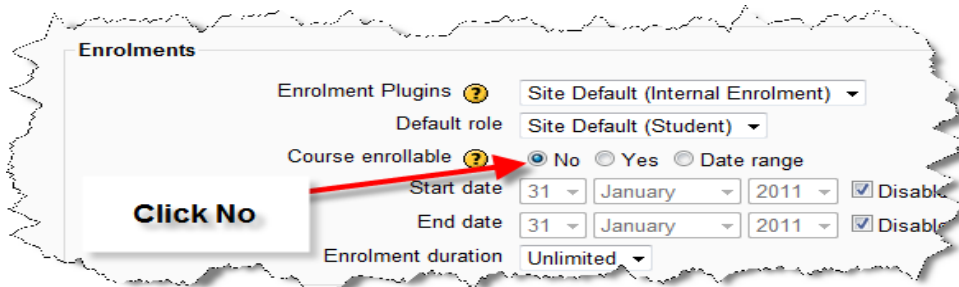
3. Then Click on the word **Choose** to select the required file



4. To finish click the **Save and return to course** button



2. Scroll down to the Enrolments section and click the 'No' option for Course Enrollable?



Enrolments

Enrolment Plugins ⓘ Site Default (Internal Enrolment) ▾

Default role Site Default (Student) ▾

Course enrollable ⓘ No Yes Date range

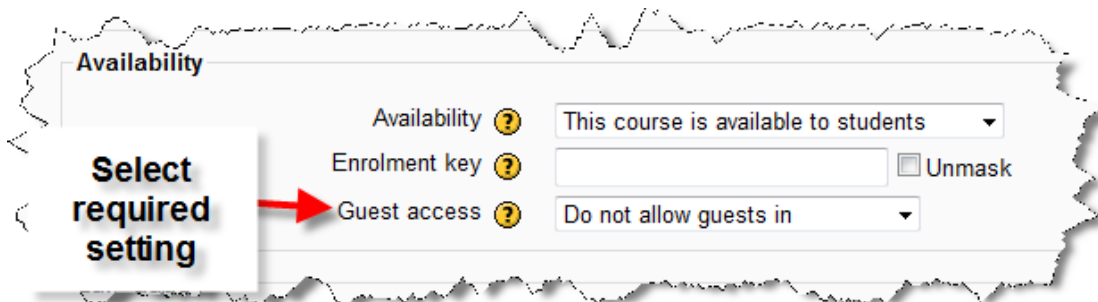
Start date 31 ▾ January ▾ 2011 ▾ Disable

End date 31 ▾ January ▾ 2011 ▾ Disable

Enrolment duration Unlimited ▾

Click No

3. It is also useful to set the Guest access. If you want people to be able to see the contents without enrolling set it to 'Allow Guest in without the key'. If you don't want anyone seeing the contents of the classroom unless they are already enrolled set Guest access to 'Do not allow guests in'.



Availability

Availability ⓘ This course is available to students ▾

Enrolment key ⓘ Unmask

Guest access ⓘ Do not allow guests in ▾

Select required setting

4. Then scroll down to the bottom and click the 'Save Changes' button.
5. Job done!