

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.

- cart course

moodle.hanover.edu/course/view.php?id=2694

Relley Noe

## sharing cart course

Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / scourse

Announcements

29 March - 4 April

Forum

5 April - 11 April


12 April - 18 April

Calendar

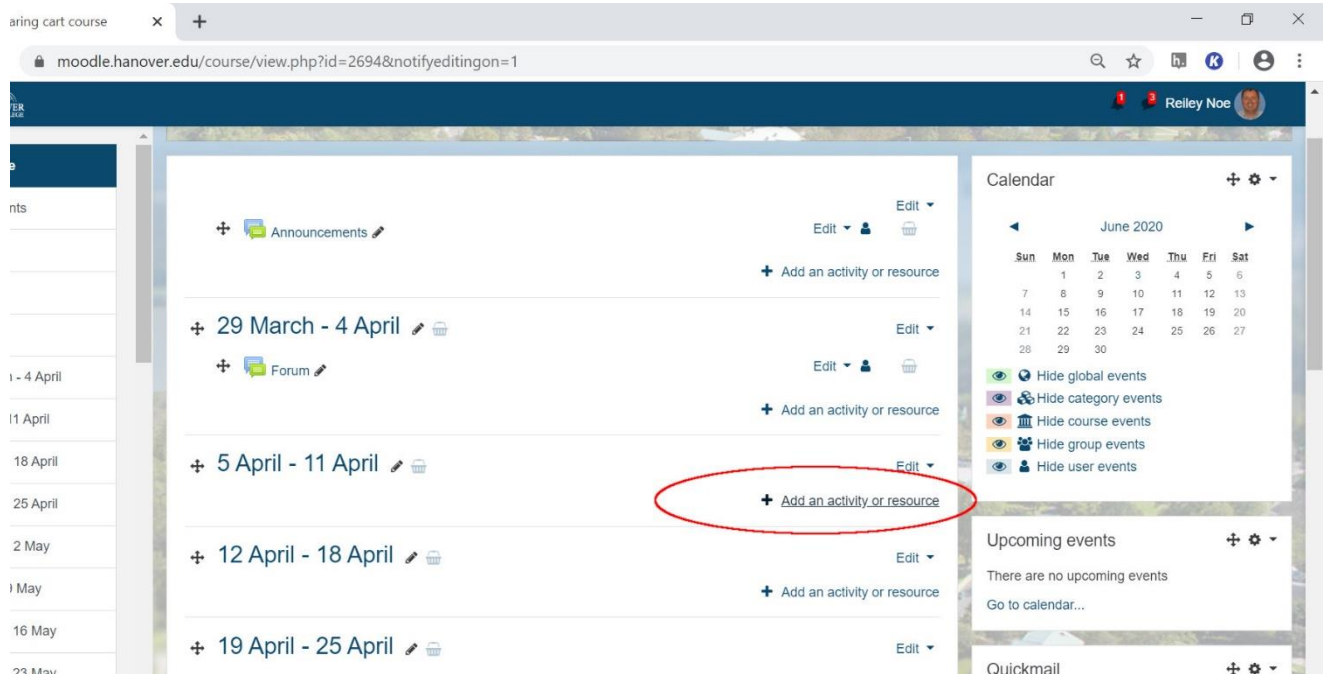
June 2020

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				

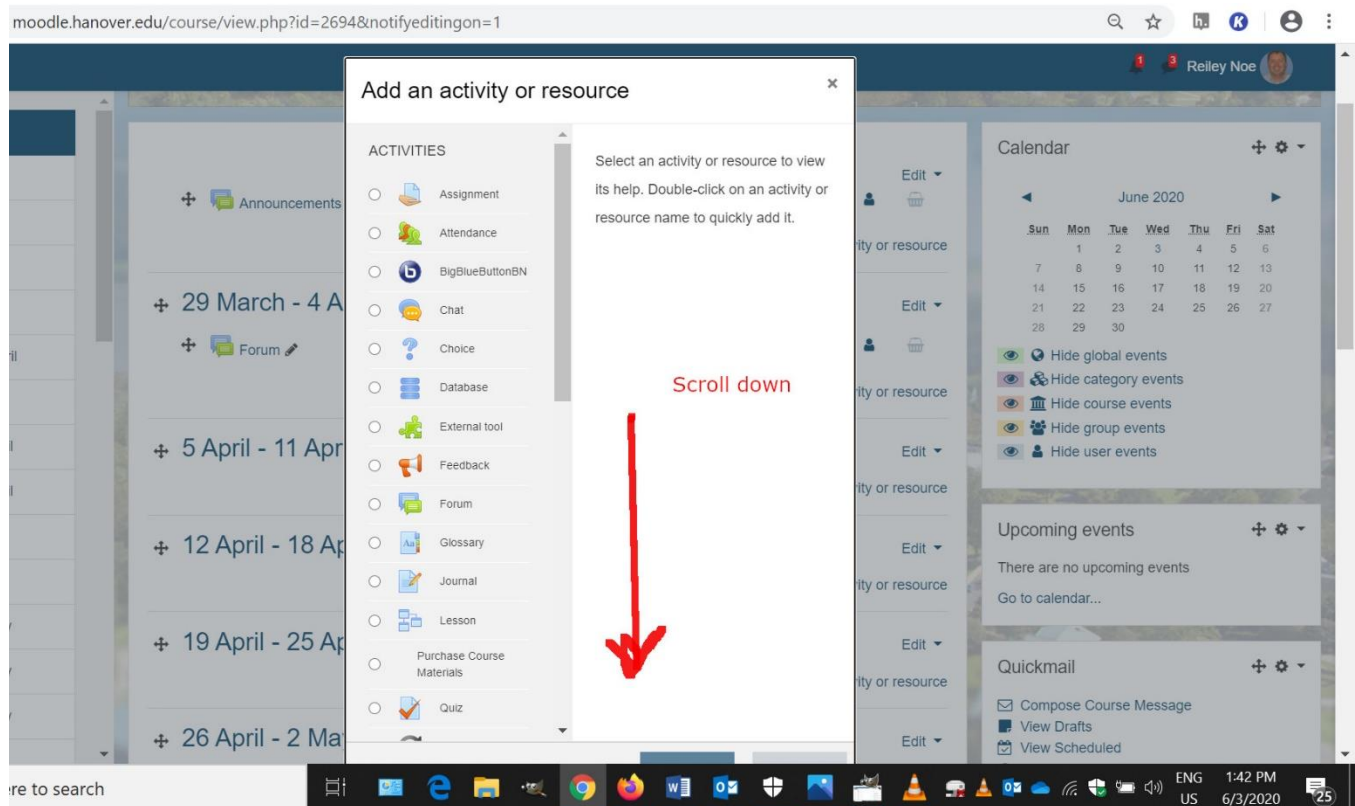
  - Hide global events
  - Hide category events
  - Hide course events
  - Hide group events
  - Hide user events

- 
- The screenshot shows a web browser window with the URL `noodle.hanover.edu/course/view.php?id=2694`. The page title is "sharing cart course". The user is logged in as "Relley Noe". A settings menu is open, showing options like "Edit settings", "Turn editing on", and "Unenrol me from course". The "Turn editing on" option is circled in red. The page content includes sections for "Announcements", "Forum", and a calendar view for March and April.

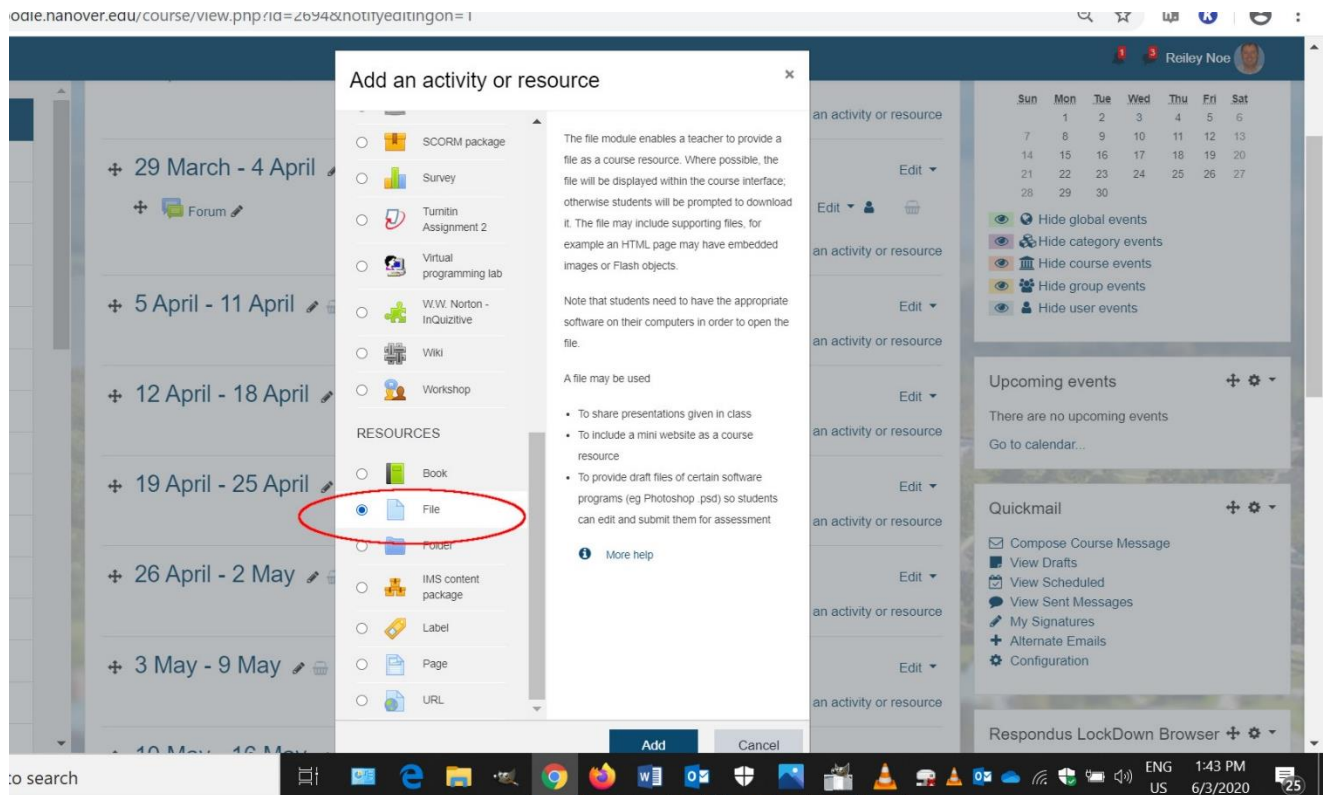
3. Click on Add an Activity or Resource in the appropriate place.....



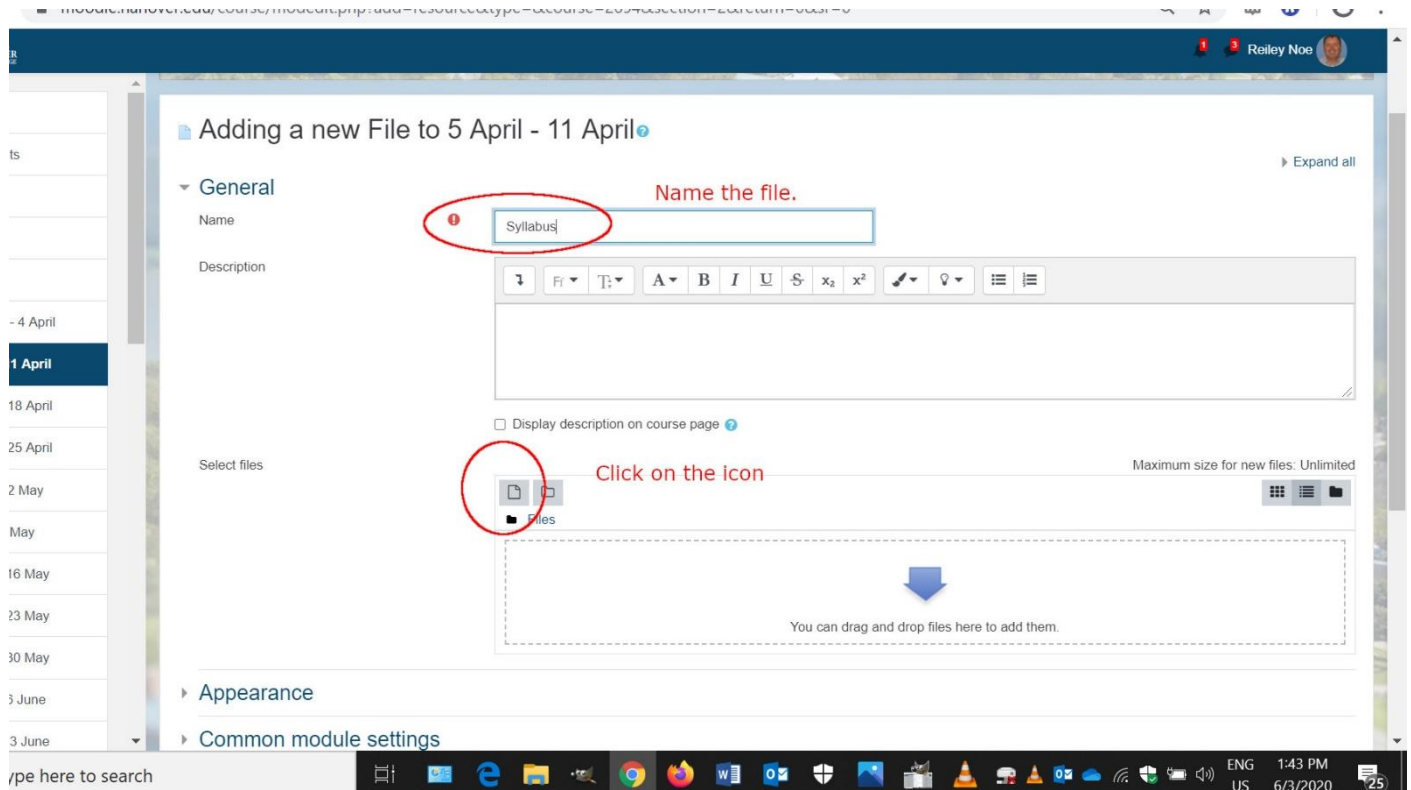
4. A menu of Activities (for students) and resources (to communicate information). Scroll down to Resources to find File



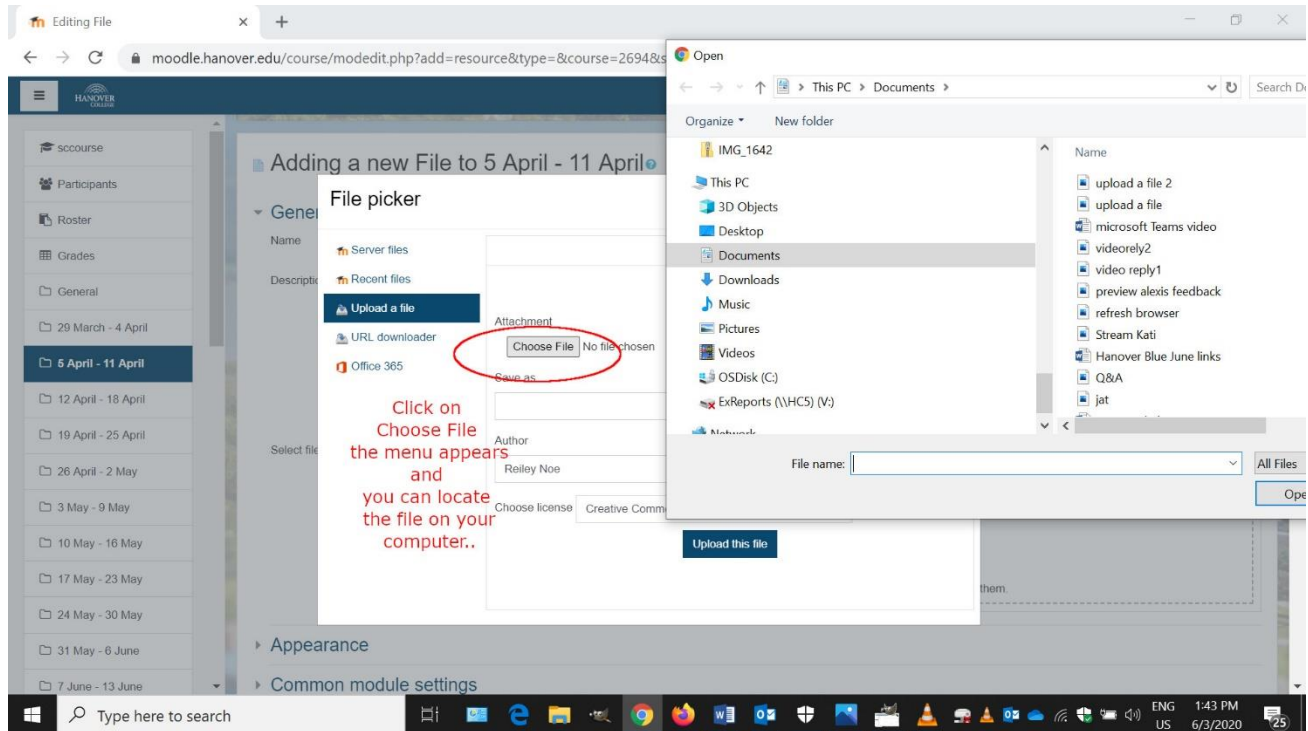
5. Click on the radio button next to the File icon – this will let us display a file from your computer. It can be a word document that you have made up, a PowerPoint, a PDF, an Excel sheet, etc.



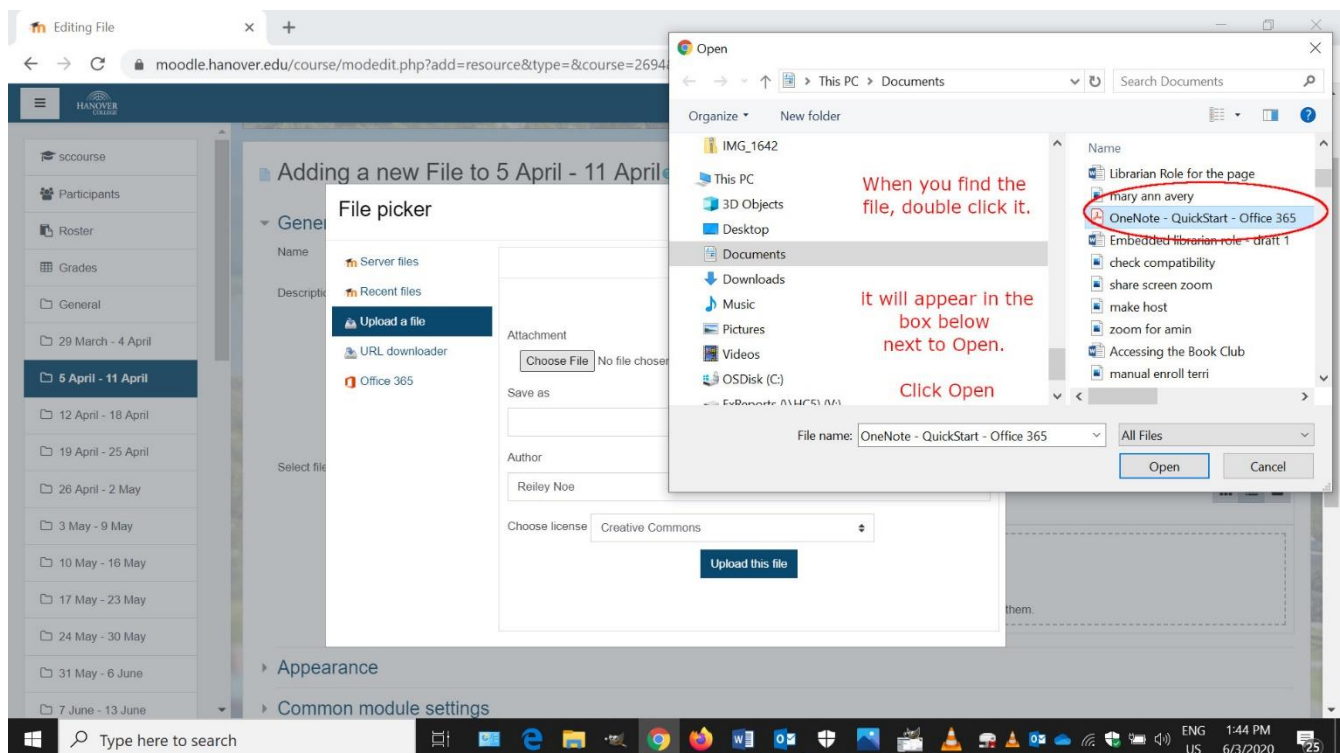
6. Give the file the name that you want it displayed as on the Moodle page. We'll pick syllabus. Next, click on the paper icon at the corner



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....

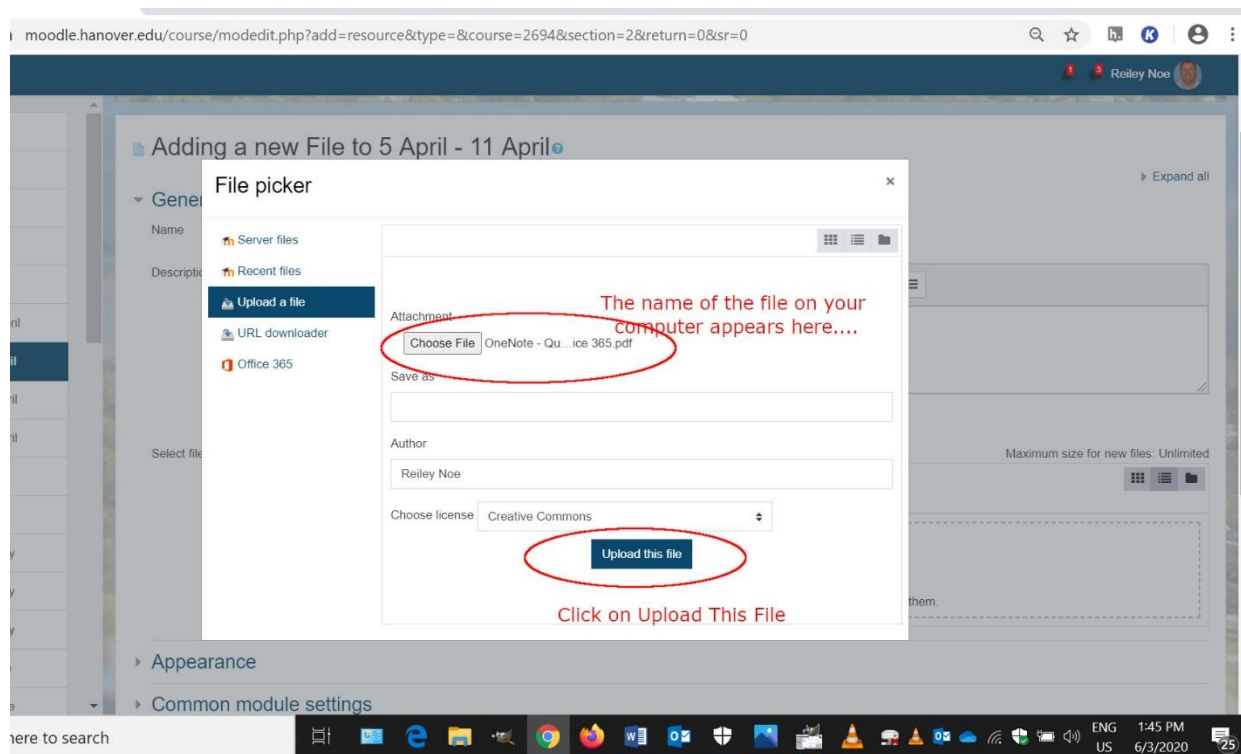


8. We'll select the One Note PDF as an example. For your Syllabus, you'll probably pick a syllabus document on your computer that correlates with the class in Moodle. This One Note document is only a quick example. Imagine that it is the syllabus for a class. Double click on it and it will appear in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



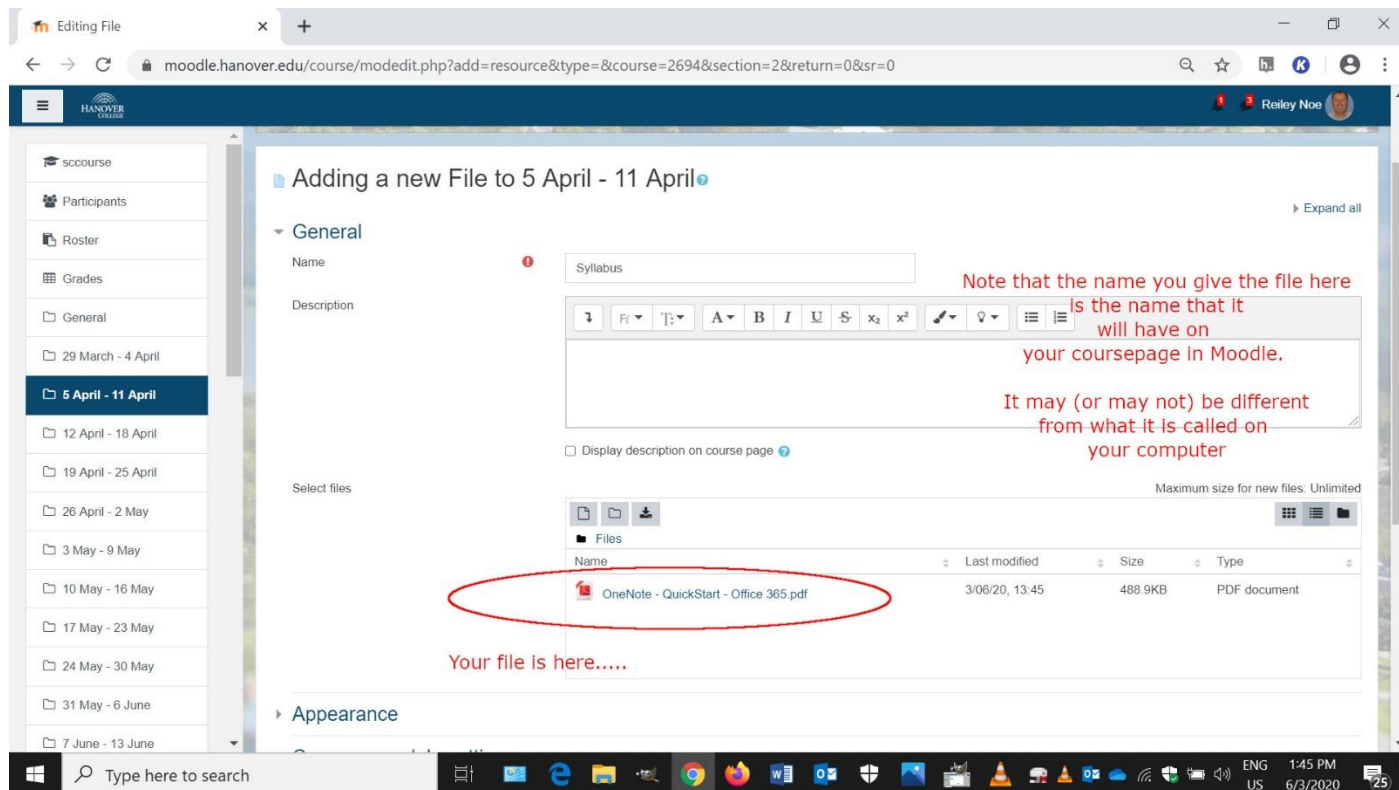


9. Note that the same file that you selected appears next to choose file. Click on Upload File.



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) regardless of what it was 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 page for 'sharing cart course'. The main content area lists several activities:

- Announcements
- 29 March - 4 April
- Forum
- 5 April - 11 April (This activity is circled in red, and a red arrow points to it with the text 'And here is the document.')
- 12 April - 18 April

The right sidebar contains a calendar for June 2020 and an 'Upcoming events' section.

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...