

Moodle: Add files and folders to a course

Last Modified on 05/07/2024 10:57 am EDT

Instructors can **upload many files directly to Moodle** courses to share them with students. **Files that exceed Moodle's file size limit**, will need to be **uploaded to OneDrive** or similar cloud file storage system **and then shared in Moodle**.

Before you start, you will need:

- An **Instructor of record** or **Other editing teacher role** in a Bryn Mawr Moodle course.

Add a file

Add a folder

There are **two** ways to add folders to a Moodle course: **compress (zip) a folder on your computer and drag it into the course** or **create a blank folder in Moodle** and upload files to it.

Upload a compressed folder

Create a folder in Moodle and add files

Link to large files on OneDrive

Files that are too large to upload to Moodle directly can be uploaded to OneDrive and linked to Moodle. **Follow the instructions below to ensure they are accessible to both Bryn Mawr and Haverford students.**

Note: We recommend uploading **audio and video files** to the College's **media-streaming service, Panopto**, instead for the best user experience. See [Panopto: Upload audio or video files](#); [Panopto: Share recordings](#) and [Panopto: Collect audiovisual assignments](#).

Upload file(s) to OneDrive

Get a share link that works for ALL students

Add the OneDrive link to Moodle

Further reading on adding files to a course

- MoodleDocs: [Working with files](#) □
- Microsoft: [Get Started with OneDrive](#) □
- Microsoft: [Upload Files and Folders](#) □
- Microsoft: [Create Files and Folders](#) □
- Microsoft: [Share SharePoint files or folders](#) □

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) □

Email: help@brynmawr.edu | [Service catalog](#) □

Location: Canaday Library 1st floor
