

**Arggh!**

## Where's my Files folder gone?

When you upload a file to Learn nowadays, it disappears into the innards of the system and your only access to it is through the link you created when you added it.

This corrects a problem with the old system - now when you delete the link, you delete the file as well, which is what you *thought* you were doing with the old version of Learn. It used to only delete the link, and that left a lot of dead, unlinked files lying around, making the system unreliable.

## Uploading multiple files

You can upload a group of files, and multiple files in stacked folders, by creating a zip file of them, and uploading that. Learn will spot that it is a zip file, and offer to unzip it. When you do, the structure within the archive (the folders and their contents) is preserved.

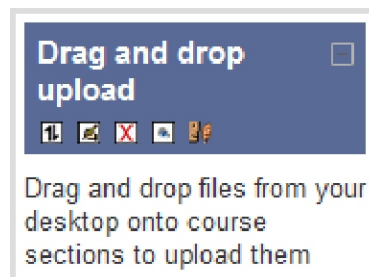
## Upload once, use many times

The My Learn Files section of the File Picker is personal to you, and is available in every module you teach. Hence if you have files that are common to many of your modules you can add it once to My Learn Files and access it from as many modules as necessary. If you want to amend it, delete the uploaded file and replace it - the replacement will be used in every module.

**Remember to click the 'Save and return to course' button!**

## The easier way...

New for Moodle 2.2, we have the ability to add files directly to a Learn topic box by dragging them from your desktop or from Windows Explorer and dropping them into place. Once the Drag and Drop upload block is installed, files can be quickly added to a module. The document's clickable link can be edited, and the file can be deleted and quickly replaced with an updated version.



## Important Note

Users of the Staff Desktop Service currently have to use Internet Explorer as their web browser, and the drag-and-drop functionality won't work with Internet Explorer. If you use another browser (like FireFox or Chrome); another PC (e.g. Your home PC); or another platform, such as a Mac or Android device, there is no problem.

## Further support and advice

If you need further support or advice in using Learn, you can:

- ◆ Ask your e-Learning officer or Academic Librarian
- ◆ Look at the online support materials on Learn itself (there are pointers to this from the Staff Room on Learn).



# Using Learn's File Management tools

## What's New?

The software which runs Learn is called Moodle, and like most such programmes it is constantly being developed and improved. We have recently upgraded our instance of Moodle - called Learn - from version 1.9 to version 2.2.

Although most of it looks the same, the way in which the programme works has changed radically. This has been to allow it to be scaled up in size to handle more resources for more students.

At the same time, there is a move towards storing file resources in dedicated database repositories rather than within Learn.

This change manifests itself as a different way to handle files in Learn, and this is the biggest change most users will notice about it.

## The new File Picker

In editing mode, the Add a Resource drop-down menu allows you to add a File or Folder to your module. Clicking the Add button displays the File Picker shown opposite.

## Upload a file

Does what it says on the tin, using the standard file selector box from your PC. If you have many files to upload, zip them into a zip archive first, then upload that and unzip the files, as shown in the lower image.

## Uploaded files

These are all of the files that have been previously uploaded to this module. This list could get quite long, so it may be better to use...

## Recent files

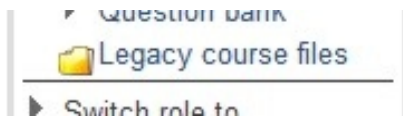
Here are the files you have used most recently, just like the Recent Files list in Word. Nobody knows exactly what the definition of "Recent" is (it probably varies depending how busy you have been with the module) but the objective is to make the list more manageable.

## My Learn Files

This section of the file picker is unique to you, not to this module. File that you upload to here will follow you around, and be available in all of your modules.

## Legacy course files

This is where all of the files associated with the 2011 version of this module ended up. They can be selected and used just like new files, and you are able to add to this folder and create new folders within it if you want to organise your files. To provide a little backwards compatibility with last year's Learn, there is a Legacy course files link in the Course Administration block:



However, remember that new modules won't have any Legacy files to be carried over, so the section will be missing. And next year there won't be a Legacy, so the files will need transferring to another section of the file picker.

