

Moodle: Add files and folders to a course

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Instructors of record can upload files, such as a syllabus or course readings, to a Moodle course to share them with students. They can also post links to Microsoft's OneDrive service in order to share large files. Finally, they can also create folders that hold several files at the same time.

Before you start, you will need access to the following:

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

Add files

Add folders








Link to large files through OneDrive

If you or your students need to share files that are too large to upload to Moodle, you will need to share them through OneDrive and place link to them within your Moodle course. Although Haverford students cannot get accounts on Bryn Mawr's Microsoft 365 license, they can access files and folders set to **Share with anyone** as guest contributors or access files and folders set to **Share with specific people**, if they have a Microsoft 365 account through Haverford's license. Haverford students are not automatically granted a Microsoft 365, but can set one up. (See Haverford's Software Support [link](#).)

Note: Audio and video files can alternatively be shared through Panopto (the College's audio- and video-streaming platform). See [Panopto: Upload audio or video files](#); [Panopto: Share recordings](#) and [Panopto: Collect audiovisual assignments](#).

Videos and further reading on adding files to a

course

- **Video:** [Upload files into Moodle](#) 
- **Video:** [Drag and drop files in Moodle](#) 
- **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
