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

You cannot upload files larger than 1 GB (?) to Moodle. If you need to share larger files, upload them to Microsoft OneDrive and add the link to your course page.

Note: You may use post from other storage services (e.g., GoogleDrive, Box, Dropbox) to Moodle. However, LITS provides Bryn Mawr students and employees access to OneDrive accounts with 1TB of storage. Since LITS knows how to best support OneDrive, it recommends using this service.

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