

Adding Resources

1. Locate the **gear icon** in the upper right hand corner of Moodle (directly beneath the **search bar**)
 2. Select **turn editing on** (second option)
-

Via Drag and Drop

1. With editing turned on, drag and drop is now enabled. Locate the file you wish to add and drag it onto Moodle. It should automatically add to the course page.
 2. To change the section or position where the file was added, grab the **cross hair icon** directly to the left of the resource and use this to drag it to the correct place.
-

Via Browse

1. Locate the section into which you wish to add the resource.
 2. To the right of the topic name, locate the **Edit** drop down menu.
 3. Select **Add resource** (last option on the drop down menu)
 4. You will be shown a list of resources and activities. To add a syllabus, course schedule, or other word, pdf, powerpoint, or excel file, select **File** under the **Resources** list.
 5. Enter a **name** for the file.
 6. Scroll down to the large box with the dashed border and **click**.
 7. The **file picker** will open. Select **upload file** from the left side menu.
 8. Click **choose a file** to select the file from your computer. When you have finished, select **upload this file**.
 9. Once the file is uploaded, scroll to the bottom of the page and select **save and return to course** to finish.
 10. To change the section or position where the file was added, grab the **cross hair icon** directly to the left of the resource and use this to drag it to the correct place.
-

Important notes: