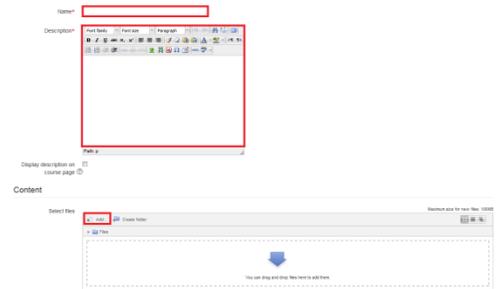


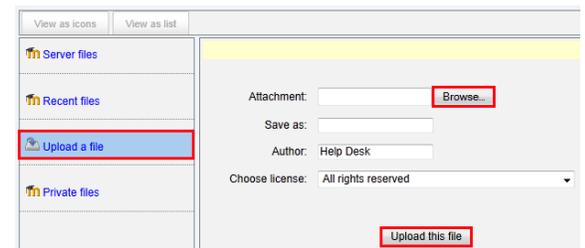
How to Upload a Syllabus to a Moodle Course

This guide will show you how to upload a **PDF** or **Word** version of your syllabus directly to your Moodle course page and make it available to your students.

- Log in to the Moodle (for detailed information on how to log in, please see the guide located at <http://helpdesk.concordia.ab.ca/files/2013/03/Moodle-Faculty.pdf>)
- Once inside your course, click the **Turn editing on** button at the top right corner of your course. Doing so will display a variety of editing icons on your course page.
- At the top of your weekly outline, click the **Add an activity or resource**, select **File**, and click on **Add**.
- When the page loads, type a **Name** and a **Description** for your resource and then click the **Add** button.



In the File Picker window, click the **Upload a file** link, then click the **Browse...** button. Locate and double-click the syllabus file you wish to upload and then click the **Upload this file** button.



- Scroll to the bottom of the page and then click the **Save and return to course** button. This will take you back to your weekly outline where you should see your syllabus listed at the top of the page.
- If you have any questions or concerns about the Concordia Course Management System or Moodle, please feel free to contact the IT Services Help Desk by email at helpdesk@concordia.ab.ca, or by telephone at 780.479.9316.