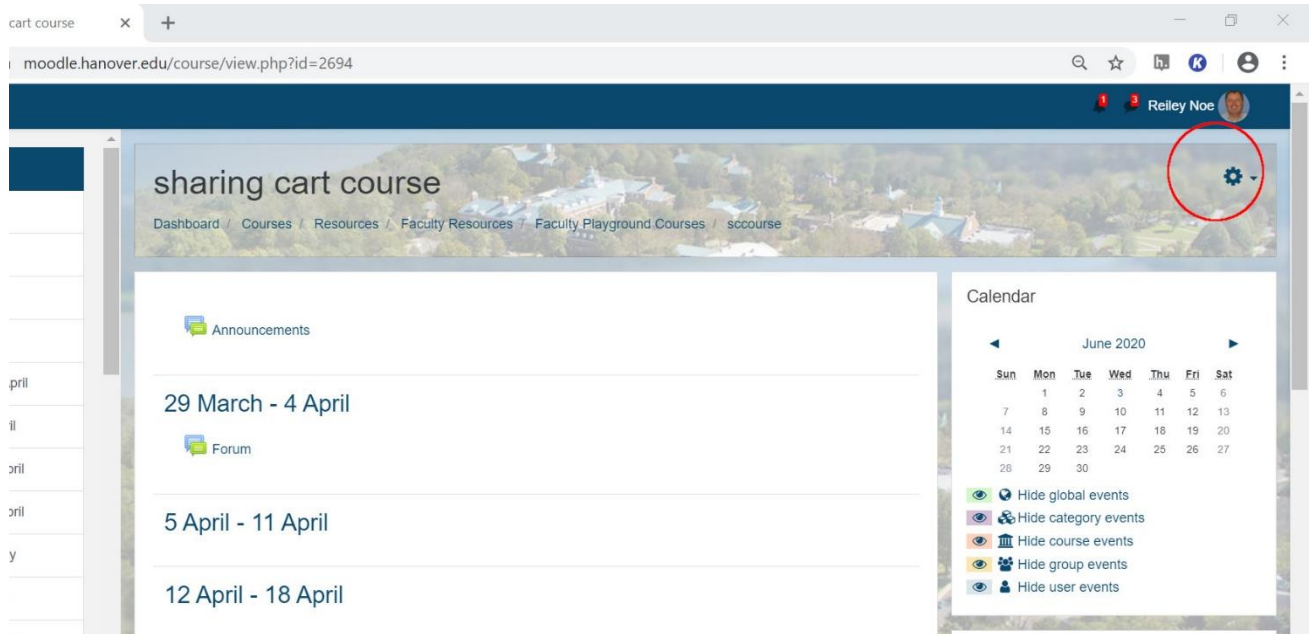


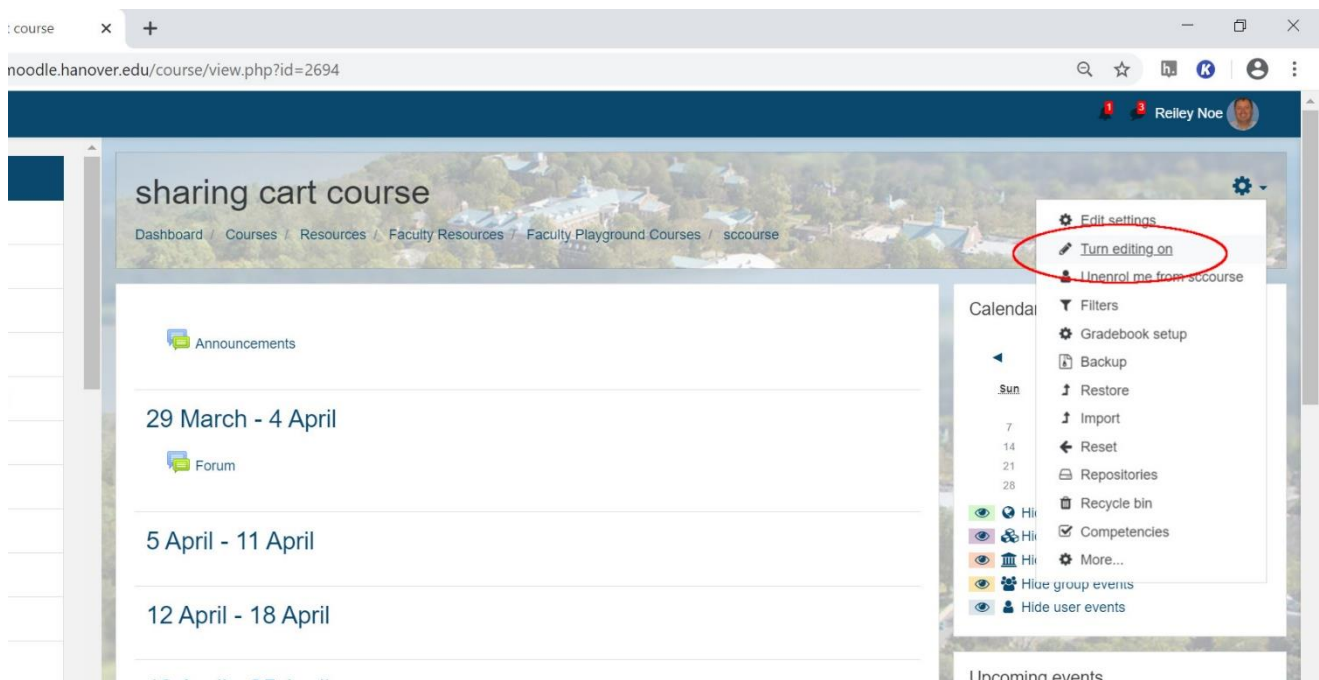
Adding a document (such as a syllabus) to Moodle using the File Resource.

You can add any file from your computer onto your Moodle page by following this procedure. Regardless of the file type – PDF, Word documents, Excel file, etc. students will be able to access it by clicking on it on the Moodle page.

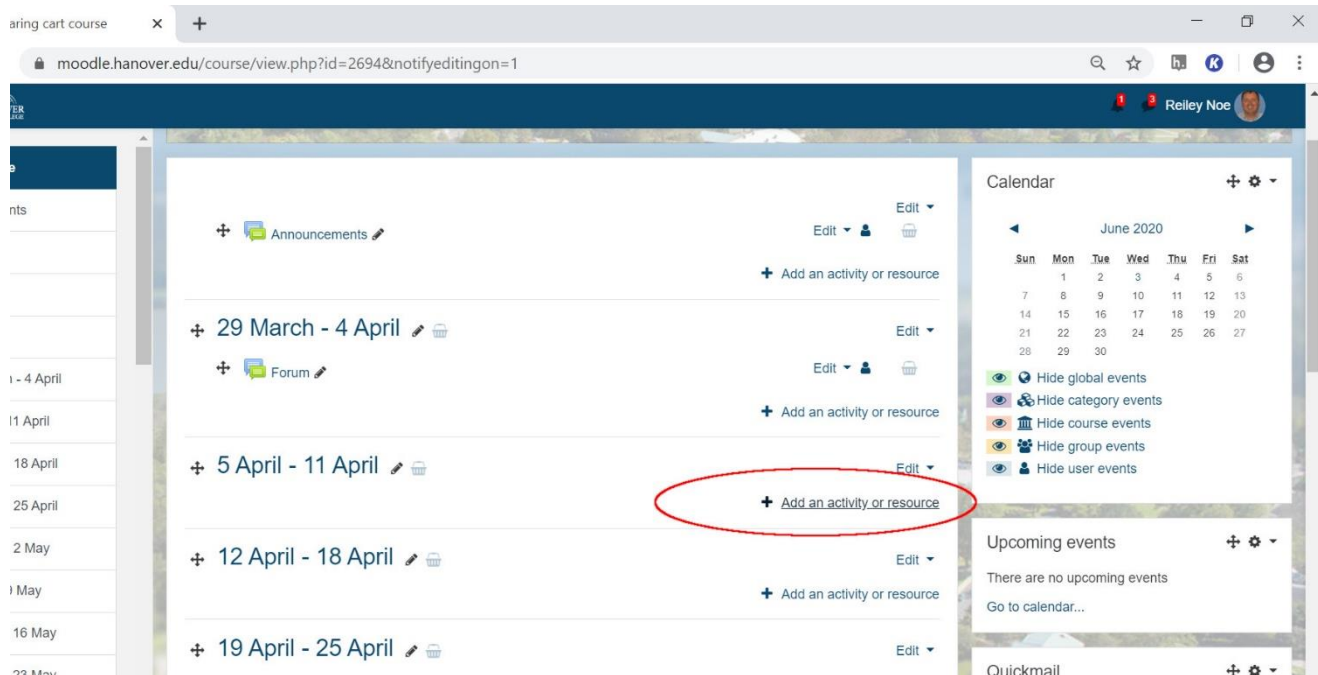
1. Click on the Gear



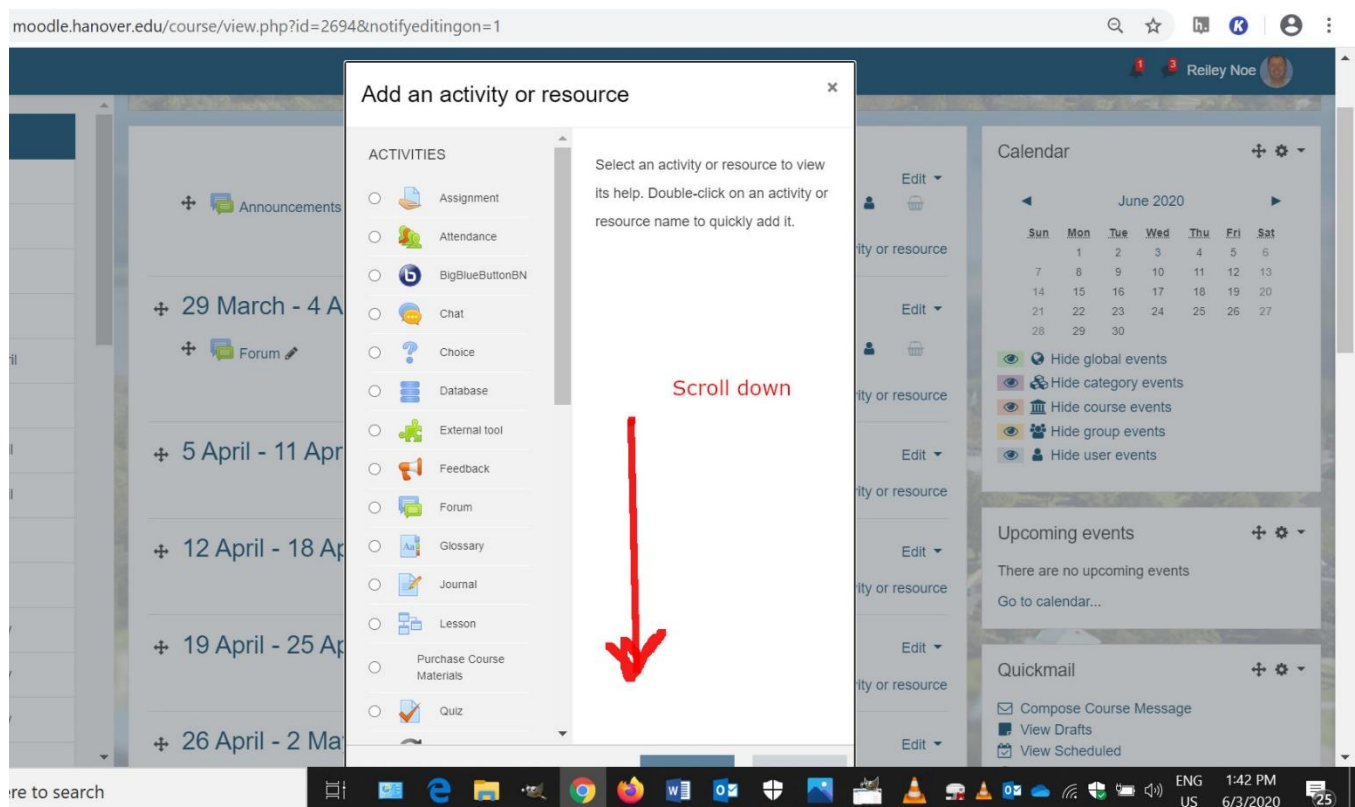
2. Click on Turn Editing On from the menu.



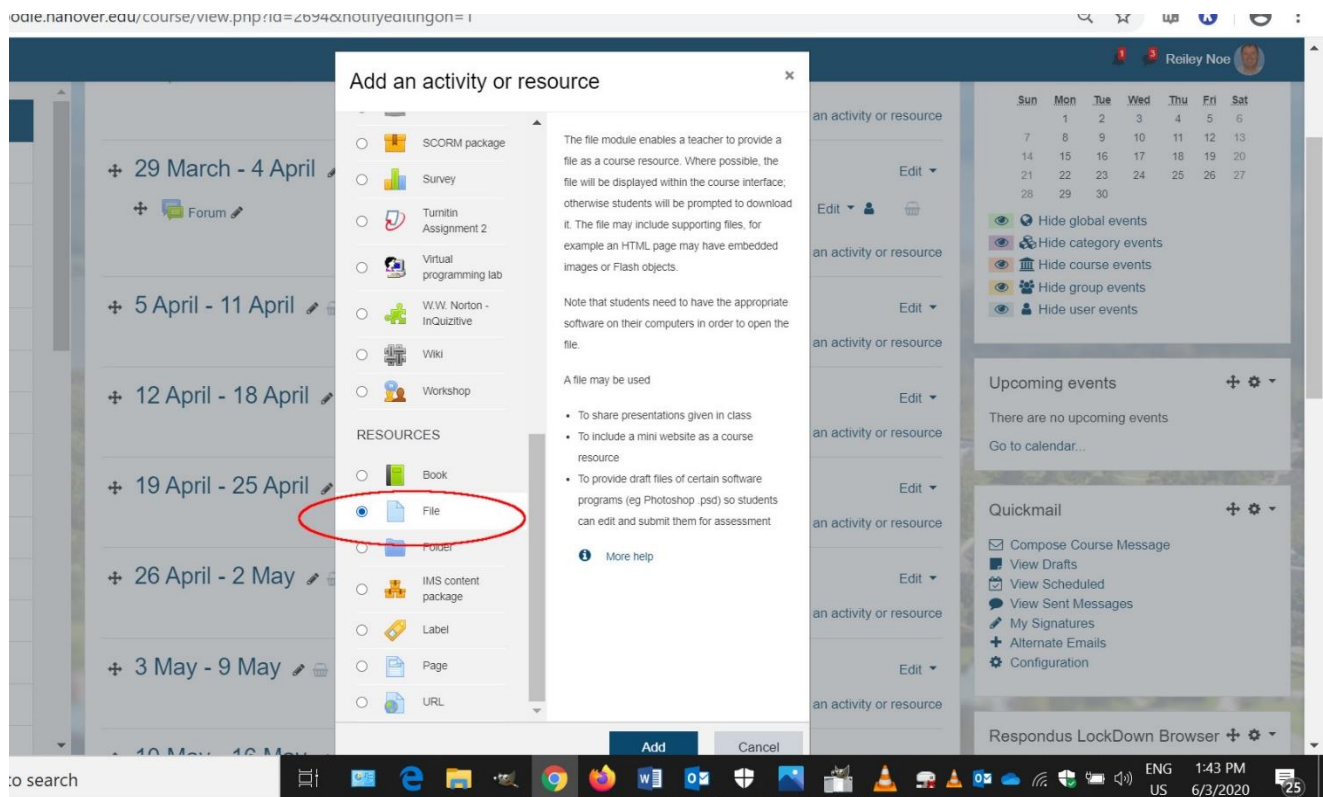
3. Click on Add an Activity or Resource in the appropriate place.....



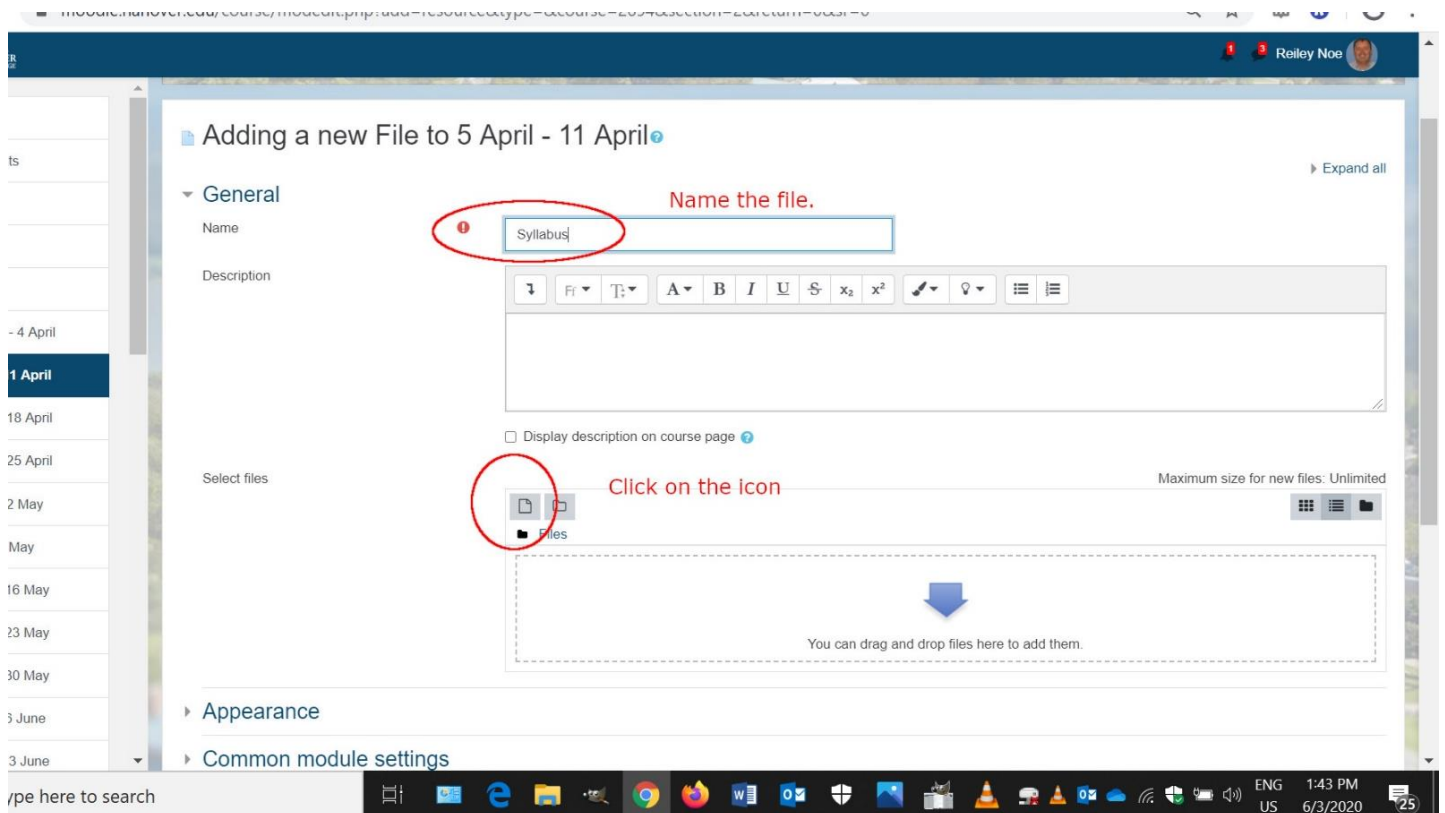
4. A menu of Activities (for students) and resources (to communicate information). Scroll down to Resources to find File



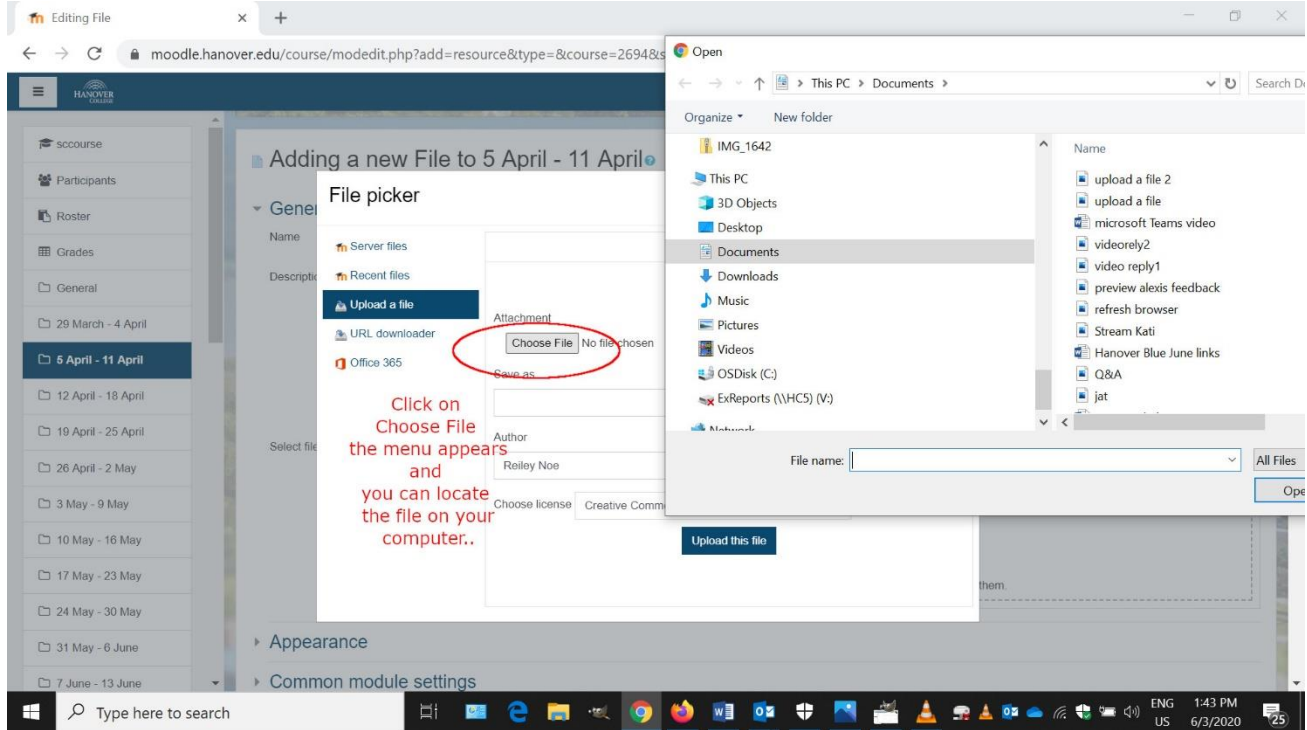
5. Click on the radio button next to the File icon – this will let us display a file from your computer. It can be a word document that you have made up, a PowerPoint, a PDF, an Excel sheet, etc.



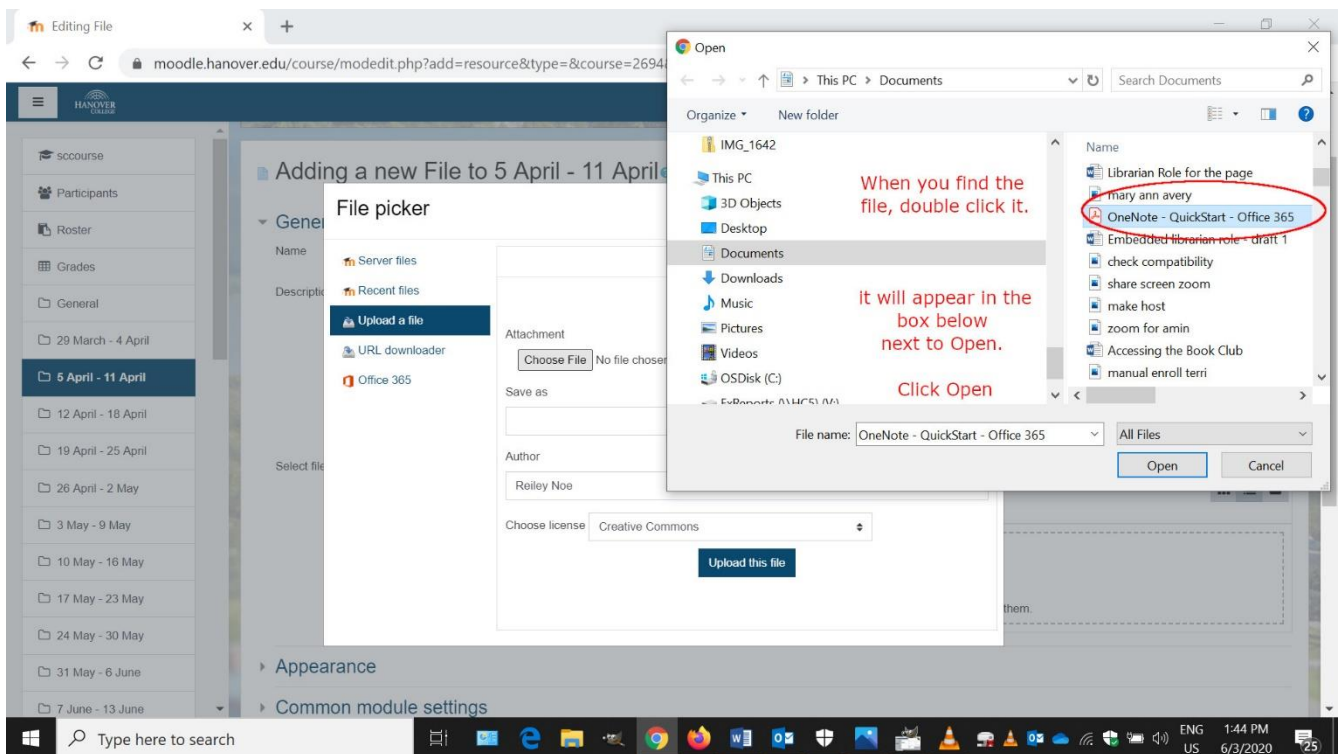
6. Give the file the name that you want it displayed as on the Moodle page. We'll pick syllabus. Next, click on the paper icon at the corner



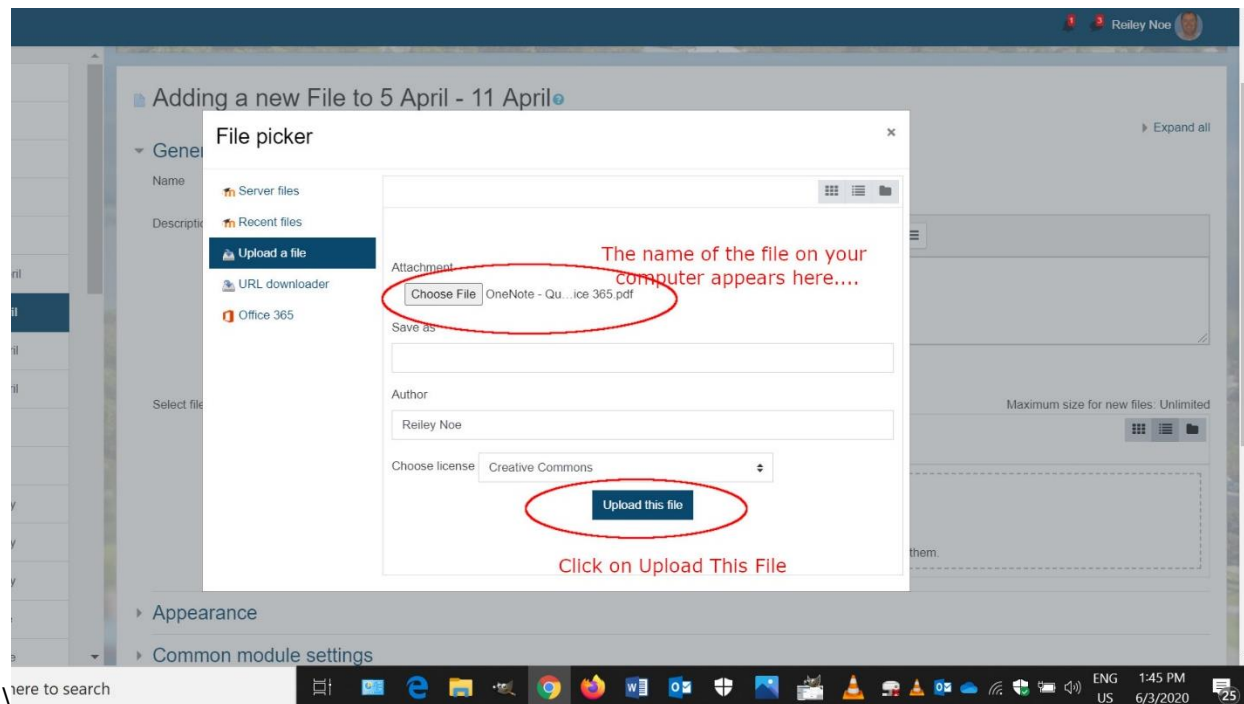
7. Click Choose file and then a popup will appear. This popup will let you locate a file on your computer to add to the page....



8. We'll select the One Note PDF as an example. For your Syllabus, you'll probably pick a syllabus document on your computer that correlates with the class in Moodle. This One Note document is only a quick example. Imagine that it is the syllabus for a class. Double click on it and it will appear in the File Name Box. Then Click the Open button.

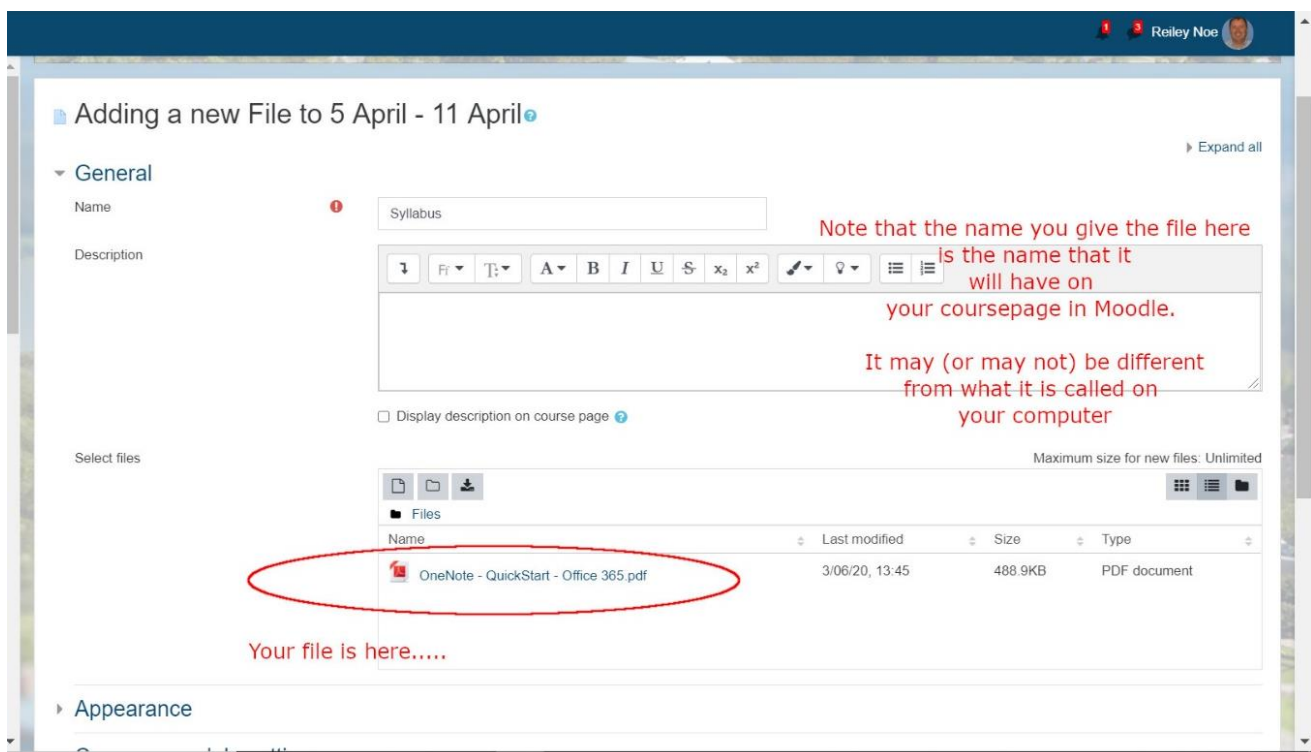


9. Note that the same file that you selected appears next to the Choose File button. Click on the Upload File button.



10. The document appears in the Select File box. Note that when it appears on the Course page, it will have the name that you gave it (Syllabus, in this example) regardless of what it was originally called on your computer.

Scroll down and click the blue Save and Display Button. It is below the image you see below



11. And there it is – the document that you’ve selected from your computer is uploaded onto Moodle under the name that you gave it.

If you want to change the name, click Edit across from the file and you can make changes to the settings for the file.

The screenshot shows a Moodle course interface. The course title is "sharing cart course". The breadcrumb trail is: Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / scourse. The user is logged in as "Reiley Noe".

The main content area displays a list of activities:

- Announcements
- 29 March - 4 April
- Forum
- 5 April - 11 April
- Syllabus (circled in red)
- 12 April - 18 April

To the right of the "Syllabus" activity, the text "And here is the document." is written in red.

The right sidebar contains a "Calendar" section for June 2020 and an "Upcoming events" section.

Calendar: June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Upcoming events: There are no upcoming events. Go to calendar...