

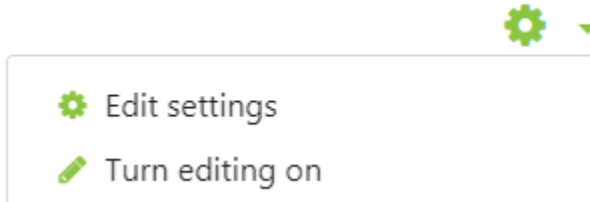
# Uploading a File in OnCourse

How do I upload a file to OnCourse?

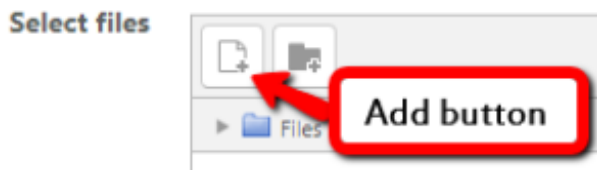
## Step-by-step guide

### Choice 1: Browse to locate the file

1. Login to OnCourse at [oncourse.fredonia.edu](http://oncourse.fredonia.edu).
2. Access the course the file should be added to.
3. Locate the green gear icon on the upper right hand side of the page. Click on the drop-down menu and click on Turn editing on.



4. Click the "Add an activity or resource" link in the topic area to add the file to.
5. In the pop-up box choose the File button (close to the bottom) and press Add.
6. Enter in the file name in the "Name" field.
7. There are two ways to add a file from this page:
  - a. Method 1: Click the "Add" button in the Select files area, and browse to find the file.



- b. Method 2: Drag the file from your computer and drop it in the Select Files box where it says "You can drag and drop files here to add them."
8. Press the "Save and return to course" button.

### Choice 2: Drag a file onto the course page

1. Locate the green gear icon on the upper right hand side of the page. Click on the drop-down menu and click on Turn editing on.
2. Open the window that contains your file on your computer.
3. Drag the file to the desired topic/section. A blue bar will appear while uploading. Once the bar disappears, the file is added.

#### Hints:

- Uploaded files can be stored in Private, Recent, or Server file locations so that they can be used again. More information can be found at:
- Private Files: [https://docs.moodle.org/32/en/Private\\_files](https://docs.moodle.org/32/en/Private_files)
- Recent Files: [https://docs.moodle.org/32/en/Recent\\_files\\_repository](https://docs.moodle.org/32/en/Recent_files_repository)
- Server Files: [https://docs.moodle.org/32/en/Server\\_files\\_repository](https://docs.moodle.org/32/en/Server_files_repository)

#### Resources:

- View [Open tutorial on adding files by drag-and-drop](#).

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

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