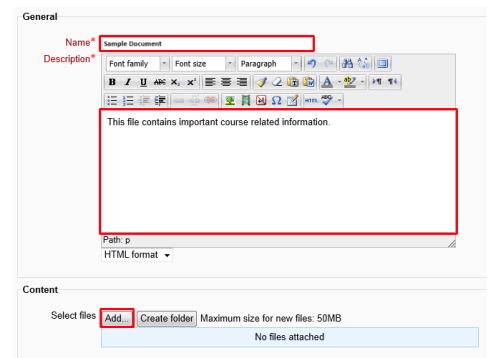# How to Upload a File to a Moodle Course

This guide will show you how to upload a file directly to your MOODLE course page and make it available to your students.
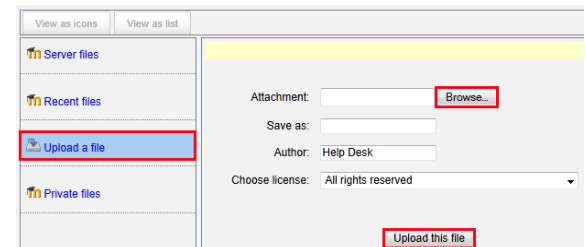
- Log in to the MOODLE (for detailed information on how to log in, please see the guide located at http://helpdesk.concordia.ab.ca/files/2013/03/Moodle-Faculty.pdf)

- 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.

- In the appropriate section of your weekly outline, click the **Add an activity or resource** link, and then select **File**.

- 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 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.