

First, the bad news... Embedded links to files brought into Moodle 2.3 as "legacy course files" will break when they are imported into a new course site.

Now for the good news... Once you re-embed the files, they **will** survive future import processes—you only need to re-link them one time.

To recreate these links, you first need to access and download the files that the links point to:

1. Open the original course (Winter 2013 or earlier term).
2. Click on **Legacy course files** (Figure 1).
3. Click on **Edit legacy files** down at the bottom of the page (Figure 2).
4. Click on **Download all** at the top of the page to create a zip file (Figure 3).
5. Save the zip file to your desktop (Figure 4), naming it "Course Files" as you save it.

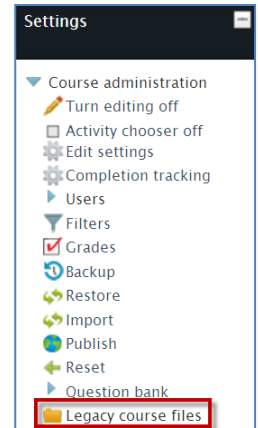


Figure 1: Click on Legacy Course Files

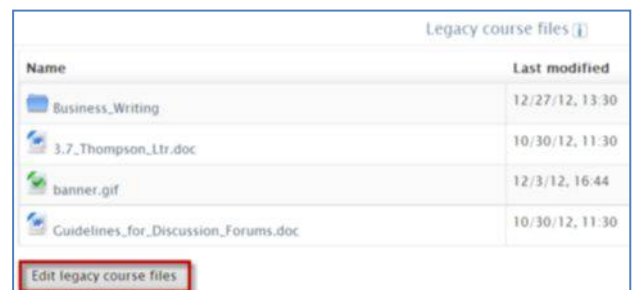


Figure 2: Edit Legacy Course Files

Note: The file upload limit for Moodle is 50MB. Check the size of your folder (right click and view Properties). If your folder is larger than 50MB, contact the Center for Instructional Support for assistance.

Now that you have safely downloaded the files that you need to re-link in your new course site, go to page 2 for the next steps...

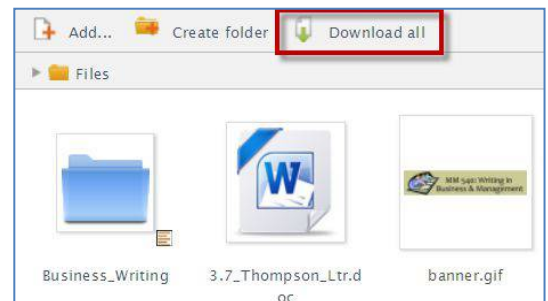


Figure 3: Download All Files

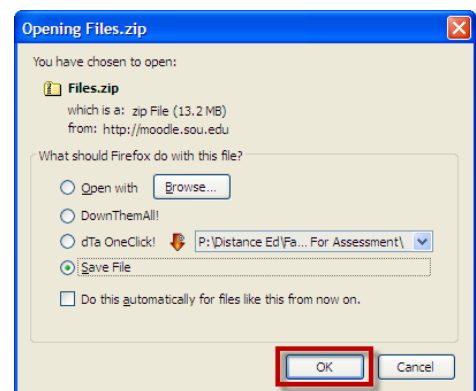


Figure 4: Save Zip File to Desktop



On to page 2.....

Now that you have downloaded all of the course files, you need to load them into your new course site:

6. Return to the new course site, turn editing on and choose a module (either at the top or bottom of your course – you'll be hiding it from students, so just choose where you'd like to tuck it away).
7. In the chosen module, click on **Add a resource** (Figure 5) and choose **Folder** from the resource list (Figure 6).
8. Name the folder "Course Files" and add a description of the folder in the **Description** text box for your reference (Figure 7).
9. **Drag and drop** (if you're using Firefox) the zip file you just created from your desktop into the file selection area (Figure 8). (Use the **Add** button in the top frame of the file selection box if you are not using Firefox.)
10. Click on the file after it appears, and then click on the **Unzip** button (Figure 9).
11. After the folder is unzipped, click on the zip file again and click on **Delete** (Figure 10).
12. **Save changes**.
13. Hide the folder and **Save and return to course**.

Re-link Files

1. Open an item that contains an embedded file.
2. Select the text that the file should be linked to, click on the link icon in the toolbar and then click on **Server files** in the left column.
3. Click on the folder named **Course Files**, then open the folder labeled "0" and locate the file you to which you want to create the link.
4. Choose **Create an alias/shortcut to this file**, then click on **Select this file**.
5. Save and display to verify that the link works correctly.



Figure 5: Add an Activity or Resource

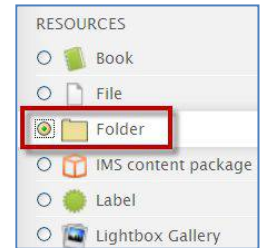


Figure 6: Choose Folder

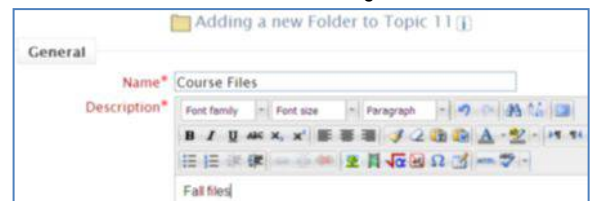


Figure 7: Add Folder Information

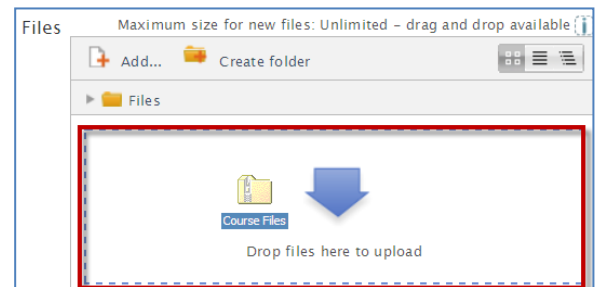


Figure 8: Drag and Drop Zip File

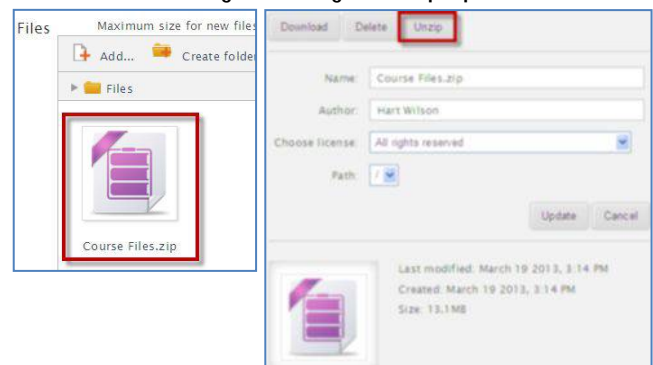


Figure 9: Click on Zip File, Then Unzip

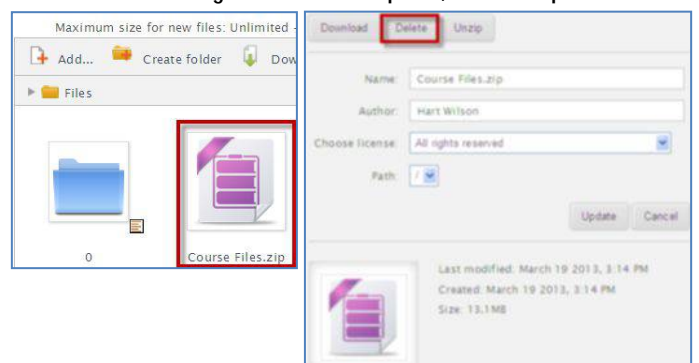


Figure 10: Click on Zip, Then Delete File