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.

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- 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 <u>helpdesk@concordia.ab.ca</u>, or by telephone at 780.479.9316.