How to create a way for students to upload files

**Moodle Help & Support**
This refers to Moodle 2.7 from July 2015 onward

How to create a way for students to upload files

There are several ways in which it is possible for students to upload files. The one you choose depends on the purpose, and who would like to see it.

- Moodle assignment
- Turnitin assignment
- Forum
- Folder (requires special permissions)
- Database or other activities

**Moodle assignment**

- Usually, but not always for assessment
- Visible to staff and individual students only - submissions can be sorted by group
- Use Advanced Uploading of files
- Can be set up to allow one or more drafts to be returned to the student

**Turnitin assignment**

- Usually, but not always for assessment
- Visible to staff and individual students only - submissions can be sorted by group
- Can be used to detect plagiarism by comparing text to previous submissions, (some) journals and web
- Can be used to mark online with GradeMark (even if you're not interested in plagiarism detection)

**Forum**

- Visible to all students and staff
- Can be restricted by using groups
- Students can attach files to their forum posts
- Responses can be added by other students and staff as part of the forum discussion
- Feedback is not private

**Folder**

- Visible to all staff and students (provided the eye is open - Show)
- Normally only Editing Teachers or Editors can add to the folder.
- Visible to all students and staff (unless otherwise limited)
- To allow students to add files to a PARTICULAR folder, on that folder only:
  1. Click on **Assign roles** in the Settings menu FOR THAT ITEM.
2. (For this folder only) add all those who need access to the folder to the Editor role. Click Editor

ASSIGN ROLES IN FOLDER: STUDENT UPLOADS

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Users with role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor</td>
<td>A role given to a member of staff that can add resources or activities (change any content), can move/reorder/indent/hide existing resources content, can configure/move blocks etc. However cannot see sensitive information in the course, E.g. Student submissions, test results or forum postings. Not allowed at Category level.</td>
<td>0</td>
</tr>
</tbody>
</table>

Click on the relevant users in the right hand box, then click Add

The users will have access to edit, add or remove documents from the folder (Note: they can remove each others' documents)

**Database**

- The database (and some other activities permitting student contribution) can be set up with a field that allows students to upload files

---

**Queries, comments or questions?**

Please contact your local elearning support team.

![UK Flag](image1) **Phone:** (0115 95) 16677  
**or email:** itservicedesk@nottingham.ac.uk

![Chinese Flag](image2) **Phone:** (0574) 8818 0000 (ext. 8915)  
**or email:** e-learning-support@nottingham.edu.cn

![Malaysian Flag](image3) **Phone:** (03) 8924 81 99  
**or email:** itservicedesk@nottingham.edu.my

**Incorrect?**

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk