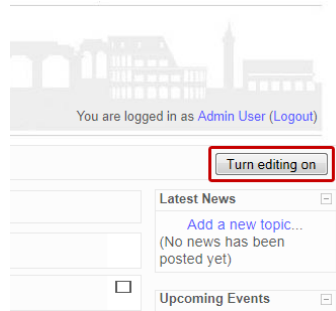
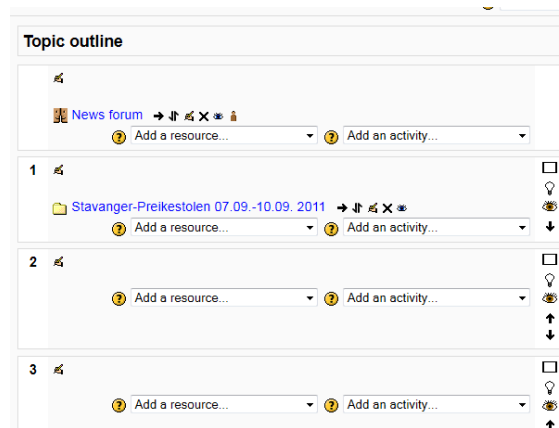


Moodle User guide: Editing 1. Uploading files

Please click the desired course! Turn on editing on the upper right side!



The middle section will change and the editable topics appear along with two drop-down menus. Please note that the different topics are numbered and during editing, the uploaded files can only be manipulated within these units. Please make sure to upload your files in the right topic!



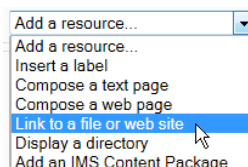
Uploading different file formats to the system:

Uploading consists of two steps:

1. uploading the file that you wish to share in the system,
2. linking the file so that it becomes visible for all users.

The process step by step:

Within the desired topic, choose „Add a resource” and select the option „Link to a file or a web site”.



In the newly opened window, please fill out the „Name” field: this will be the title the file you wish to upload and it will be visible for all users so please make sure that the name is accurate.

Filling out the field below is not compulsory.

Please click the „Choose or upload a file...” button.

General

Name*

Summary ?

Trebuchet 1 (8 pt) Lang **B** *I* U

Path:

Link to a file or web site

Location*

A new window will open and here you have to click the „Upload a file” button! If necessary, you can create a new folder for your files by clicking the „Make a folder” button.

Name	Size	Modified	Action
<input type="checkbox"/> Orsolya_Hoffmann	2.4MB	12 September 2011, 11:26 AM	Rename

With chosen files...

After selecting „Browse”, please choose the files that you wish to upload from your PC and click the „Open” button. The maximum size of each individual file can not exceed 100 MB!

Név	Módosítás dátuma	Típus	Méret
012_Egyszemélyes KFT alapító okirata I	2005.07.13. 13:16	Microsoft Word 9...	8 KB
013_Egyszemélyes KFT alapító okirata II	2005.07.13. 13:16	Microsoft Word 9...	9 KB
014_KFT szerződés módosításai I	2005.07.13. 13:16	Microsoft Word 9...	6 KB
015_KFT szerződés módosításai II	2005.07.13. 13:16	Microsoft Word 9...	13 KB
016_KFT szétválása	2005.07.13. 13:16	Microsoft Word 9...	6 KB
017_KFT szétválasztási szerződése I	2005.07.13. 13:16	Microsoft Word 9...	7 KB
018_KFT szétválasztási szerződése II	2005.07.13. 13:16	Microsoft Word 9...	11 KB
019_KFT törzstokjének felemelése a társ...	2005.07.13. 13:16	Microsoft Word 9...	6 KB
020_KFT törzstokjének leszállítása	2005.07.13. 13:16	Microsoft Word 9...	5 KB
021_RT alakuló közgyűlése	2005.07.13. 13:16	Microsoft Word 9...	16 KB
022_RT alapítási tervzet	2005.07.13. 13:16	Microsoft Word 9...	11 KB
023_RT alapszabály I	2005.07.13. 13:16	Microsoft Word 9...	13 KB
024_RT alapszabály II	2005.07.13. 13:16	Microsoft Word 9...	25 KB
025_RT alapító okirat	2005.07.13. 13:16	Microsoft Word 9...	23 KB
026_RT alaptokjének felemelése	2005.07.13. 13:16	Microsoft Word 9...	6 KB

Minden fájl

A message will be displayed after you have successfully uploaded your files and consequently a list containing the uploaded files will appear.

The second step consists of making the file visible in the moodle course. For this, please select the „Choose” button to the right side of the file you wish to share.

Name	Size	Modified	Action
Parent folder			
042.JPG	2.3MB	12 September 2011, 11:26 AM	<input type="button" value="Choose"/> Rename

With chosen files...

In the „Window” option please select „New window”.

Window

Force download ?

Window

Media files may ignore this setting

This is necessary in order for our newly uploaded file to be opened in a new window.

Please select the „Save and return to course” button in order to save our settings.









The text typed in in the „Name” field will be displayed as the course name and by clicking it, a new window will open containing the newly uploaded file wich will be available for all the other users. Please verify that you have followed the above instructions correctly!








Explanation of the icons used in the editing mode:

Within the individual topics:

	Moves unit to the right, can be used for visually separating the different topics.
	Moves unit to a different location. By clicking, you can select the desired location by hitting the  icon.
	Edit unit
	Delete unit. This will not delete the file entirely just it's availability in the course!
	Hide/show unit.

Icons to the right side:

	Display only the current topic. By clicking it, the other topics will dissappear and only the current one will be visible. By clicking again, all topics become visible. This setting is individual so it will not influence the displayed topics for other users!
	Marking the topic as current. By selecting, you can visually emphasize the desired topic.
	Hide/show topic.
	Move topic up.
	Move topic up.