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 PDF, jpg or PowerPoint 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/or downloading
>   - Attach related files (documents, presentation files) for download

Q: *What if I want to share a non-media file like a PowerPoint that is larger than 250mb?*
A: You can attach it to an uploaded media file like an image, video or audio file, and add this media file to your course's Kaltura Media Gallery for students to access.

Q: *What is the Kaltura Media Gallery?*
A: Every Moodle course comes with a Media Gallery, accessible from the left hand menu column. It is configurable, and allows instructors and students to upload, view, comment and download media files and any type of file attached to the hosted media files.
> **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 the files or use them again.

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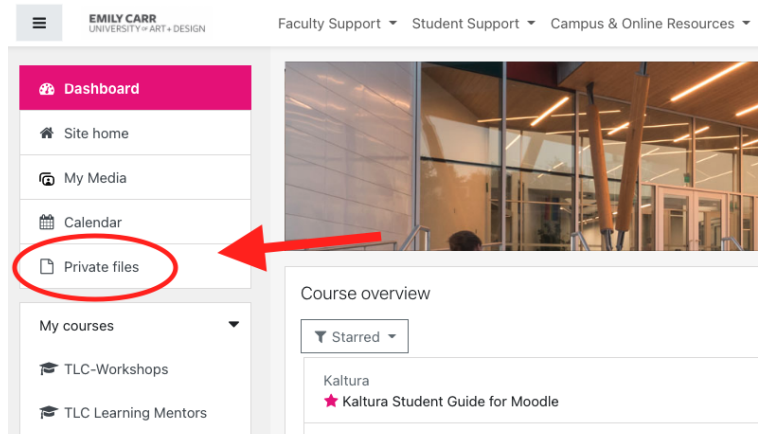
In your Private Files window you can upload new files and folders and download all your current files. Any file listed will be available to use in your course Activities and Resources:

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

How and when to use Kaltura

Use Kaltura to share and embed large media files on pages, forums, labels etc. In the Edit Menu of any uploaded media file you can attach non-media files like documents and PowerPoint presentations, once you add the media file to your course's Kaltura Media Gallery student will be able to access and download the attached files. The Kaltura Media Gallery also unlocks features like commenting, student uploads, file downloads etc.

Making Kaltura Files Downloadable

Configuring Embedded Media Players

Kaltura Media Gallery

Configuring the Media Gallery
Adding, Downloading, Managing Content