

Faculty: Embed a File or Web Link

Hart Wilson - 2018-06-06 - 0 Comments - in Faculty

While you can always simply post a file or link to a web site to a module, sometimes it's nice to tuck a file or web link into a web page (or book or assignment or.... basically, any text box). (Download this [guide to embedding links, files and videos.](#))

To create a text link to a **file** in any Moodle text box (shown here in depth for the "TinyMCE" editor, shown briefly for the new "Atto" editor):

1. Type in the text to which you want to link your file.
2. Select the text you have just typed with your mouse.
3. In the toolbar, click on the icon with the chain links on it labeled **Link**.
4. In the **Insert/edit link** or **Create a link** page that pops up, click on the **Browse** link adjacent to the "Link URL" field to bring up the **File picker** screen.
5. Upload a new file or locate a file that you have already uploaded via the **File picker**.
6. Click on **Browse** to locate the file on your computer.
7. Select the file and click on **Open** to attach it.
8. Click on **Upload this file**.
9. In the **Insert/edit link** or **Create a link** box, you'll now see the name of the file in the URL field.
10. Add a title if desired (this will be displayed when a mouse hovers over it).
11. Click on **Insert** to return to your text box. Save your changes!

To create a text link to a **web page** in any Moodle textbox:

1. Type in the text to which you want to link your file.
2. Select the text you have just typed with your mouse.
3. In the toolbar, click on the **Link** icon.
4. In the **Insert/edit link** page that pops up, type or paste the complete URL into the field labeled Link URL.
5. In the **Target** field, set the page to "Open in a new window."
6. Add a title if desired (this will be displayed when a mouse hovers over it).
7. Click on **Insert** to return to your textbox. Save your changes!

Download and save [this file](#) to your computer. Bring your responses to class to discuss.

Path: p > span

Insert/edit link

General properties

Link URL:

Target: Open in this window/frame

Title:

Class: -- Not set --

Insert Cancel

File picker

Server files

Recent files

Upload a file

Private files

Attachment: No file selected.

Save as:

Author:

Choose license: Creative Commons

Upload this file

File Upload

Organize > New folder

Documents library

Name	Date modified	Type	Size
10 Change-Closeout.ppt	8/2/2010 9...	Microsoft ...	712 KB
09 Control Phase.ppt	8/2/2010 9...	Microsoft ...	1,447 KB
08 Project Manager.ppt	8/2/2010 9...	Microsoft ...	1,020 KB
07 Planning Lab.ppt	8/2/2010 9...	Microsoft ...	779 KB
06 Planning Phase.ppt	8/2/2010 9...	Microsoft ...	1,430 KB
05 Contingency Planning.ppt	8/2/2010 9...	Microsoft ...	547 KB
04 Risk Management.ppt	8/2/2010 9...	Microsoft ...	931 KB
03 Initiation Phase.ppt	8/2/2010 9...	Microsoft ...	969 KB
02 Five Phases of PM.ppt	8/2/2010 9...	Microsoft ...	877 KB
01 Temperaments in PM.ppt	8/2/2010 9...	Microsoft ...	990 KB

File name: 05 Contingency Planning.ppt

All Files (*.*)

Open Cancel

File picker

Server files

Recent files

Upload a file

Private files

Attachment: 05 Contingency Planning.ppt

Save as:

Author:

Choose license: Creative Commons

Upload this file

Insert/edit link

General properties

Link URL: <http://moodle.sou.edu/draffile.php/443/user/dra>

Target: Open in this window/frame

Title:

Class: -- Not set --

Insert Cancel

Download and save [this file](#) to your computer. Bring your responses to class to discuss.

Path: p > span

Download [these instructions](#) and save them to your computer. When you have completed your assignment, reopen this link and click on [Add submission](#) to upload your work.

Create link

Enter a URL

Browse repositories...

Open in new window

Create link