



Cómo añadir documentos en Moodle



Título V
Proyecto Aprendizaje Exitoso



Paso 1: Ubicar la unidad

4+ Unidad 2: Estructura de la oración Edit

5+ **Unidad 3: XXX** Edit

En este espacio la Facultad que facilita el curso puede incluir las imágenes acorde el tema de la Unidad académica. Es este espacio la Facultad que facilita el curso escribirá una breve descripción de la importancia de los temas.

Objetivos:

- XXX
- XXX

Actividades:

- XXX
- XXX

Tareas:

- XXX
- XXX

[+ Add an activity or resource](#)

6+ Unidad 4: XXX Edit

7+ Sección oculta/actividades genéricas Edit

Paso 2: Seleccione “Add Activities or resource”

The screenshot displays a course management interface with several unit cards and a content area. The unit cards are yellow and contain the following text:

- 4+ Unidad 2: Estructura de la oración Edit
- 5+ Unidad 3: XXX Edit
- 6+ Unidad 4: XXX Edit
- 7+ Sección oculta/actividades genéricas Edit

Below the unit cards, there is a content area with a dashed border. It contains the following text:

Es este espacio la Facultad que facilita el curso puede incluir las imágenes acorde el tema de la Unidad académica. Es este espacio la Facultad que facilita el curso escribirá una breve descripción de la importancia de los temas.

Below the content area, there is a red-bordered button with a plus sign and the text “Add an activity or resource”.

Objetivos:

- XXX
- XXX














Actividades:








- XXX
- XXX

Tareas:

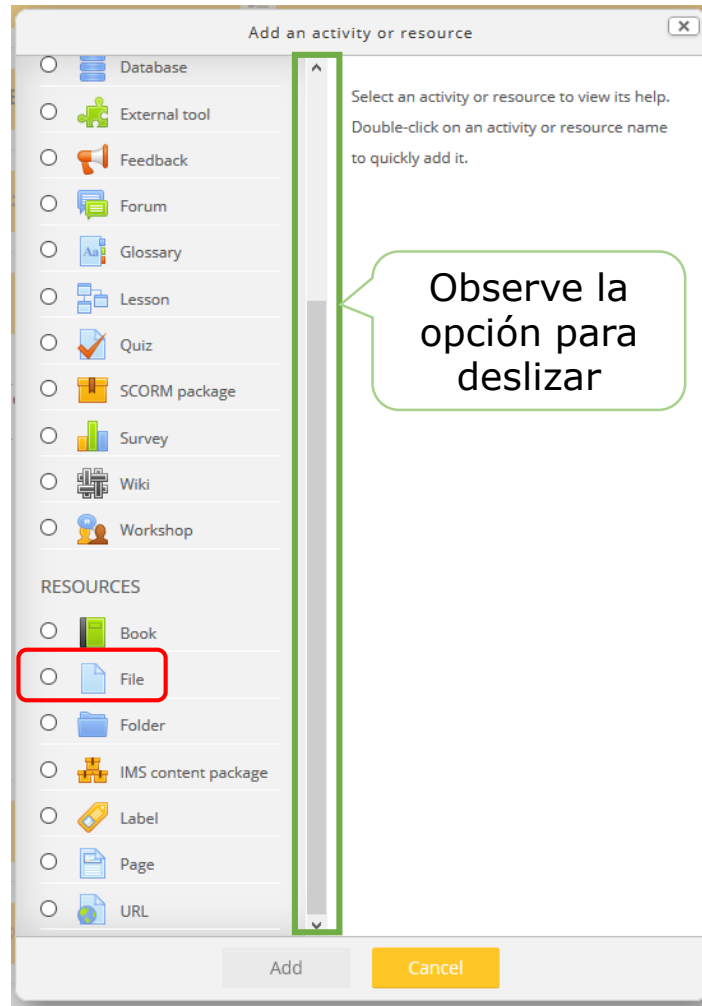
- XXX
- XXX

Paso 3: En la ventana de Actividades y Recursos, observe todas las opciones

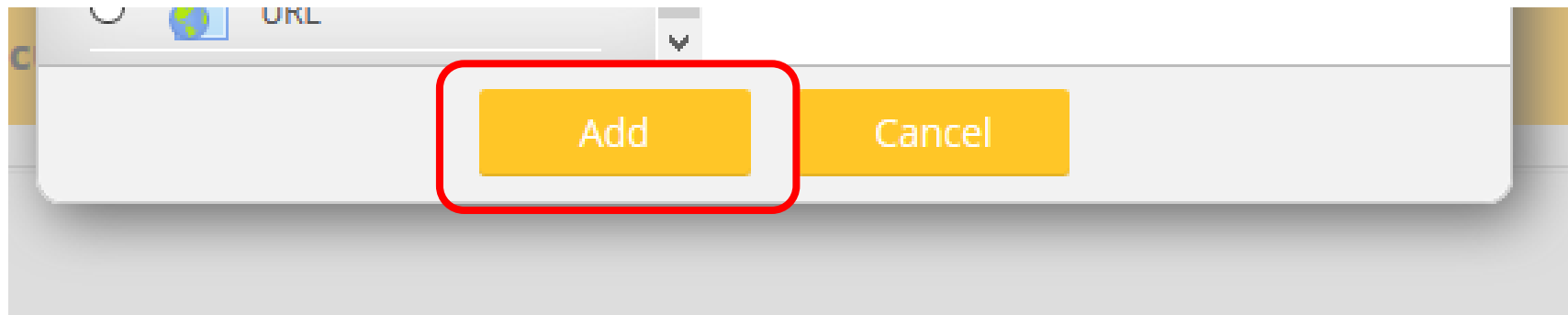
- ACTIVITIES**
-  Assignment
 -  Chat
 -  Choice
 -  Database
 -  External tool
 -  Forum
 -  Glossary
 -  Lesson
 -  Quiz
 -  SCORM package
 -  Survey
 -  Wiki
 -  Workshop

- RESOURCES**
-  Book
 -  File
 -  Folder
 -  IMS content package
 -  Label
 -  Page
 -  URL

Paso 4: Deslice la ventana (*scroll*) y seleccione “File”



Paso 5: Seleccione “Add”



Paso 6: Escriba nombre del recurso

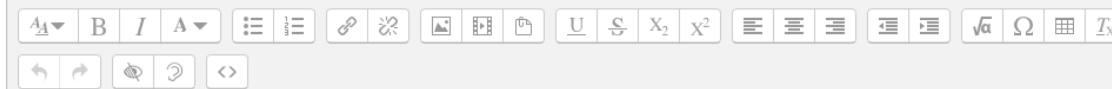
Adding a new File to Unidad 3: XXX

Expand all

General

Name *

Description

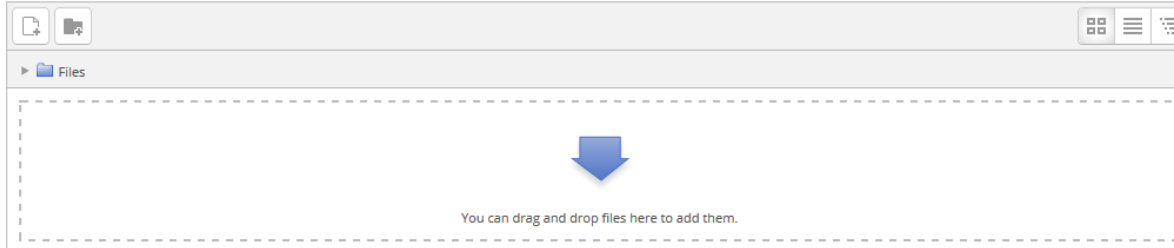


Display description on course page



Select files

Maximum size for new files: Unlimited



Appearance

Common module settings

Paso 7: Abra una ventana emergente de sus documentos en el equipo o USB

The image shows a Moodle course page titled "Adding a new File to Unidad 3: XXX". The page includes a "Name" field, a "Description" field with a rich text editor, and a "Select files" section. A Windows File Explorer window is overlaid on the left, showing the "Documents" folder. The File Explorer window is circled in red. The File Explorer window shows the "Documents" folder with the following files:

Name	Date
._SoftChalkDownloadTempDir	6/1
Custom Office Templates	12/
Como Insertar Links en Moodle	1/3
Cómo insertar links en Moodle	1/3
palabras derivadas, compuestas y para...	1/3

The Moodle page also features a "Select files" section with a "Maximum size for new files: Unlimited" label and a dashed box containing a blue arrow pointing down and the text "You can drag and drop files here to add them."

Paso 8: Arrastre y suelte el documento en el encasillado (*drag and drope*).

The image illustrates the process of adding a file to a Moodle course page. It shows a Windows File Explorer window open over the 'Add a block' dialog in Moodle. The File Explorer window displays the 'Documents' folder, and the file 'Cómo insertar links en Moodle' is selected. A red arrow points from the selected file to the 'Add a block' dialog. The Moodle interface shows the 'Adding a new File to Unidad 3: XXX' dialog, which includes a rich text editor and a file selection area. The file selection area is highlighted with a red box, and the file 'Cómo insertar links' is visible in the selection area.

Paso 9: Configure la apariencia

The screenshot displays the configuration interface for a Moodle activity, specifically the 'Appearance' and 'Activity completion' sections. Two red boxes highlight the 'Display' dropdown menu in the 'Appearance' section and the 'Completion tracking' dropdown menu in the 'Activity completion' section. The 'Display' dropdown is currently set to 'In pop-up'. The 'Completion tracking' dropdown is set to 'Show activity as complete when conditions are met'. Other visible settings include 'Show size', 'Show type', 'Show upload/modified date', 'Display resource description', 'Require view', and 'Expect completed on'.

▼ Appearance

Display ⓘ In pop-up ▼

Show size ⓘ

Show type ⓘ

Show upload/modified date ⓘ

Display resource description

[Show more...](#)

► Common module settings

▼ Activity completion

Completion tracking ⓘ Show activity as complete when conditions are met ▼

Require view Student must view this activity to complete it

Expect completed on ⓘ 3 ▼ January ▼ 2018 ▼ Enable

► Tags

► Competencies

Save and return to course Save and display Cancel

Paso 10: Grabe el proceso para que el documento se publique

▸ Tags

▸ Competencies

Save and return to course

Save and display

Cancel

Resultado: Documento publicado en su curso

5 Unidad 3: XXX Edit

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Objetivos:

- XXX
- XXX

Actividades:

- XXX
- XXX

Tareas:

- XXX
- XXX

cómo insertar links Edit

Add an activity or resource