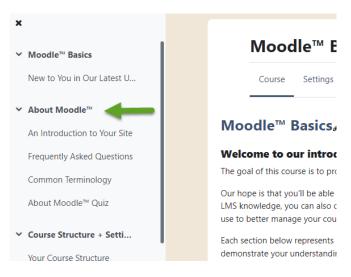
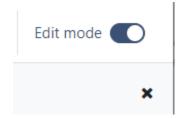


Adding a Syllabus to Your Moodle Course

To add a syllabus to your Moodle course, log in to Moodle and navigate to the course homepage on the Side Navigation Panel. Select the topic you wish to add your syllabus to in the **CONTENTS** menu.



When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.

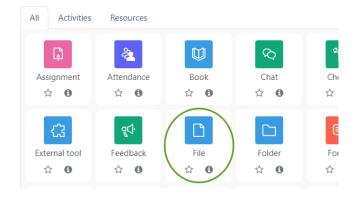




When the topic loads, scroll to the bottom of the page and locate the **Add an activity or Resource** button and select it.



This will load the Add an activity or resource menu. Select File.



Enter a name for the resource in the Name field. This is what will be displayed to students on the course home page. Next, you can either drag and drop a file into the Select files area or use the paper icon to load the File picker.

✓ Genera	ıl				
Name	0				
Description					
	Display description on course page				
Select files	Maximum size for new files: Unlimite Files Files				
	You can drag and drop files here to add them.				



If you are using the File picker, select **Upload a file** in the left menu. Next, select **Choose File**.

File picker	×			
n Server files				
n Recent files	For optimal course experience, if your file or video is larger than 100Mb we recommend			
🚵 Upload a file	optimizing it or linking it from an external source or publishing service.			
n Private files	Attachment			
🕿 Microsoft OneDrive	Choose File No file chosen			
fn Content bank	Save as			
	Author			
	Lorne Lee			
	Choose license 👩			
	All rights reserved			
	v			

Next, select the **Browse** or **Choose** file button to find the file you wish to upload from your hard drive. Click on the file to be uploaded and click **Open**. The CLT Recommends using a PDF to preserve the integrity of the file.

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older					
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Syllabus	9/13/2022 4:19 PM	Adobe Acroba	t D	33 KB	
1					



The file name will appear next to the **Browse** button to show it is selected. With the file attached, scroll down and select **Upload this file**.

Attachment
Choose File Syllabus.pdf
Save as
Author
Lorne Lee
Choose license 🕢
All rights reserved
Upload this file

The file will appear in the **Select files** area.

Select files		Maximum size for new files: Unlimited
	 Files 	
	Syllabus.pdf	

Use the **Save and return to course** button at the bottom of the page to finish the process and add the Syllabus to your course.





For additional information about CLT resources and training, watch the <u>Upload a Syllabus</u> video.



Please email us at <u>clt@occc.edu</u> or call 405.682.7838 if you have questions or need assistance.