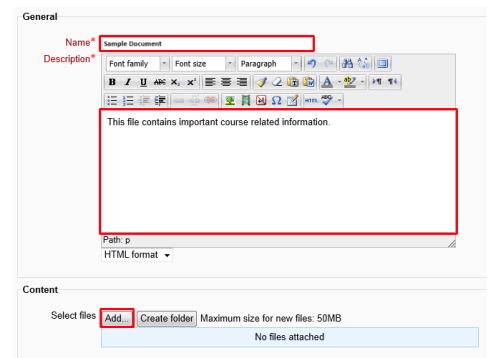


How to Upload a File to a Moodle Course

This guide will show you how to upload a file directly to your MOODLE course page and make it available to your students.

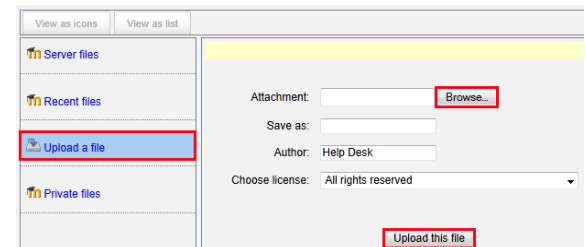
- Log in to the MOODLE (for detailed information on how to log in, please see the guide located at <http://helpdesk.concordia.ab.ca/files/2013/03/Moodle-Faculty.pdf>)
- Once inside your course, click the **Turn editing on** button at the top right corner of your course. Doing so will display a variety 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.



The screenshot shows the 'General' tab of the Moodle resource creation form. The 'Name' field is filled with 'Sample Document'. The 'Description' field contains the text 'This file contains important course related information.' Below the description, the 'Path' is set to 'p' and the format is 'HTML format'. In the 'Content' section, the 'Add...' button is highlighted with a red box, indicating the next step in the process.

- 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.



The screenshot shows the Moodle File Picker interface. On the left, the 'Upload a file' link is highlighted with a red box. On the right, the 'Browse...' button is highlighted with a red box. At the bottom right, the 'Upload this file' button is highlighted with a red box. The interface also shows fields for 'Attachment', 'Save as', 'Author' (set to 'Help Desk'), and 'Choose license' (set to 'All rights reserved').

- 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.