

Uploading Pictures to Moodle

Step-by-Step Guide

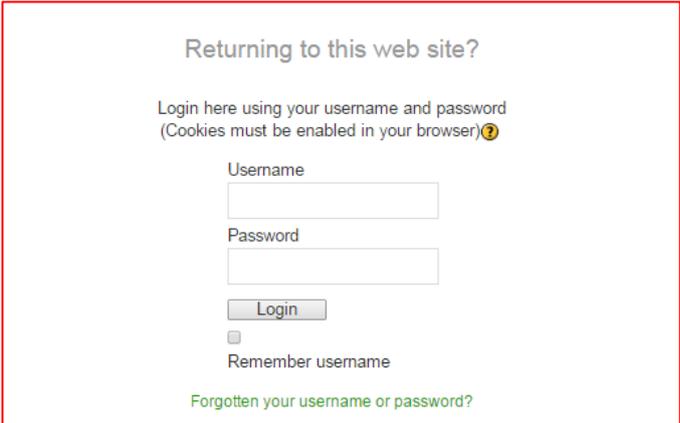
Before you start: Make sure your pictures are not too big! We recommend using pictures that are about 500 pixels wide.

[How to resize pictures in Windows.](#)

[How to resize pictures on a Mac.](#)

1. In your browser (e.g. Internet Explorer, Google Chrome, Safari, etc.) go to:
moodle.edinatrust.org.uk

2. Log in using the login information on the Moodle Teacher's Guide. If you have forgotten your log in details you can always send an email to the Edina Trust.



Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)🔒

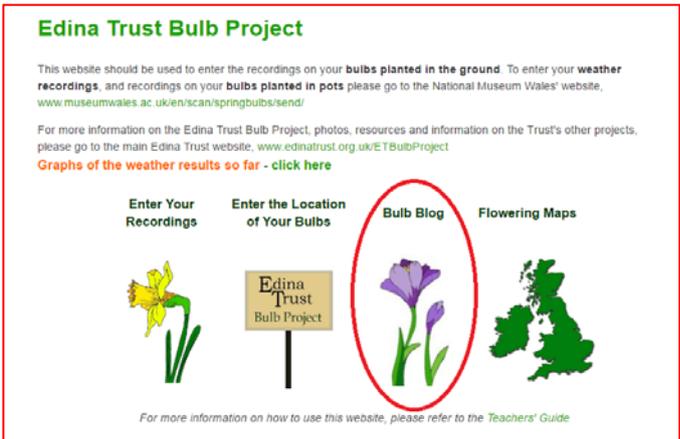
Username

Password

Remember username

[Forgotten your username or password?](#)

3. Click on the link to go to the Bulb Blog:



Edina Trust Bulb Project

This website should be used to enter the recordings on your **bulbs planted in the ground**. To enter your **weather recordings**, and recordings on your **bulbs planted in pots** please go to the National Museum Wales' website, www.museumwales.ac.uk/en/scan/springbulbs/send/

For more information on the Edina Trust Bulb Project, photos, resources and information on the Trust's other projects, please go to the main Edina Trust website, www.edinatrust.org.uk/ETBulbProject

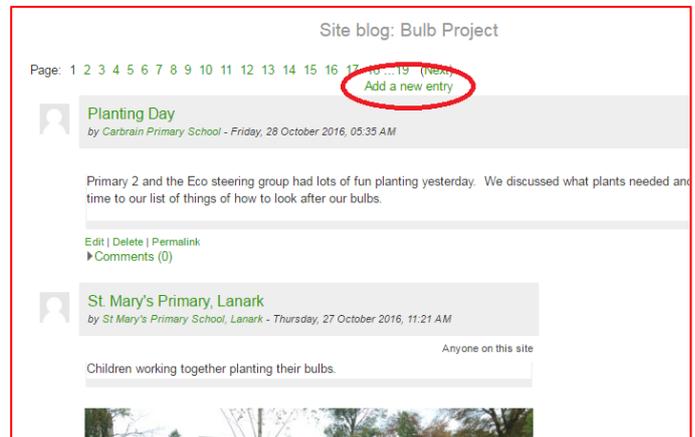
Graphs of the weather results so far - [click here](#)

Enter Your Recordings Enter the Location of Your Bulbs **Bulb Blog** Flowering Maps

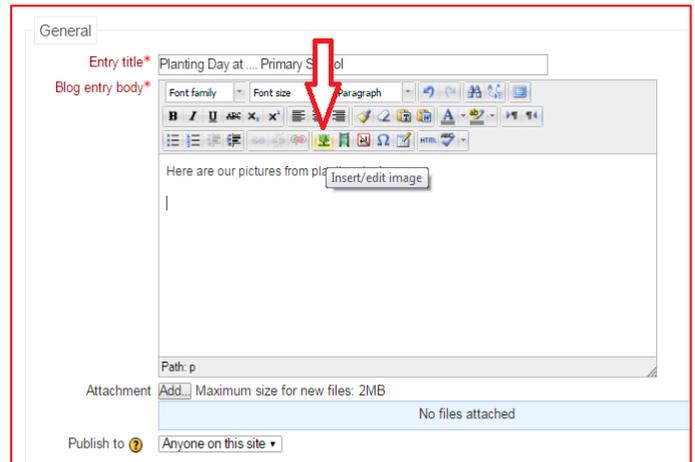
   

For more information on how to use this website, please refer to the Teachers' Guide

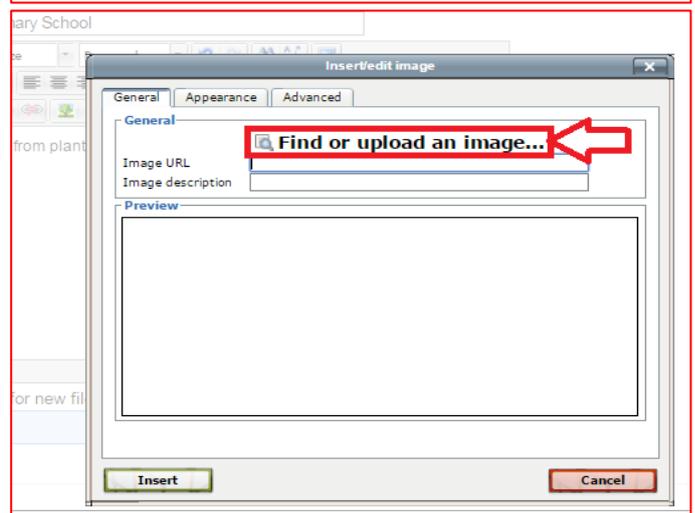
4. At the top of the blog there is a link that says “Add a New Entry”. Click this link to write a new entry to the blog.



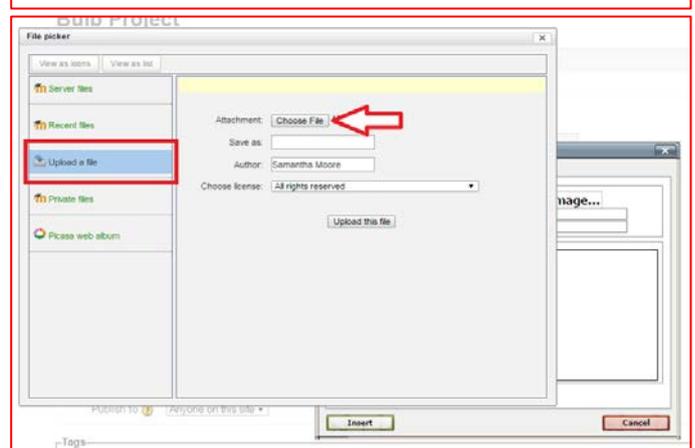
5. Add a title to your new entry in the first box. The larger box below is for the main part of the text. This large box has a lot of tools listed at the top. Click on the small picture of a tree, shown here, to add a picture from your computer.



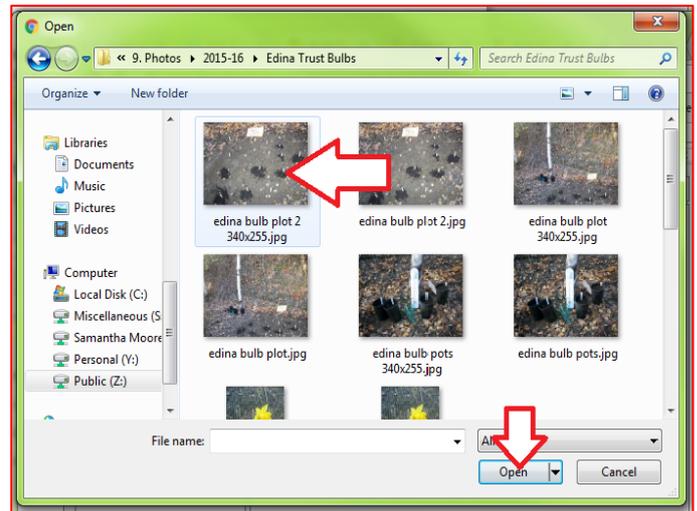
6. A new window will open. Click on the text that says “Find or upload an image...”.



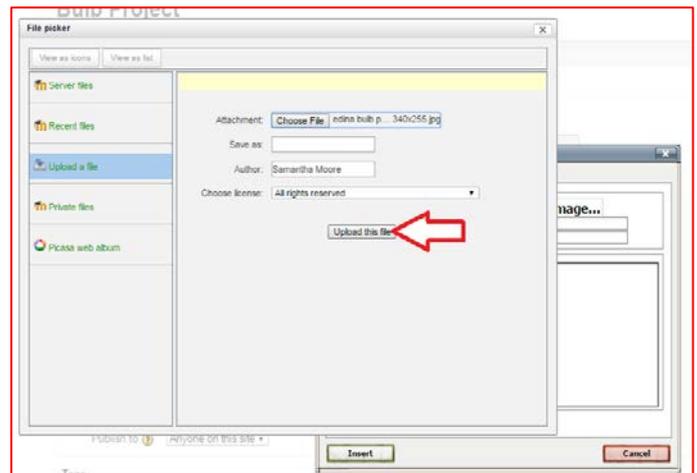
7. Another window will open. In this window you need to choose “Upload a file” on the left. Then click on the “Choose File” button on the right.



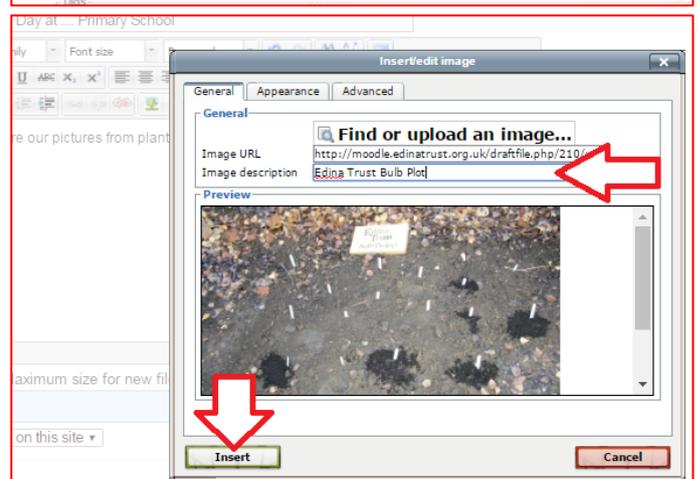
8. A final window will open showing the files on your computer. Go to the folder where the pictures are saved and select the image you want to add to the blog. You can only add one picture at a time.



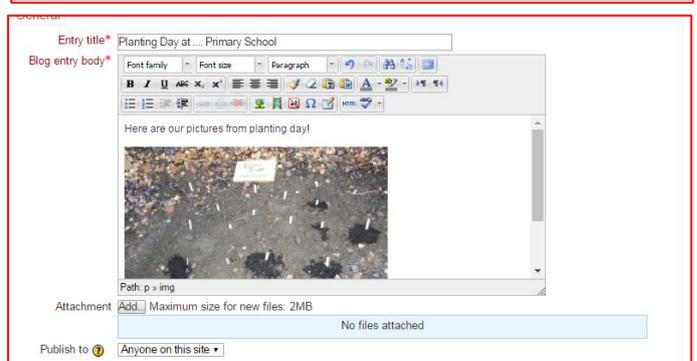
9. Once the file name appears next to the "Choose File" button, click on the "Upload this file" button.



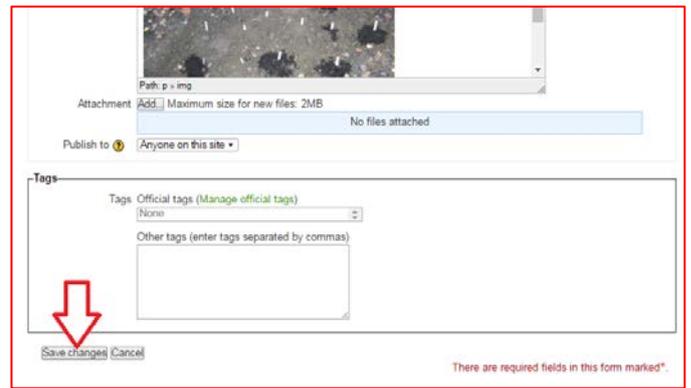
10. You must add a description before you can add the picture to your post. Type in a few words to describe the picture where it says "Image description". Then you can click on "Insert" at the bottom left of the window.



11. Your photo should now appear in the box along with your text. You can repeat steps 5-10 to add more pictures.

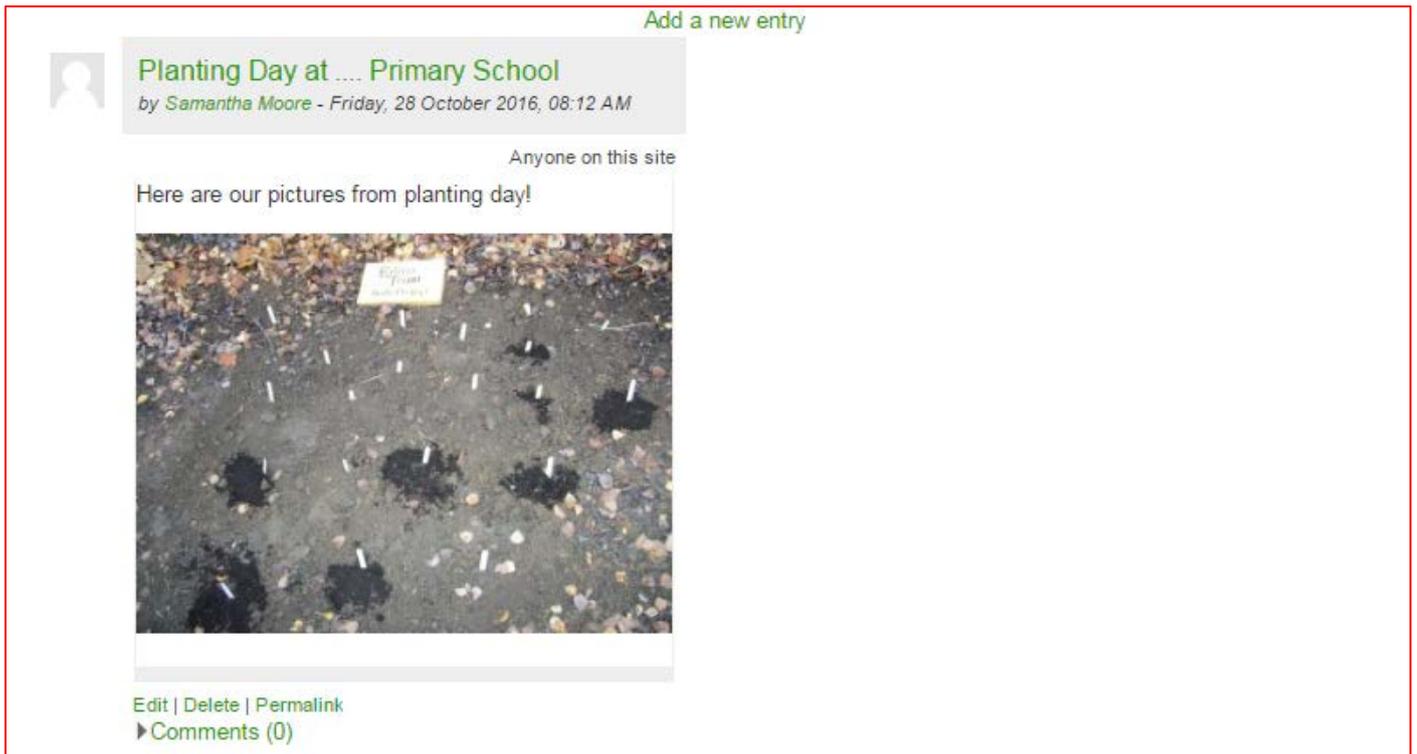


12. When your blog entry is ready to be shared, click on the “Save Changes” button at the bottom of the page.



The screenshot shows a blog editor interface. At the top, there is a preview of a photo showing several small white sticks planted in dark soil. Below the preview, there are fields for 'Attachment' (with a 'Maximum size for new files: 2MB' limit and 'No files attached' status) and 'Publish to' (set to 'Anyone on this site'). The 'Tags' section includes 'Official tags (Manage official tags)' with a dropdown menu set to 'None', and a text input field for 'Other tags (enter tags separated by commas)'. A red arrow points to the 'Save changes' button at the bottom left. At the bottom right, there is a note: 'There are required fields in this form marked*.'

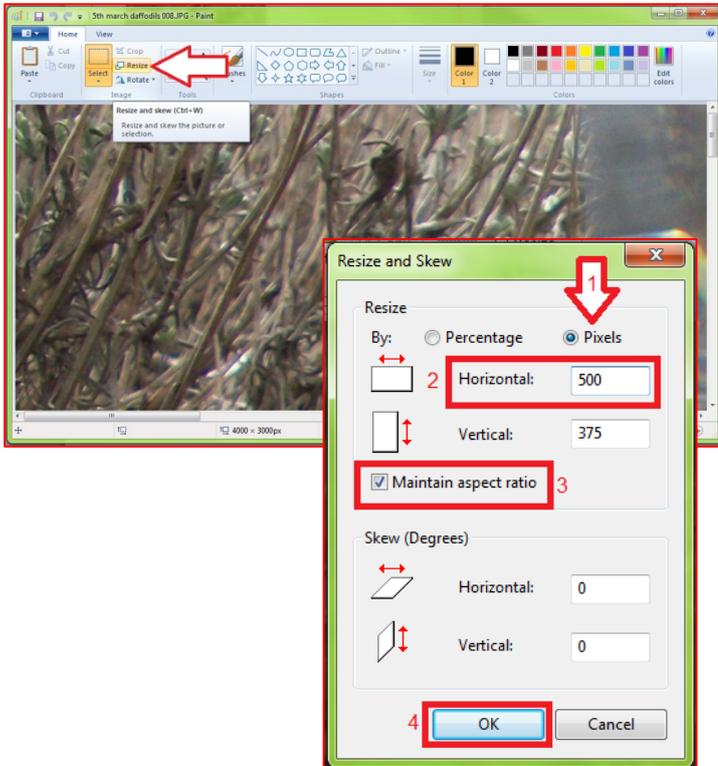
13. Your pictures will now appear in the Bulb Blog!



The screenshot shows a blog post titled "Planting Day at Primary School" by Samantha Moore, dated Friday, 28 October 2016, 08:12 AM. The post is set to be published to "Anyone on this site". The main content of the post is the text "Here are our pictures from planting day!" followed by a large photo of a garden bed with several small white sticks planted in the soil. Below the photo, there are links for "Edit | Delete | Permalink" and "Comments (0)". At the top right of the page, there is a link that says "Add a new entry".

How to resize a picture using Microsoft Paint.

Please note that Microsoft Paint will look different on other versions of Windows. This guide is using Windows 7. There should still be a resize option in all versions of Paint, however you may find the option in a different place!



1. Open your photograph in Microsoft Paint and choose “Resize” in the “Image” section at the top of the screen.

2. The “Resize and Skew” window will appear. Make sure to choose “Pixels”. Type in 500 to the horizontal box. If you have “Maintain aspect ratio” ticked, then the vertical box will resize automatically. Once you have chosen 500 pixels width, click on “OK”. You can save the file or choose “Save As” and call it something like “small version”.