

Add Syllabus and Handouts

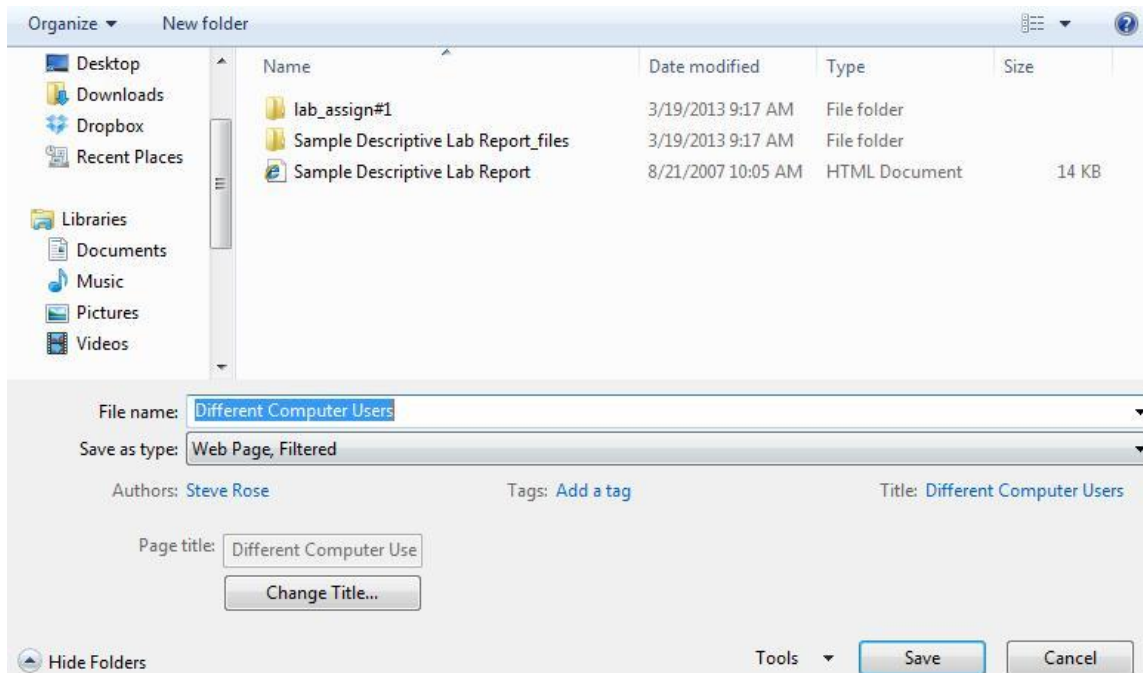
Once you have determined your Course Format, you will provide materials to support learning, such as handouts, PowerPoints, PDFs, library readings, links to multimedia resources, and more. These are called Resources in Moodle. For example, one of the first Resource you will add in your course will be Course Syllabus.

If you were given a course with syllabus you can update or replace the existing syllabus. This is a two step process after you have deleted the existing syllabus.

STEP I: Convert your syllabus into a web page

To save Word document as Web Page filtered document, click File and then click Save As and then pull down Save as type: menu.

The default format is a new Microsoft format called DOCX. Ignore this (like the rest of the world). Scroll down to Web Page, Filtered. DO NOT USE Web Page. The filtering process removes a lot of Microsoft coding that causes issues with some Web Browsers.



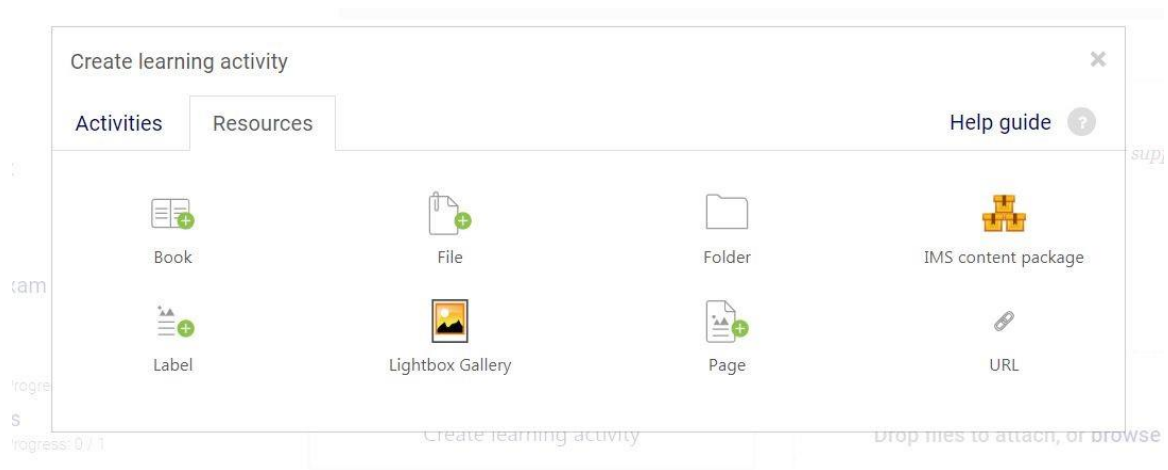
After you click select the Web Page filtered format click the Save button to save the document on your local computer.

STEP II: Add Resource to the course

1. Click Create learning activity



2. Choose the Resources Tab



3. Choose File






4. Type the name of the file


5. Under Select Files, select Files icon

 Adding a new File

Name * Required

Select files



You can drag and drop files here to add them.

Save and return to course Cancel

6. Click Choose File and browse to the file that you want to upload.

Server files

Recent files

Upload a file

Private files

Attachment

Choose File No file chosen

Save as

Author

Choose license

Upload this file

7. Select the file and click Open

8. Click Upload this file

9. Scroll to the bottom of the screen and click Save and return to course.



Note: A quick and easy way to add files to your course is to go to the bottom of any section and drag and drop files into your course. To delete a resource click on three dot icon and click delete.