<u>Adding a document (such as a syllabus) to Moodle using the File Resource.</u>

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.

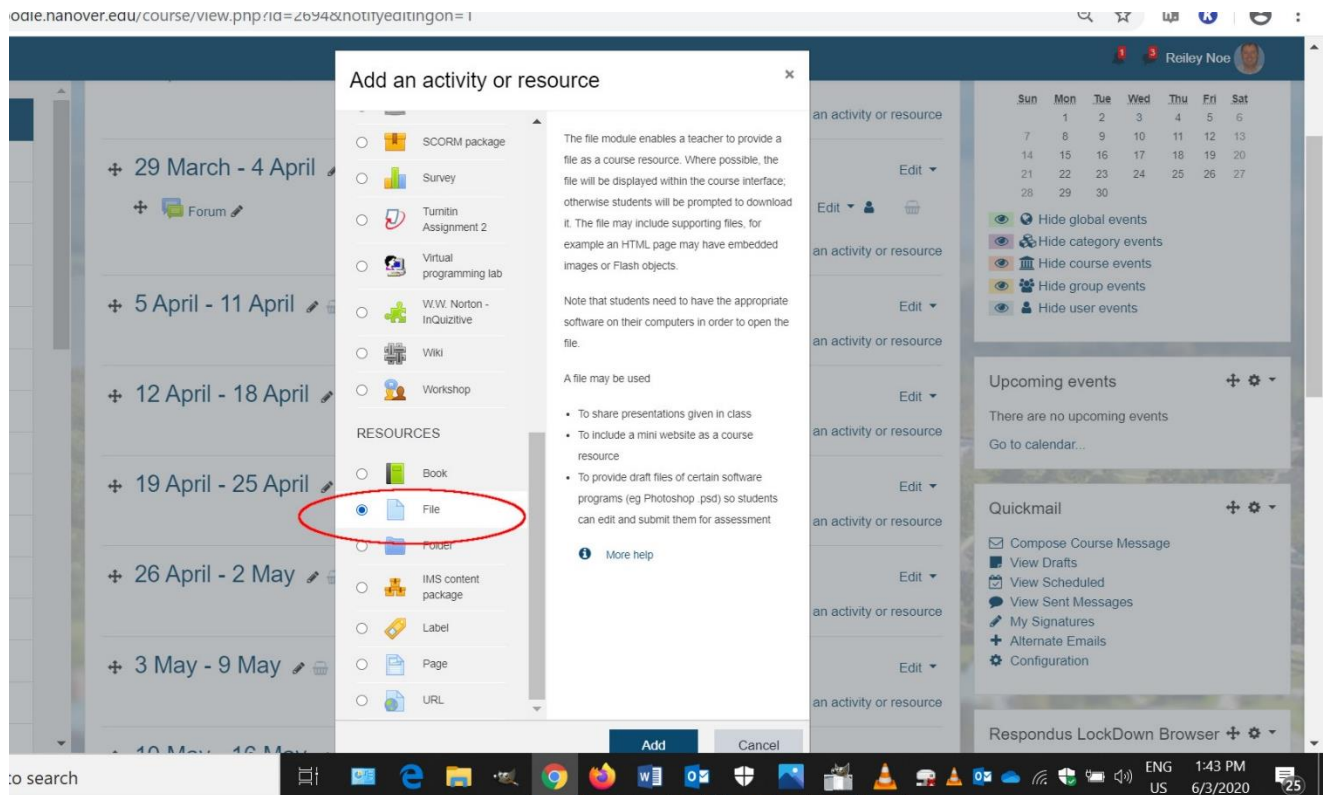3. Click on Add an Activity or Resource in the appropriate place…..
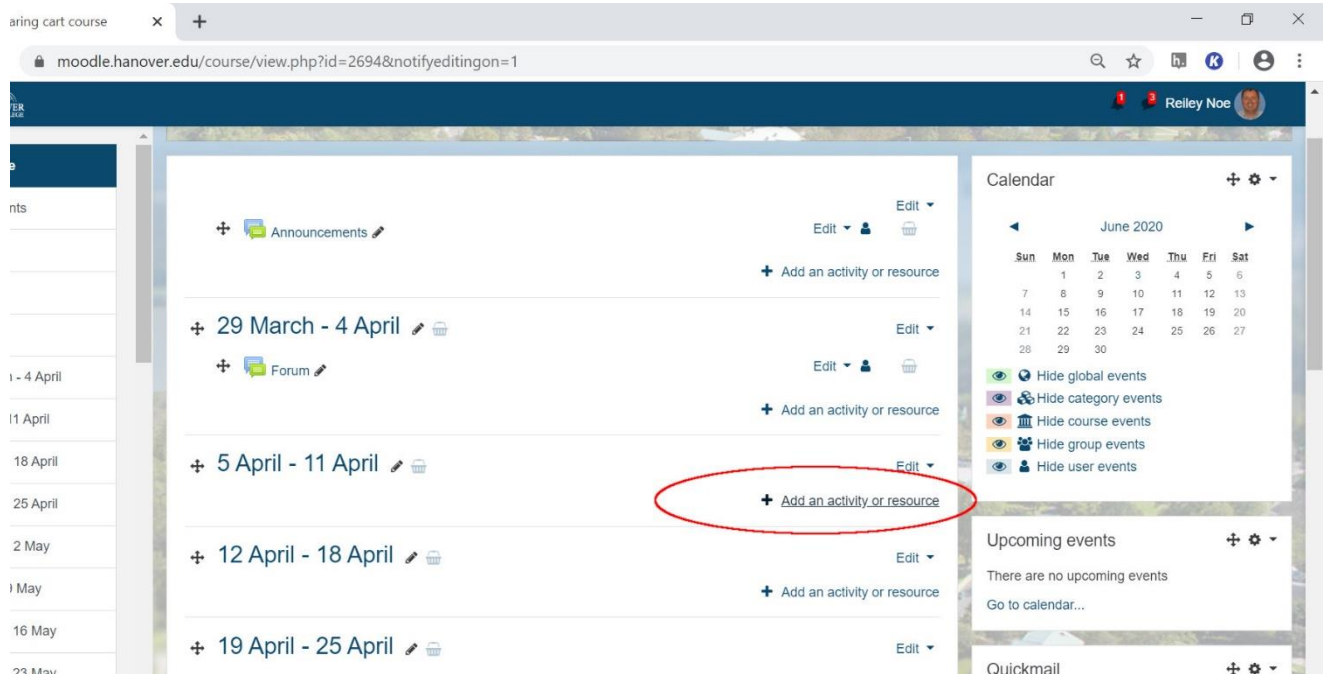

4. A menu of Activities (for students) and resources (to communicate information). Scroll down to Resources to find File
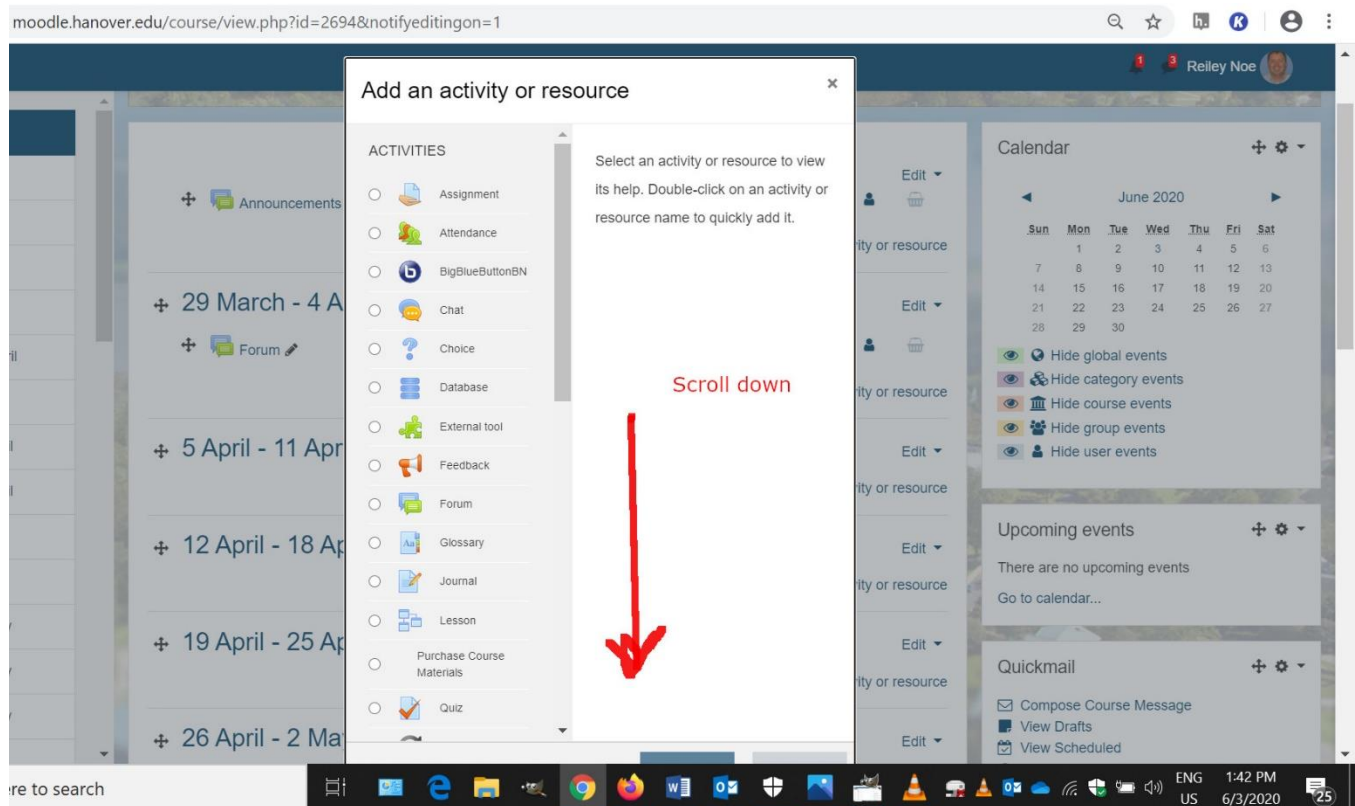
5. Click on the radio button next to the File icon – this will let us display a file from your computer. It can be a word document that you have made up, a PowerPoint, a PDF, an Excel sheet, etc.


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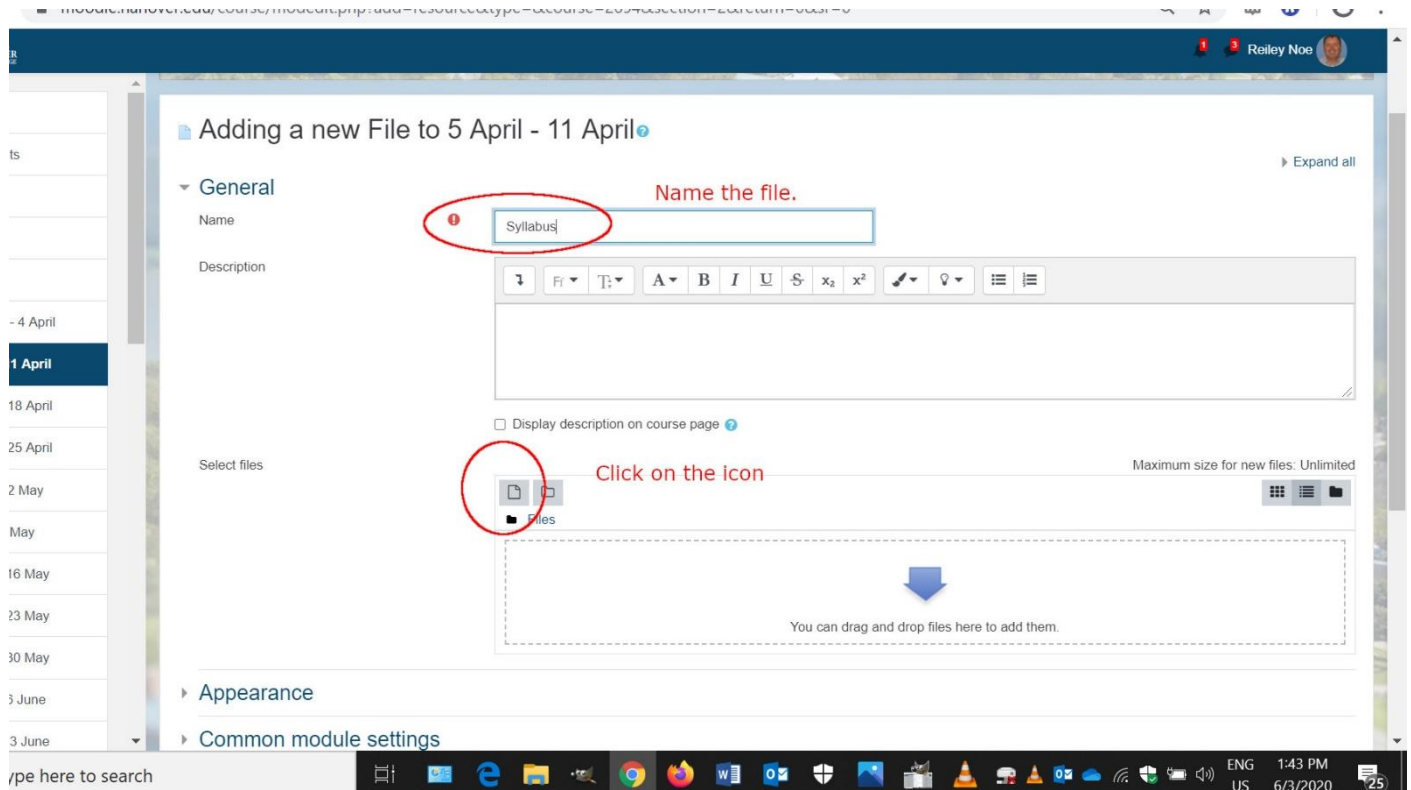
7. Click Choose file and then a popup will appear. This popup will let you locate a file on your computer to add to the page….
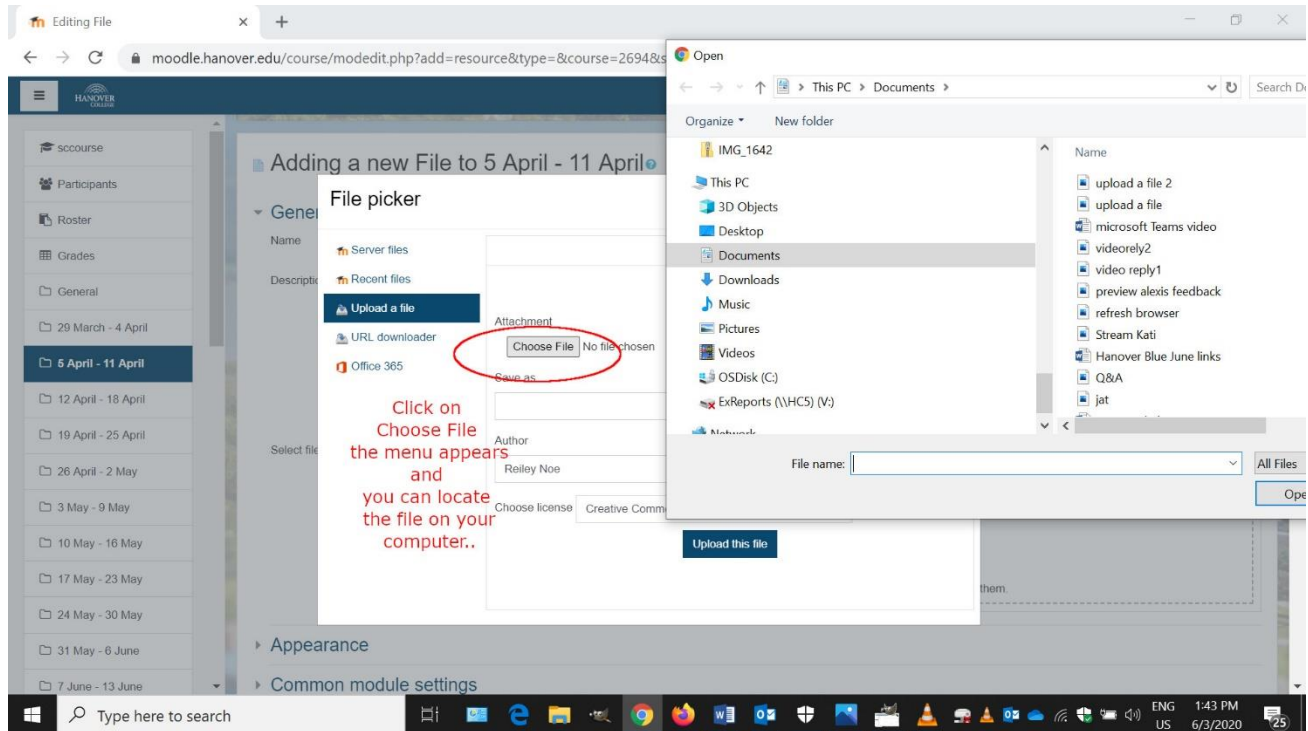

8. We'll select the One Note PDF as an example. For your Syllabus, you'll probably pick a syllabus document on your computer that correlates with the class in Moodle. This One Note document is only a quick example. Imagine that it is the syllabus for a class. Double click on it and it will appear in the File Name Box. Then Click the Open button.
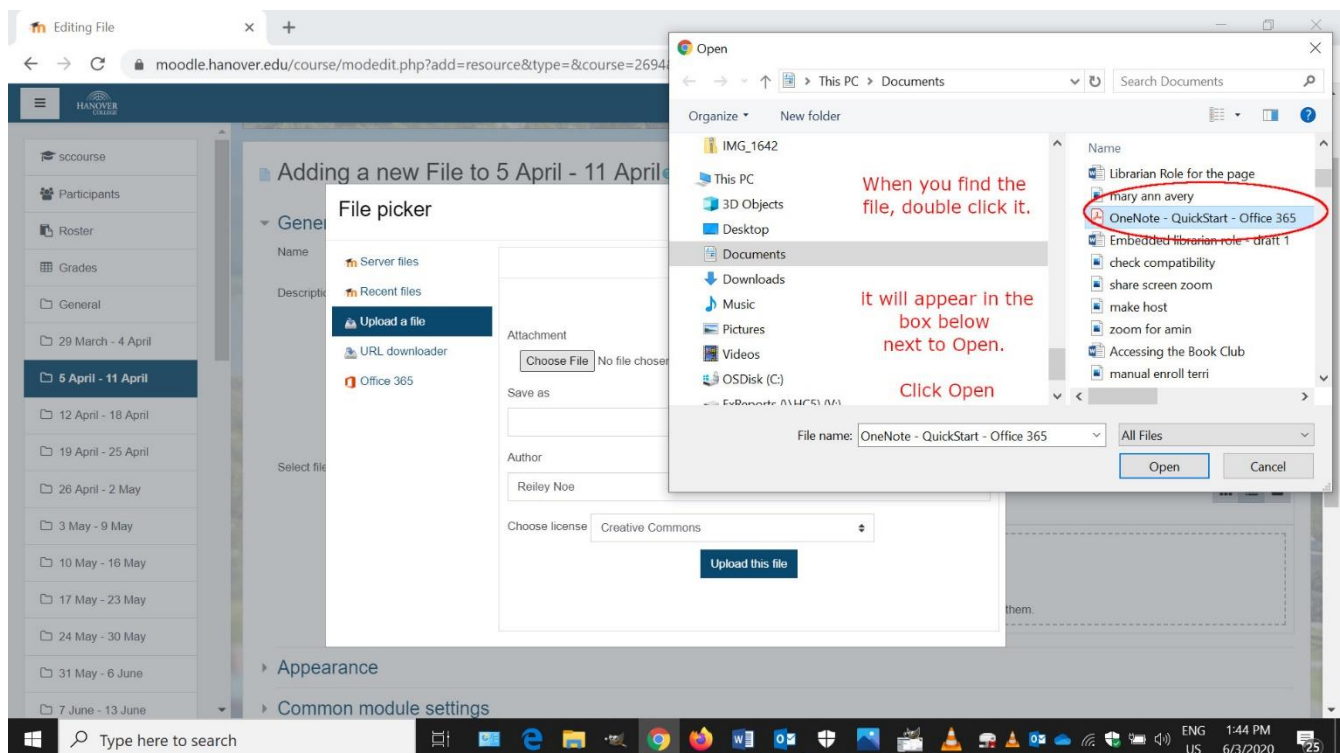
9. Note that the same file that you selected appears next to choose file. Click on Upload File.
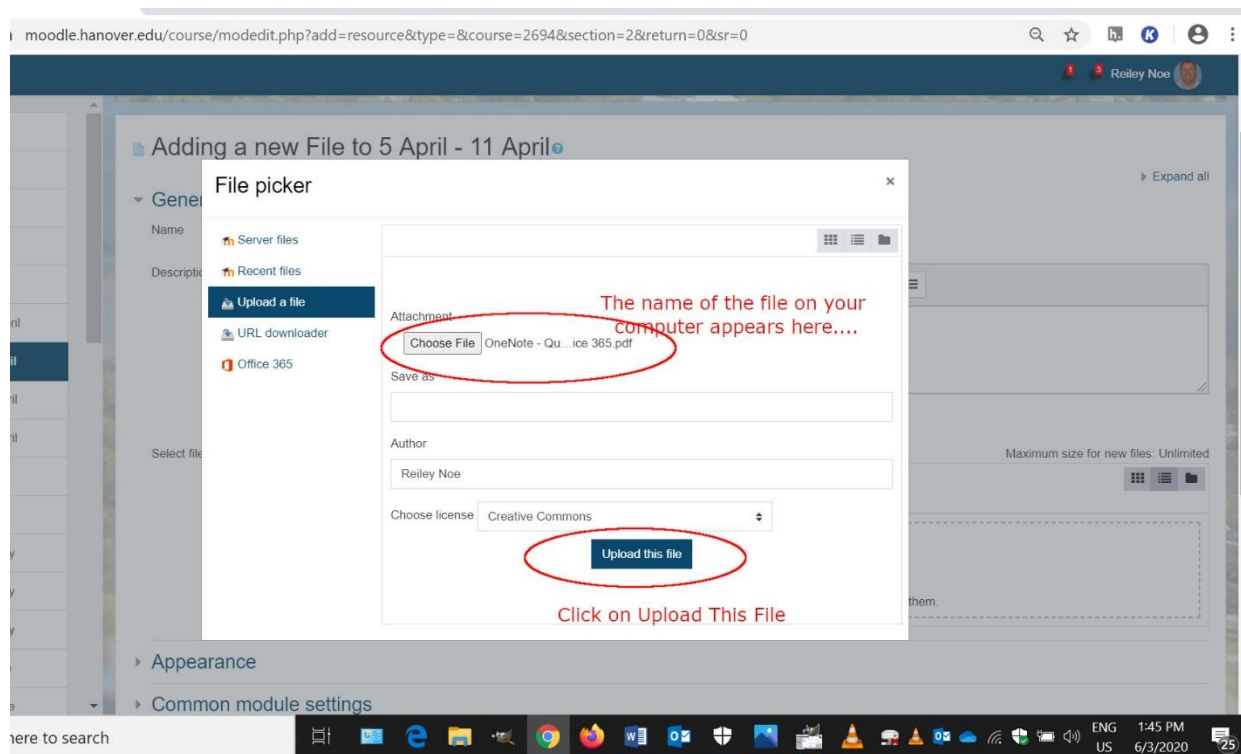
10. The document appears in the Select File box. Note that when it appears on the Course page, it will have the name that you gave it (syllabus) regardless of what it was called on your computer.

Scroll down and click the blue Save and Display Button. It is below the image you see below
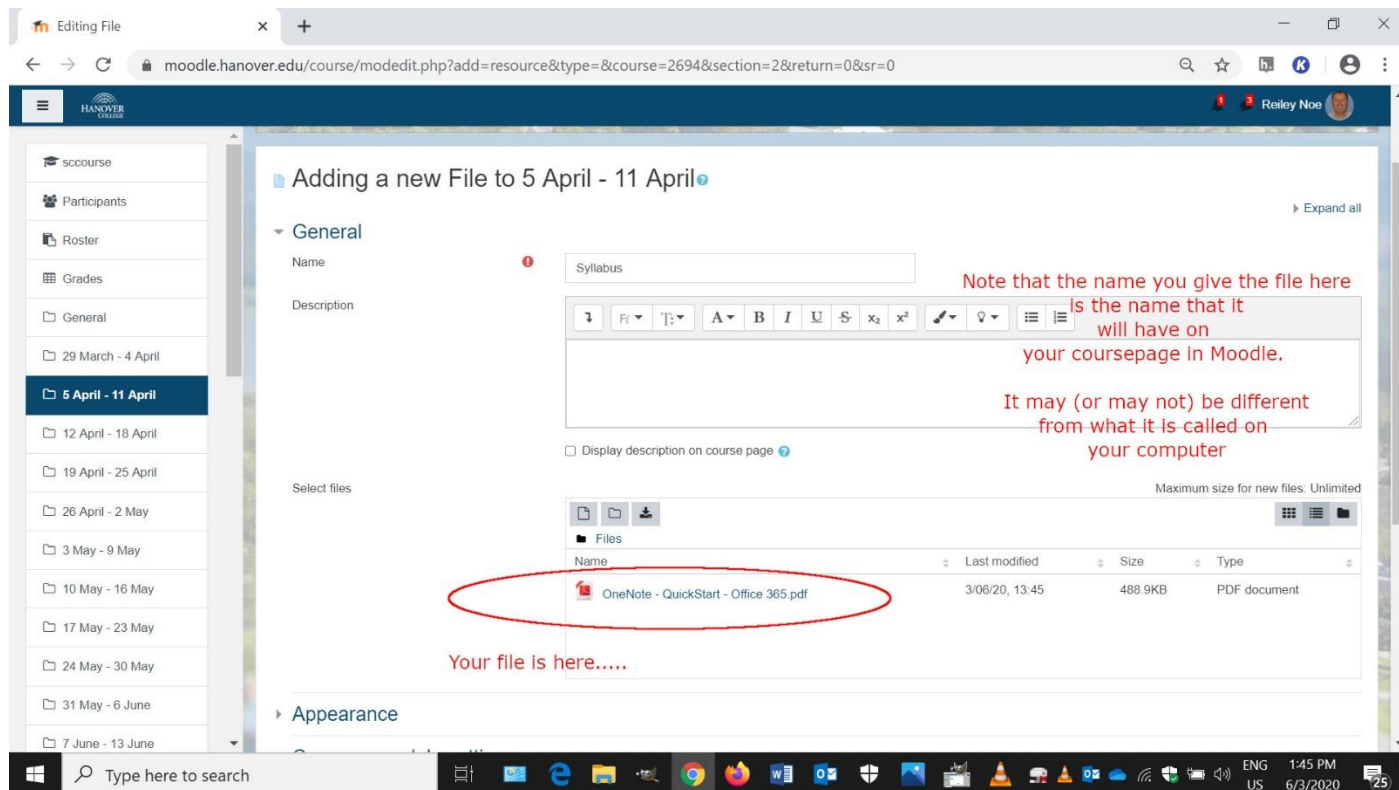
11. And there it is – the document that you've selected from your computer is uploaded onto Moodle under the name that you gave it.

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

And here is the document.