

How do I attach files to assignments?

You have created an assignment and you would like to upload attachments that all students will see? This is how it works:

- 1) To create an assignment, go to **Add an activity** and choose one of four assignment types. (Please go to <http://docs.moodle.org/en/Assignment> to learn more about the four assignment types.)
- 2) Highlight one or more words, and then click the **Insert link** icon to attach a Word (or other type of) doc.
- 3) You'll see a dialogue box asking for a URL. Just click the **Browse** button to find the DOC you want to attach.
- 4) You'll see the file browser window. You can either select an existing doc (previously uploaded) from the list of files, OR you can use the **Browse** and **Upload** buttons to upload a new document.
- 5) Note that you won't be able to test the link to your doc until you save the page (links aren't active while you're still in editing mode).

Step-by-Step:

Highlight one or more words, and then click the **Insert link** icon to attach a Word (or other type of) doc.

Adding a new Assignment to week 1 ?

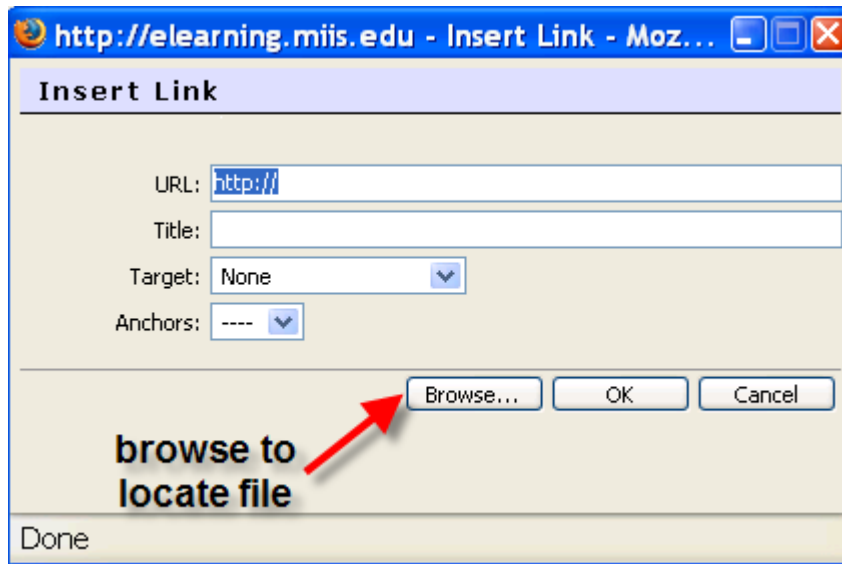
Assignment name*

Description* ?

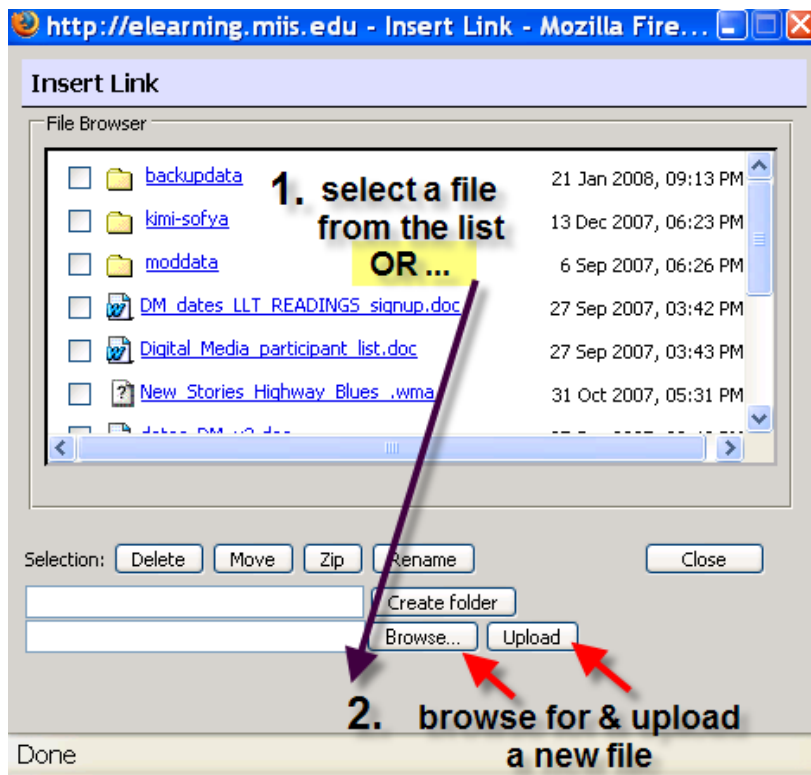
Here's where I type the instructions for this part. If I choose, I might also create a link to one or more supporting documents (such as detailed assignment description, etc).

Path: body

You'll now see the following dialogue box, asking for a URL. Just click the **Browse** button to find the DOC you want to attach.



You'll now see the file browser window, below. You can either select an existing doc (previously uploaded) from the list of files, OR you can use the **Browse** and **Upload** buttons to upload a new document.



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