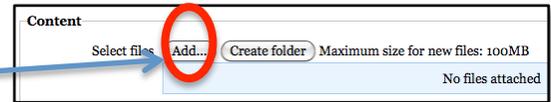


## File Picker

The **File picker** is the vehicle for selecting files and other resources to display in your Moodle course. Usually the file is copied into Moodle. Sometimes a link is formed from Moodle to a file stored in a repository.

1. There are a few different ways to access the **File picker**. One of them can be found when you are adding a file to a course.

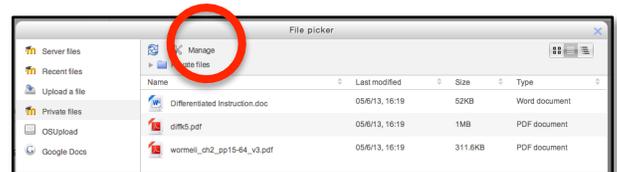
2. Click on **Add** to open the **File picker**.



3. When the **File picker** screen appears, a number of links are listed down the side to use to locate the file you want to pick.
  - a. You may see different choices in the **File picker** based on the repositories your Moodle admin has set up.



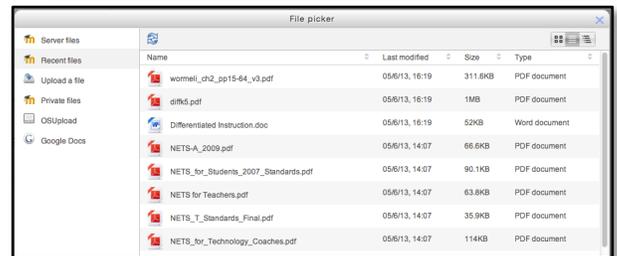
4. You can access your **Private files** from the **File picker**.
  - a. To organize your **Private Files**, click on **Manage**.



5. You can Browse and **Upload a file** from the **File picker** screen. It will be stored as a **Server file**.

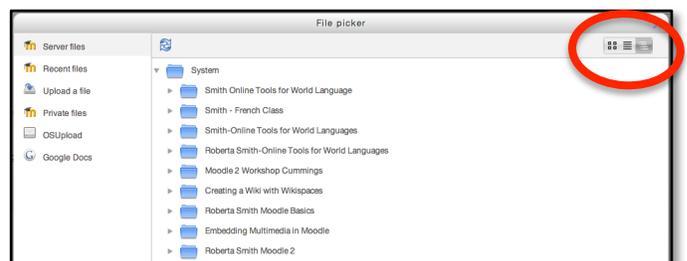


6. For a limited time, items uploaded via the **File picker** will appear in the **Recent files** tab.



7. The **Server files** tab is a little confusing, but it will give you access to files connected to your other courses.

- a. You will want to make sure you are click on the different **View options**.
- b. Eventually you will see all of the folders of files from your various Moodle courses.



8. You will be able to drill down into folders from those courses.

a. Once you locate the file you want to use, click on it.

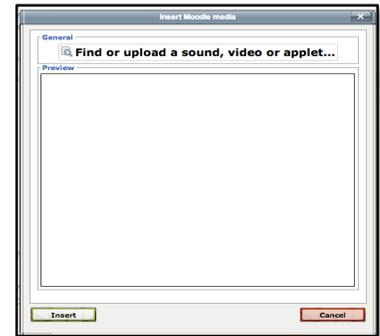


9. The **YouTube** repository will show up in the **File picker** when you are using the **Moodle editor** and you click the insert **Moodle media** button.



a. The **Insert Moodle media** popup will open.

b. Click on **Find or upload a sound, video or applet**.



c. The **File picker** will open. Click on the tab for **YouTube videos**.

d. Use the **Search videos** field to locate the video you want to use.

e. Click on the search result you want to use.

