

File Management in Moodle

Two Different File Servers and Systems:

Moodle's file server has a limited amount of storage space per user and is intended for hosting small files like documents to be added and shared as resources in your Moodle course.

To host large media files we use the Kaltura Video Platform which is integrated into Moodle and can be accessed and managed through My Media. Kaltura has virtually no storage limit, but only allows uploading media files like video, audio and images - still it allows you to *attach* any file type to media for students to download (see instructions further down).

Private Files - Moodle's File Server

- Max. file size per upload: 250mb
- Accepted file types: Any file type within the size constraints
- Use Moodle's file server for:
 - Adding small files like text/PDF documents as course resources

My Media - Kaltura's Media Server

- Max. file size per upload: 5GB (recommended)
- Total storage per user: Unlimited
- Accepted file types: Images, audio and video files only
- Use Kaltura's media server for:
 - Uploading media files for viewing and downloading
 - Attaching non-media files (documents, presentation files) for download

Q: *What do I do if I want to share a non-media file like a PowerPoint that is larger than 50mb?*

A: You can attach it to an uploaded media file like an image, video or audio file, and add this media file to the Kaltura Media Gallery block for students to access.

Q: *What is the Kaltura Media Gallery block?*

A: It's an optional and configurable block you can add to your course that allows instructors and students to upload, view, comment and download media files and any type of file attached to the media.

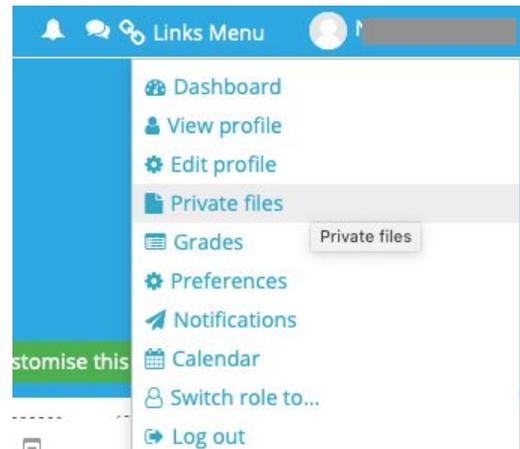
Example:

Upload a video or audio recording of a lecture and attach your PowerPoint presentation, images or any other related files for students to access and download via the Kaltura Media Gallery.

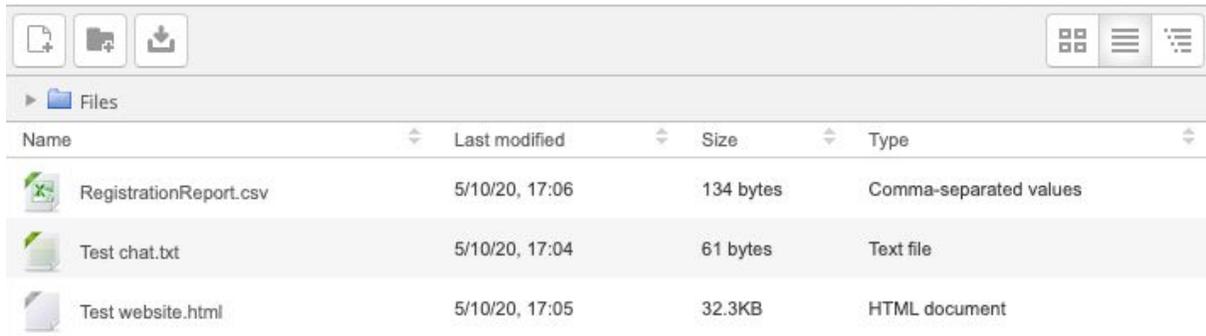
How and when to use Moodle's file servers - Private Files

Use Moodle's file server only for small files and documents. To be able to manage your files you must upload them to your Private Files folder first, before you add them as a resource in your course. If you skip this step, the files you upload to your course will not show up in your Private Files folder and you will not easily be able to manage or use them again.

To access and manage your Private Files in Moodle, click your username in the top right corner and choose 'Private files' from the drop down menu:



In your Private Files window you can upload new files and folders and download all your current files. Any file listed will be available to use in your course Activities and Resources:

A screenshot of the Moodle Private Files interface. It shows a toolbar with icons for upload, folder, and download. Below the toolbar is a table listing files. The table has columns for Name, Last modified, Size, and Type. Three files are listed: RegistrationReport.csv, Test chat.txt, and Test website.html.

Name	Last modified	Size	Type
RegistrationReport.csv	5/10/20, 17:06	134 bytes	Comma-separated values
Test chat.txt	5/10/20, 17:04	61 bytes	Text file
Test website.html	5/10/20, 17:05	32.3KB	HTML document

Select a file to edit by clicking on it. In the Edit Menu you can choose to delete, download and rename your file.

A screenshot of the 'Edit Test website.html' dialog box in Moodle. It features a title bar with the file name and a close button. Below the title bar are 'Download' and 'Delete' buttons. The main area contains form fields for 'Name' (Test website.html), 'Author' (a greyed-out field), 'Choose license' (Creative Commons - ShareAlike), and 'Path' (/). At the bottom right are 'Update' and 'Cancel' buttons.

Download Delete

Name Test website.html

Author

Choose license Creative Commons - ShareAlike

Path /

Update Cancel

How and when to use Kaltura - My Media

Use Kaltura to share and embed large media files. You can attach non-media files like documents and PowerPoint presentations to your media files, and thereby use Kaltura to store and make available any number of files, of any type and size. The ability for students to download Kaltura media files and attachments is made possible by adding the Kaltura Media Gallery block.

For general guides on how to use Kaltura/My Media see the links below:

<https://stream.ecuad.ca/support>

<https://tlc.ecuad.ca/teaching-technologies/teaching-with-video/>

Instructions - Kaltura Media Gallery:

To make files hosted by Kaltura downloadable for your students on your Moodle course page, the instructor must add the Kaltura Media Gallery block. By configuring each upload to be downloadable the files will be viewable and downloadable when added to the Kaltura Media Gallery. Attached files will also be available to be downloaded and there is no restriction to the type or size of file you can attach.

Publish the Media File:

1. In My Media, select one or more videos by checking the boxes listed to the left of the title, choose actions and Publish.
2. Either publish them to your course or the Open repository, it doesn't really matter and we can change these settings later.

Make the File Downloadable:

3. From My Media, choose the file you want to make downloadable, click Actions and then Edit, or from the My Media list just click the 'pen' button right of the media to go directly to the editing page.
4. In the media editing page choose the Download tab and ensure the Source box is checked. Hit save.

The file should now be published (no longer private) and downloadable to you (the owner).

Add the Kaltura Media Gallery Block

5. To allow the students to download the file you must add the Kaltura Media Block on your main course page. In the standard course appearance (Adaptable) the "Add Block" drop down menu is found at the very bottom of the right menu column when Editing is turned on.
6. Once you have the block enabled click it and choose Add to add the videos you want for students to view or download.
7. As long as the videos are published and configured to be downloadable, a student can enter the Kaltura Media Gallery block, select a video, hit Details and then Download.