

Filling the Course Room with Content

Once you have set up your course, you can start adding content and customizing the course room to your needs. To do this, first switch to the [Editing Mode](#).

Bearbeiten

The File System in Moodle

Moodle differentiates between various storage locations for your files, which you can access when adding a *File*.



- **Files in Courses:** This is where all files uploaded directly to a course are stored. These files are organized into folders named after the respective course under *Files in Courses*.
- **Recent Files:** This section displays the last 50 files you have used, regardless of their storage location.
- **My Files:** This is your personal storage space in Moodle, accessible only by you. Here, you can store files that you want to use in multiple courses. Deleting a file in one course does not remove it from other courses or from the *My Files* folder.



It is recommended to first gather all the files you need for your courses in one or more folders under *My Files*. This will save you the hassle of searching through your computer's hard drive. To quickly access your files, you can add the *My Files* block to your dashboard.

Click on your name in the top bar and go to *My Files*, or use the *My Files* block on the dashboard and click *Manage My Files*....

To add files, click the  icon. This opens the *File Picker* window. Here, you can access multiple file sources, such as your local computer (*Upload a File* option). Use the *Choose File* button to browse your hard drive. Confirm the file by clicking *Upload this file*. Alternatively, drag and drop the desired files into the designated field ().

It's useful to create directories for different courses in advance (). Confirm all file uploads by clicking *Save changes*. When you click on a directory, the uploaded files will be displayed. Using the  icon you can access options like *rename*, *download as ZIP file*, *delete*, *change path*.

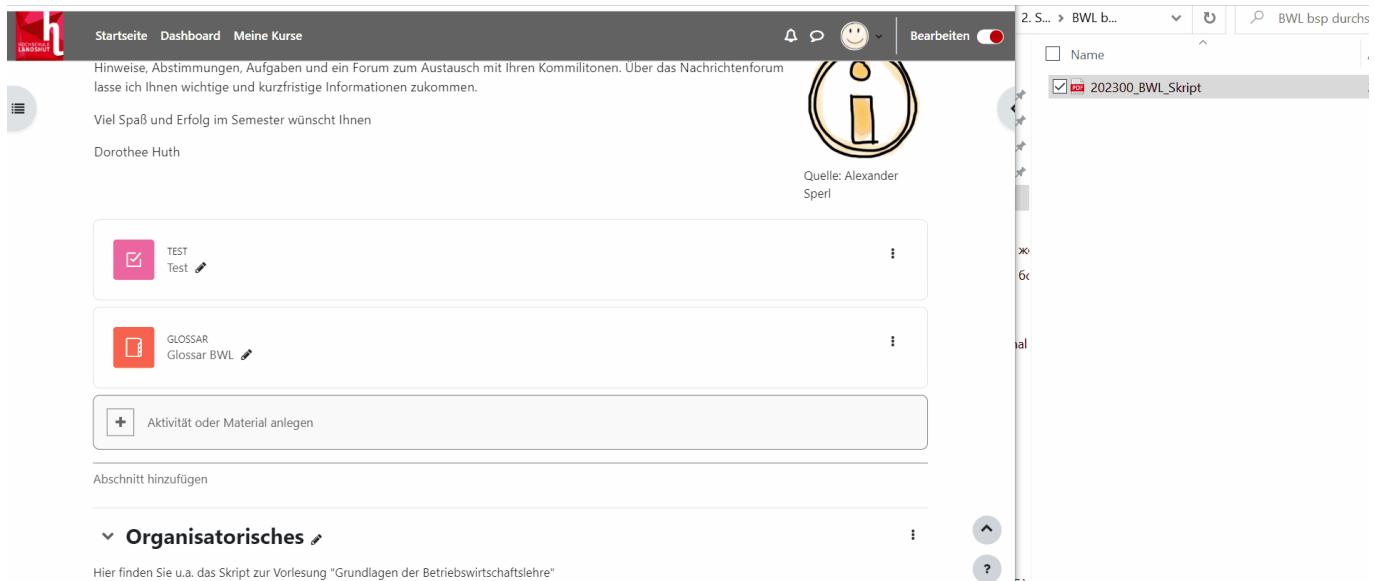
Adding Files to the Course Room

You have several options for making files available to your students in the course.

Option 1: Directly Upload One or More Files via Drag & Drop

If you want to upload teaching materials to your course room, you first need to switch to [Editing Mode](#).

The simplest way to upload a script or other files (PDF, PowerPoint, Word, graphic...) to the course room is to use the *Drag & Drop* method. Open the relevant folder on your computer and drag the file to the desired location in the course.



The screenshot shows the Moodle course room interface. At the top, there is a navigation bar with 'Startseite', 'Dashboard', and 'Meine Kurse'. Below this, a message from 'Dorothee Huth' is displayed, followed by a list of course blocks: 'TEST', 'GLOSSAR', and 'Aktivität oder Material anlegen'. A large 'Organisatorisches' block is expanded, containing the message: 'Hier finden Sie u.a. das Skript zur Vorlesung "Grundlagen der Betriebswirtschaftslehre"'. On the right side, the 'File Picker' window is open, showing a list of files. The file '202300_BWL_Skript' is selected, indicated by a checkmark. The window also includes buttons for 'Name', 'Save', and 'Cancel'.

The file will be uploaded directly and will appear as a *resource* with the corresponding file icon in the course room.

You can rename the displayed file name later using the *pencil* icon. You can make further changes using the three-dot icon.



If you upload an image (.jpg, .gif, .bmp, .png), you'll be asked whether to embed it as a file or display it directly as an image in the course room.

With the *Drag & Drop* function, you can also upload multiple files at once. Select them in the folder and move them to the desired topic area as described above.

The files will be saved under *Recent Files*, and you can reuse them when creating other courses.

Option 2: Add Files via „Add an Activity or Resource“ === To upload a file, switch to Edit Mode. Click on **Add an Activity or Resource**:



In Edit Mode, the „Add an Activity or Resource“ button appears at the bottom of each section. Clicking on it will open a window displaying various options in Moodle. You can fill the course room with materials (static content) and let students work collaboratively and communicatively through different activities. Use the info button  to get helpful descriptions.

If you just want to upload a file, such as a script or presentation, you can do so via *File*. If you want to upload multiple files in a structured way, it's advisable to create a *Folder*.

Adding a File

First, enter a *name* for the file. The name will be displayed in the course room. Optionally, you can also enter a *description*.

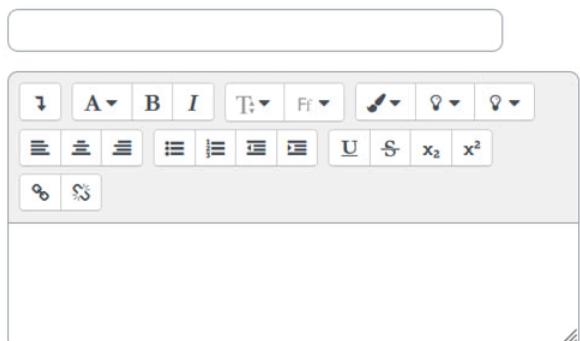
Datei hinzufügen

Alles aufklappen

Allgemeines

Name 

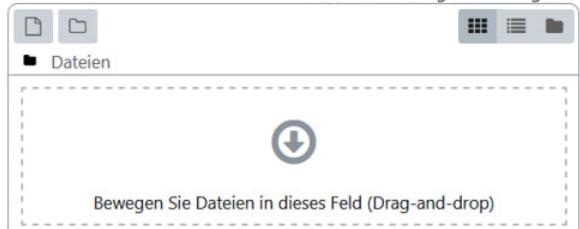
Beschreibung



Beschreibung im Kurs zeigen 

Dateien auswählen

Maximale Dateigröße: Unbegrenzt



Maximale Dateigröße: Unbegrenzt

Dateien

Bewegen Sie Dateien in dieses Feld (Drag-and-drop)



- To display this *description* in the course, activate the corresponding checkbox.
- Drag and drop the desired file into the *Select files* field.
- Under *Display*, you have several options, such as displaying the file as a *popup window*.

Darstellung

Anzeigen



Neues Fenster 



Neues Fenster

Automatisch
Einbetten
Im Frame
Neues Fenster
Download erzwingen
Öffnen
Als Popup-Fenster

Größe anzeigen 

Typ anzeigen 

Datum anzeigen 

Mehr anzeigen ...

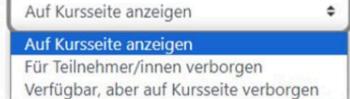
- If you don't want the file to be available to your course participants yet, set *Visibility* under *Other settings* to *Hidden from participants*.

Weitere Einstellungen

Verfügbarkeit



Auf Kursseite anzeigen 



Auf Kursseite anzeigen

Auf Kursseite anzeigen
Für Teilnehmer/innen verborgen
Verfügbar, aber auf Kursseite verborgen

ID-Nummer



Sprache erzwingen

Nicht festlegen 

- Finally, confirm your entries by clicking **Save and return to course** or **Save and display**.

> **Voraussetzungen**

> **Tags**

> **Kompetenzen**



Adding a Folder

If you want to upload multiple files in a structured way, it's advisable to create a folder under „Add an Activity or Resource“ in Edit Mode. Under *Resources*, select the *Folder* option (📁).

The steps under *General* and *Other settings* match those under [Add a File](#).

Inhalt

Dateien

Maximale Dateigröße: 100 MB

Verzeichnisinhalt anzeigen Auf separater Seite

Unterverzeichnisse aufgeklappt anzeigen

Taste 'Verzeichnis herunterladen' anzeigen

Herunterladen von Dateien erzwingen

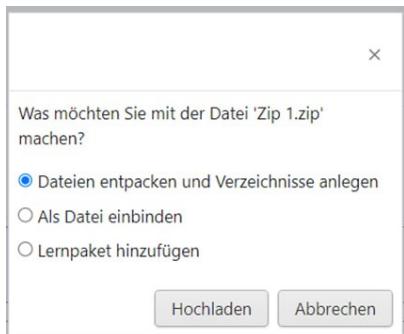
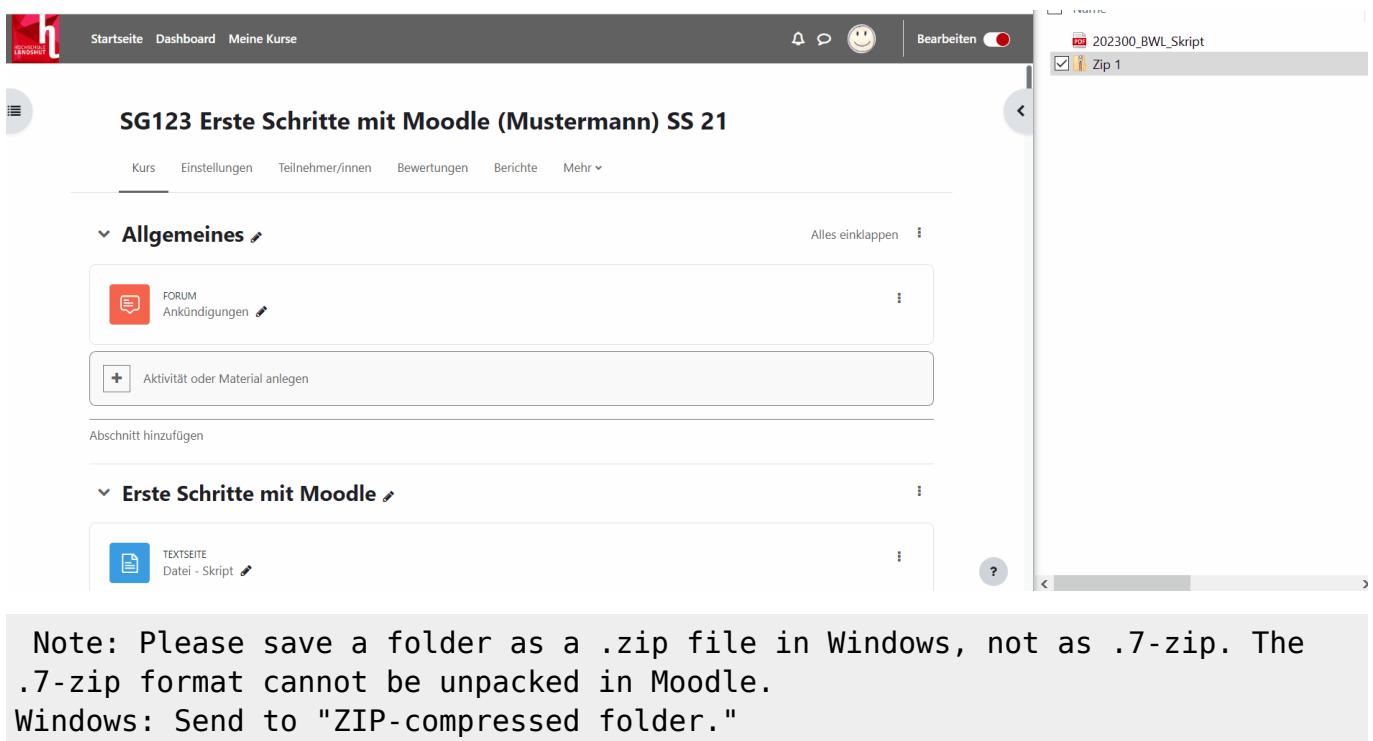
Drag and drop the desired files (including ZIP files) into the *Select files* field under *Content*. You can add subfolders by clicking on the *Create folder* icon (📁). Decide under *Display folder content* whether the folder and individual files should be displayed directly on the course page.

Option *Display folder content*:

- On a separate page + show subfolder expanded*: Files are only visible after clicking the folder, which opens a separate page.
- On the course page*: Files are visible directly on the course page.

A Faster Way (Upload Multiple Files as a ZIP File)

In Edit Mode, you can also upload a ZIP file via *Drag & Drop* to the course page.

Note: Please save a folder as a .zip file in Windows, not as .7-zip. The .7-zip format cannot be unpacked in Moodle.
Windows: Send to "ZIP-compressed folder."

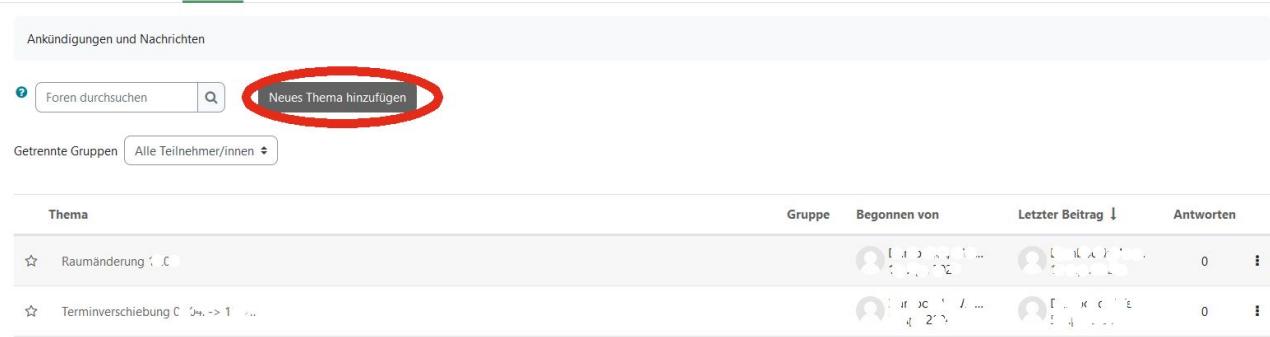
In the window that opens, select the option *Unpack files and create folders* and click *Upload*. You can then access editing options through the *Edit* field.

Moodle offers various types of Activities and Resources that instructors can add to their courses.

Special Forum: Announcements

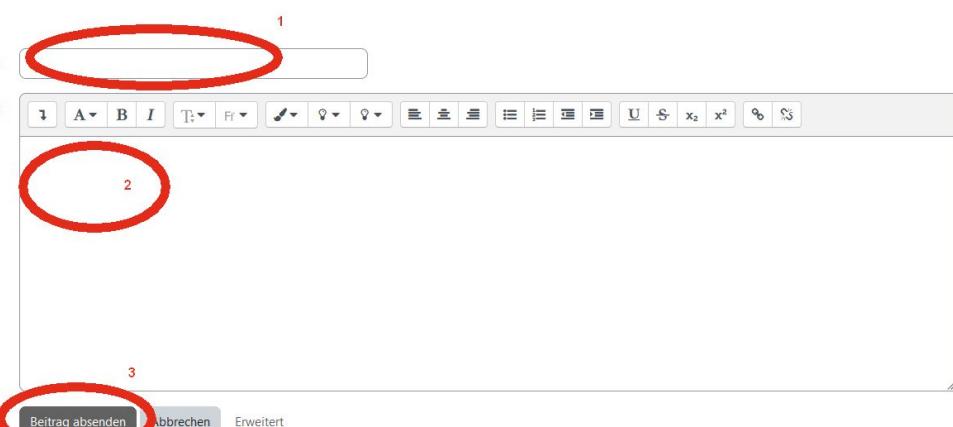
You can use Moodle to send messages to all students enrolled in a course. The best way to do this is through the „Announcements“ forum, which is already available in every course room. Enrolled students will automatically receive these announcements via email. To post a message to all students in the course, follow these steps:

1. First, click on the Announcements activity.
2. Click on the gray button Add a new topic (red circle).



The screenshot shows the 'ANKÜNDIGUNGEN' (Announcements) forum page. At the top, there are navigation tabs: Forum (highlighted in green), Einstellungen, Erweiterte Bewertung, Abonnements, Berichte, and Mehr. Below the tabs, there is a search bar with 'Foren durchsuchen' and a magnifying glass icon. A red circle highlights the 'Neues Thema hinzufügen' (New topic) button, which is located next to the search bar. The main area displays a list of announcements with columns for Thema (Topic), Gruppe (Group), Begonnen von (Started by), Letzter Beitrag (Last post), and Antworten (Responses). Two announcements are visible: 'Raumänderung' and 'Terminverschiebung'.

3. In the field next to „Subject,” write the title of the announcement (red circle 1)



The screenshot shows the 'Neues Thema hinzufügen' (New topic) dialog box. It has fields for 'Betreff' (Subject) and 'Mitteilung' (Message). The 'Betreff' field is circled with a red circle 1. The 'Mitteilung' field contains some text and is circled with a red circle 2. At the bottom, there is a 'Beitrag absenden' (Post) button, which is circled with a red circle 3. There are also 'Abbrechen' (Cancel) and 'Erweitert' (Advanced) buttons.

4. In the field next to „Message,” write the text of the announcement (red circle 2).
5. Click on the gray button Post to forum (red circle 3) - The post will be sent to course participants within the next
6. If you want the announcement to be sent immediately without delay, click on Advanced and check the box Send without delay.

The announcement will now appear in the Announcements forum and will also be automatically sent via email to everyone enrolled in the course.

Important note: In the Announcements forum, only you as the course leader have the right to post. Participants only have read access and cannot reply to your posts. If you want your participants to communicate with each other and use a forum, you need to create the Forum activity ([Anleitung](#))

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