

# Academic Technology Services

## Moodle

### How do I upload a file or my syllabus to Moodle?

#### Prepare:

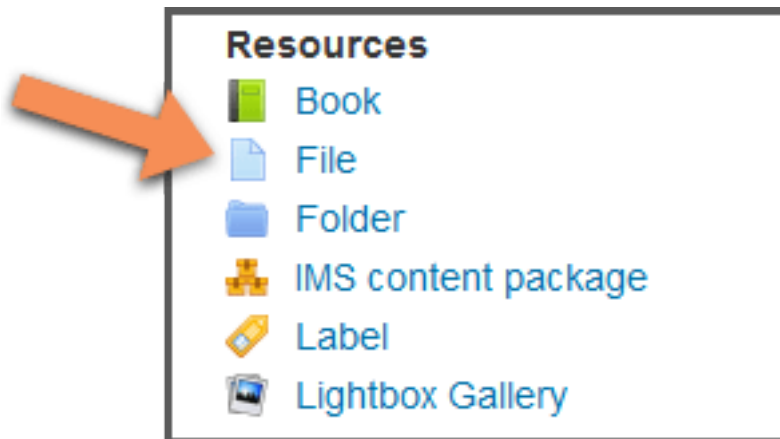
- Login to Moodle using the Mozilla Firefox browser, visit: [FAQ ID #1175](#)
- Find your course, visit: [FAQ ID #1176](#)
- Turn editing on, visit: [FAQ ID #1189](#)

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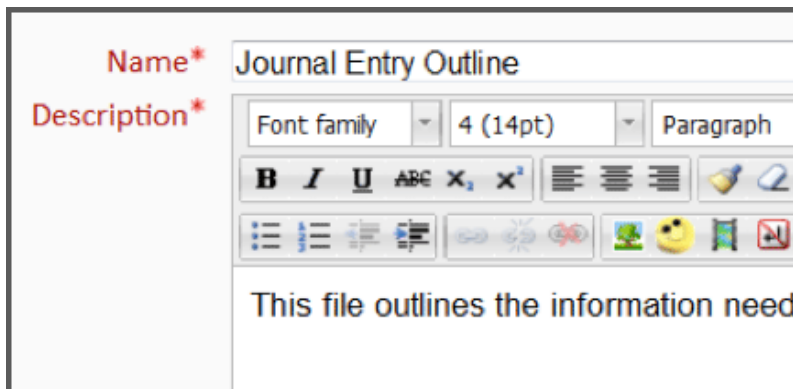
#### Uploading a File:

##### ex. Course Syllabus


1. If your course is in topic view, in the section where you want the page located, select the **Add an activity or resource** link.  
-or-  
If your course is in folder view, in the section where you want the page located, select the **Add resource** link.
2. Select **File** from the Resources menu.




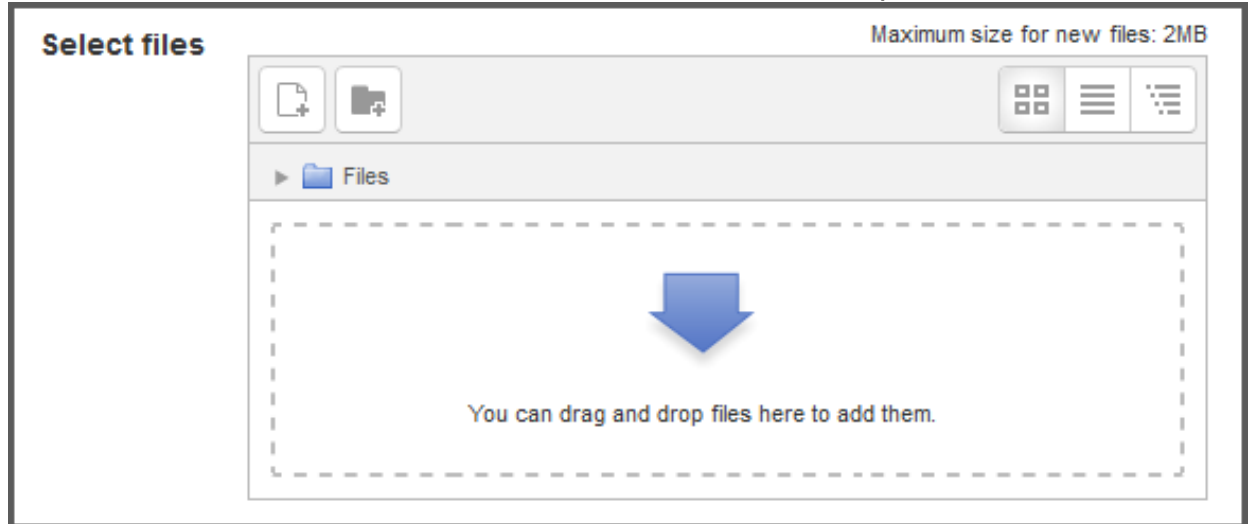
3. In the **Name** and **Description** fields, provide a title and general description for the file.

A screenshot of the Moodle file upload form. The 'Name\*' field contains the text 'Journal Entry Outline'. The 'Description\*' field contains the text 'This file outlines the information need'. The form includes a rich text editor with various formatting options like bold, italic, underline, font size, and paragraph style.

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4. In the **Select files** box, drag and drop your file or select the **Add** icon,  , to browse and upload the resource. You may also select the **Create folder**

icon,  , to establish a folder location to store multiple files.



5. Scroll down to select **Save and return to course** or **Save and display**.



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## View the video below to learn more about:

File Management in Moodle and the **Drag and Drop** feature

To view the full screen visit the following page on YouTube.

- <https://youtu.be/c1NHOP0tHqw>

Unique solution ID: #1246

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