Documents and Resources

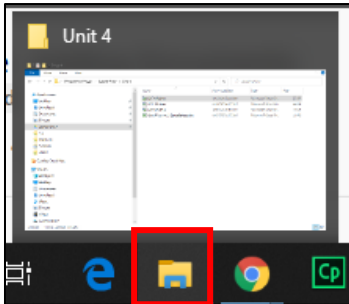Add files   Rename File Block   Hide File   Delete File

You can add many different resources to your course, including Word documents, pdfs, spreadsheets, and other files.
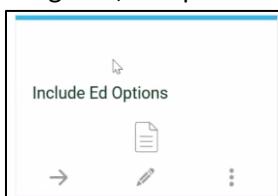
Add Files

1. Scroll to bottom of Moodle page.
2. Open your **Explore** window. Typically this can be accessed at the bottom of your screen.

3. Click on the file name or names and drag the file(s) over to **Drop files to attach, or browse**.
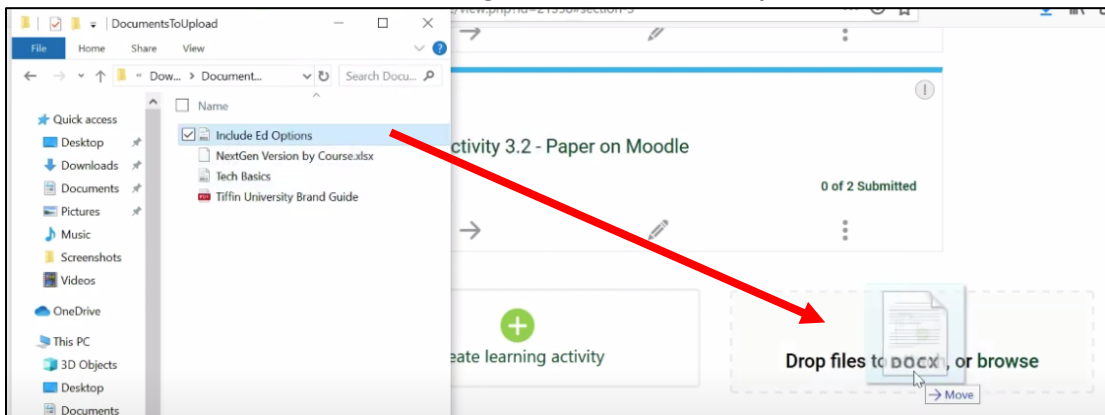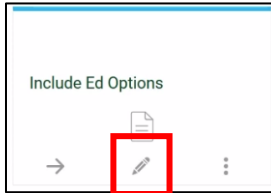

4. The file will appear as a block at the bottom of the page. Word documents are blue, Excel files are green, and pdfs are red.
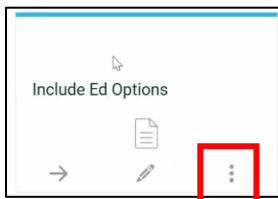
Rename File Block <return to top>

1. To **change the name** of the block, select the pencil (edit) icon. A more descriptive name make help provide clarity for students (e.g., *Worksheet for Week 3 Assignment*, rather than *Include Ed Options*.)
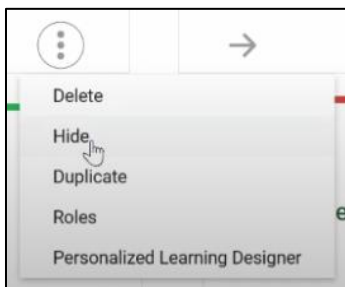
   Include Ed Options
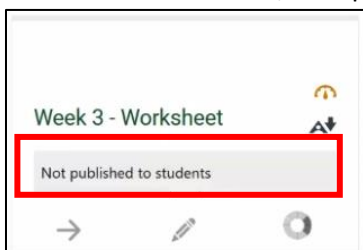
2. Select **Save and return to course**.

Hide File <return to top>

1. To **hide a file**, select the three dots (more) icon.

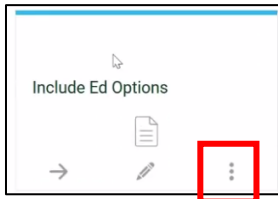   Include Ed Options

2. Select **Hide**.

   Delete
   Hide
   Duplicate
   Roles
   Personalized Learning Designer

3. Block will then indicate, "not published to students".

   Week 3 - Worksheet
   Not published to students

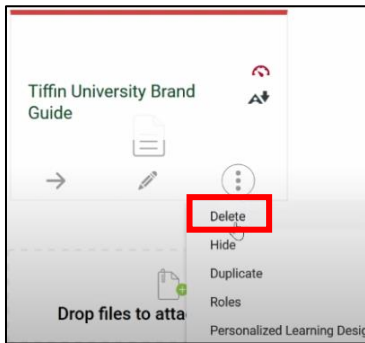## Delete File <return to top>

4. To **delete a file**, select the three dots (more) icon.

5. Select **Delete**.

6. Select **Delete File** to confirm delete.