

# Adding a File Using Drag and Drop Upload

Adding a file to your Moodle page just got a whole lot easier.

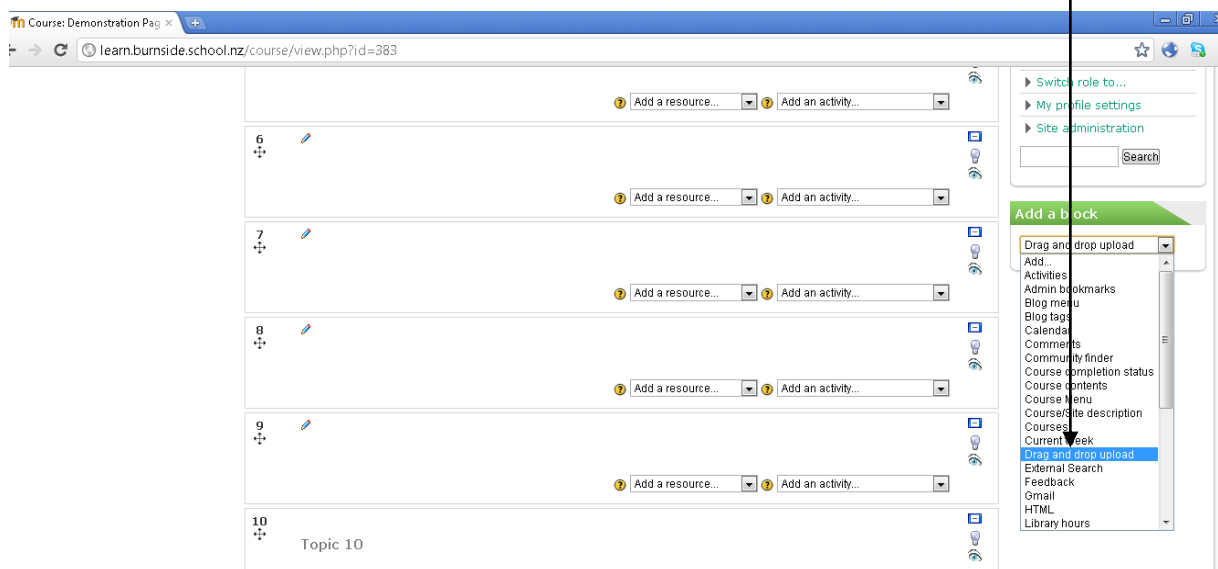
**PLEASE NOTE:** This excellent addition to Moodle will not work with Internet Explorer web browser. You need the latest versions of Mozilla Firefox or Google Chrome. These can be downloaded for free - Google search for either of them to do this.

## Step-by-Step Instructions

1. Login, go to your page and 'Turn Editing On'.



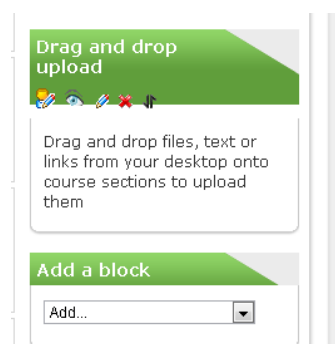
2. Scroll down on the right until you see 'Add a Block' and click on 'Add'. Choose 'Drag and Drop Upload'.



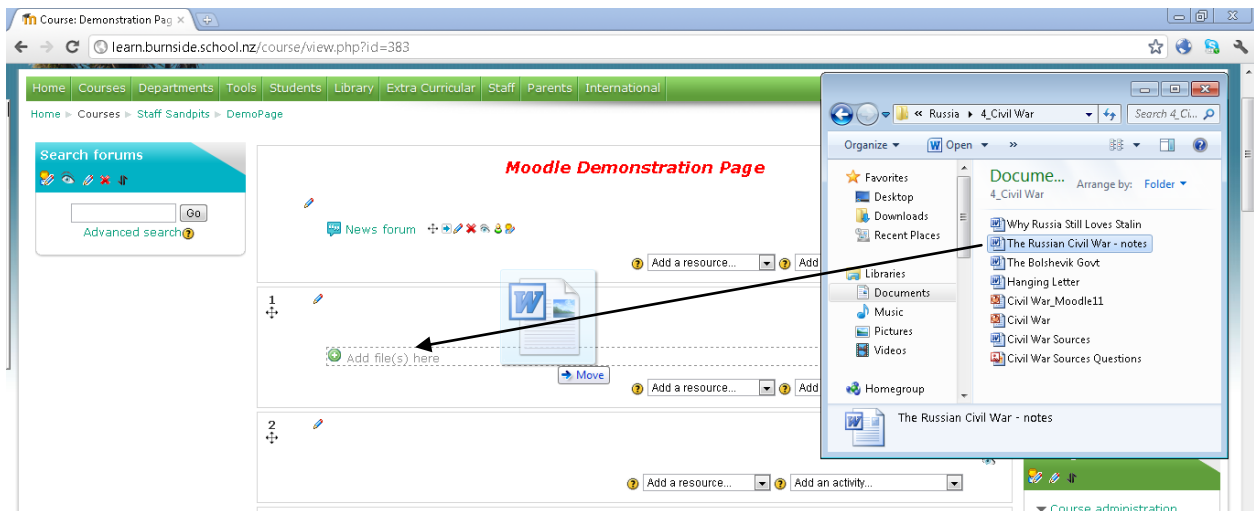
3. You will be returned to the top of the page. Scroll down again on the right to check that the block has been added correctly. It should look like this:

**NOTE:** If the text in the Drag and Drop Upload block says anything other than this, you probably are using an old or out of date browser. Download the latest version of Mozilla Firefox or Google Chrome and use that instead.

However, any error messages involving the word ATOM, please contact wa@burnside.school.nz.



4. Now whenever you turn the editing on in your Moodle course page, you will be able to drag and drop files from the folder they are saved in into your page, at the position you want them to be added. This is what the process looks like:



You can add multiple files at once by selecting a whole group and dragging them onto the page.

5. You may wish to rename the files once they are added. Click on the pencil next to the name of the file to do so. You can move them using the little crosshairs icon. You can delete them using the red 'X'.