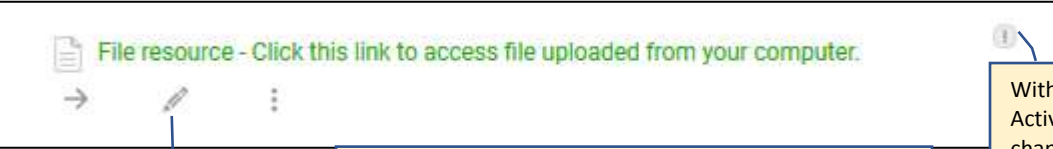


## Recommended File resource settings

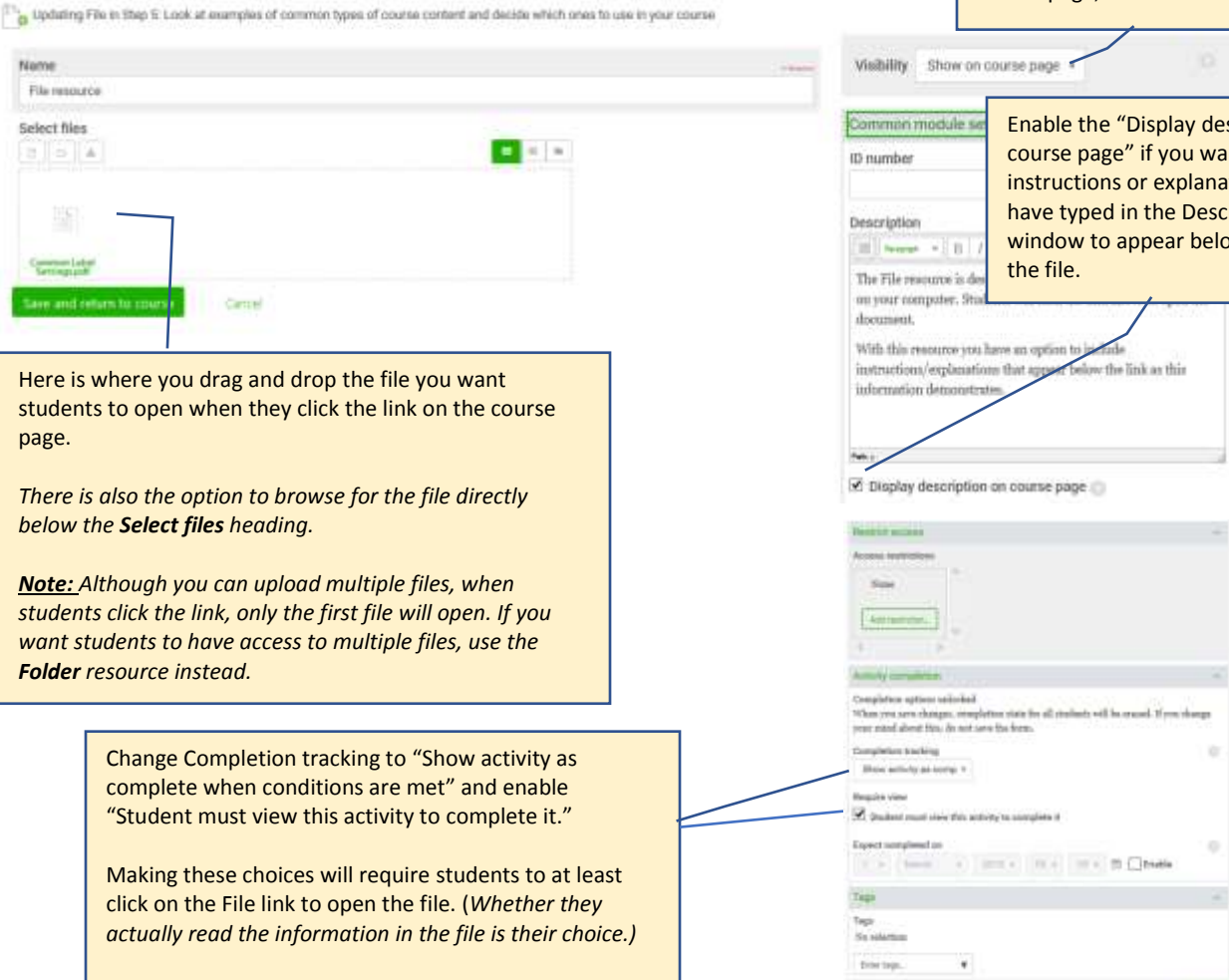


File resource - Click this link to access file uploaded from your computer.

Click the **Edit** icon below the URL resource to open the Edit settings screen.

With the proper settings the Activity completion icon will change to a green check mark once students click on the link to open the file.

After changing settings always click the “Save and return to course” button on the left side of the Edit settings screen.



Updating File in Step 5: Look at examples of common types of course content and decide which ones to use in your course

Name: File resource

Select files

Common label: Settings

Save and return to course

Cancel

Visibility: Show on course page

Common module settings

ID number

Description

The File resource is displayed on your computer. This document.

With this resource you have an option to include instructions/explanations that appear below the link as this information demonstrates.

Help

Display description on course page

Access restrictions

Allow

Access restrictions

Activity completion

Completion options selected

When you save changes, completion state for all students will be saved. If you change your mind about this, do not save the form.

Completion tracking

Show activity as comp.

Require view

Student must view this activity to complete it

Expected completion

Tags

Tag

Set selection

Enter tags

Here is where you drag and drop the file you want students to open when they click the link on the course page.

There is also the option to browse for the file directly below the **Select files** heading.

**Note:** Although you can upload multiple files, when students click the link, only the first file will open. If you want students to have access to multiple files, use the **Folder** resource instead.

Change Completion tracking to “Show activity as complete when conditions are met” and enable “Student must view this activity to complete it.”

Making these choices will require students to at least click on the File link to open the file. (Whether they actually read the information in the file is their choice.)

This is the default. Unless you don't want students to see the URL on the course page, leave it at the default.

Enable the “Display description on course page” if you want instructions or explanations you have typed in the Description window to appear below the link to the file.