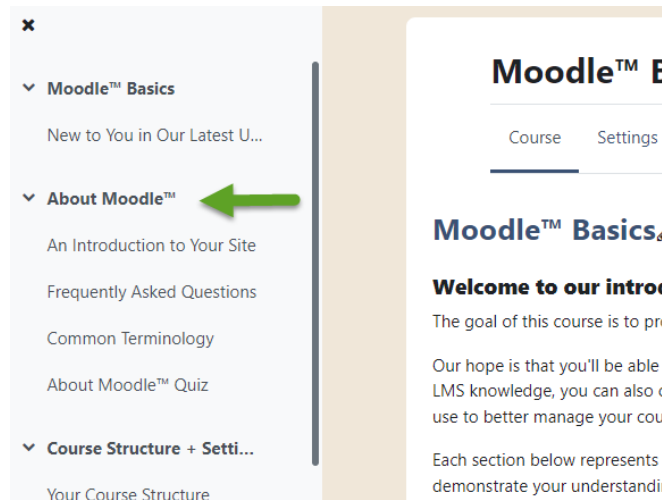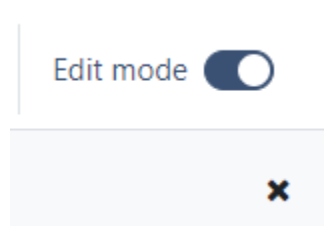# Adding a Syllabus to Your Moodle Course

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.
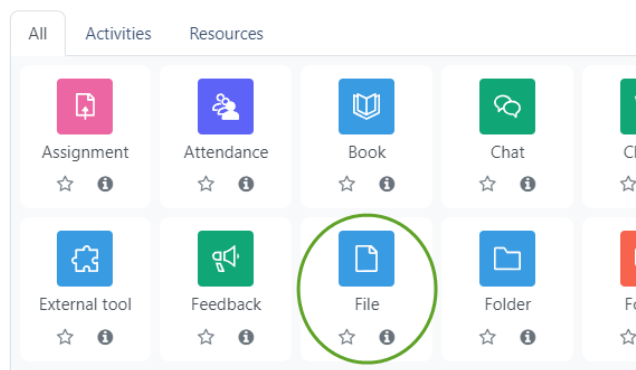

When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.

When the topic loads, scroll to the bottom of the page and locate the **Add an activity or Resource** button and select it.
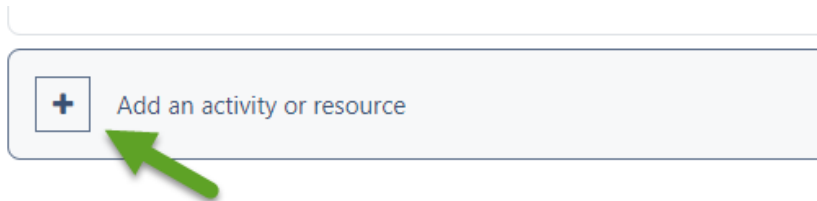
This will load the Add an activity or resource menu. Select File.

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.

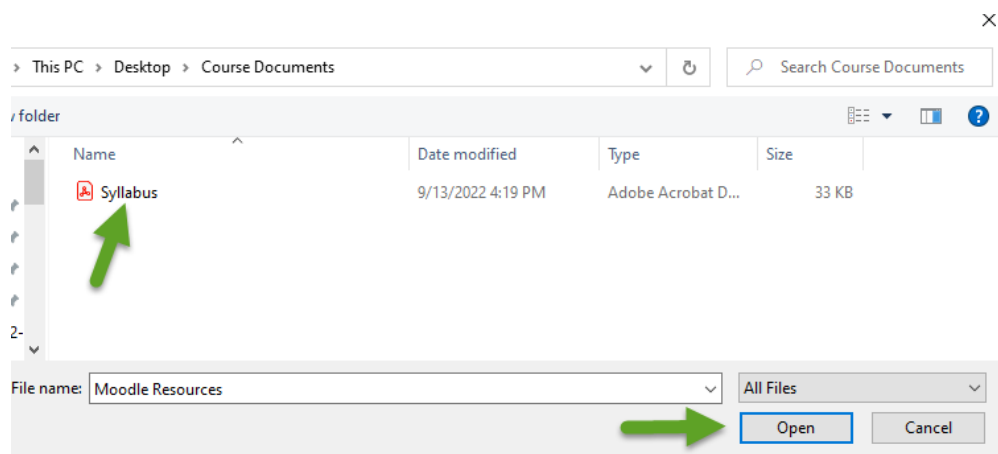If you are using the File picker, select **Upload a file** in the left menu. Next, select **Choose File**.
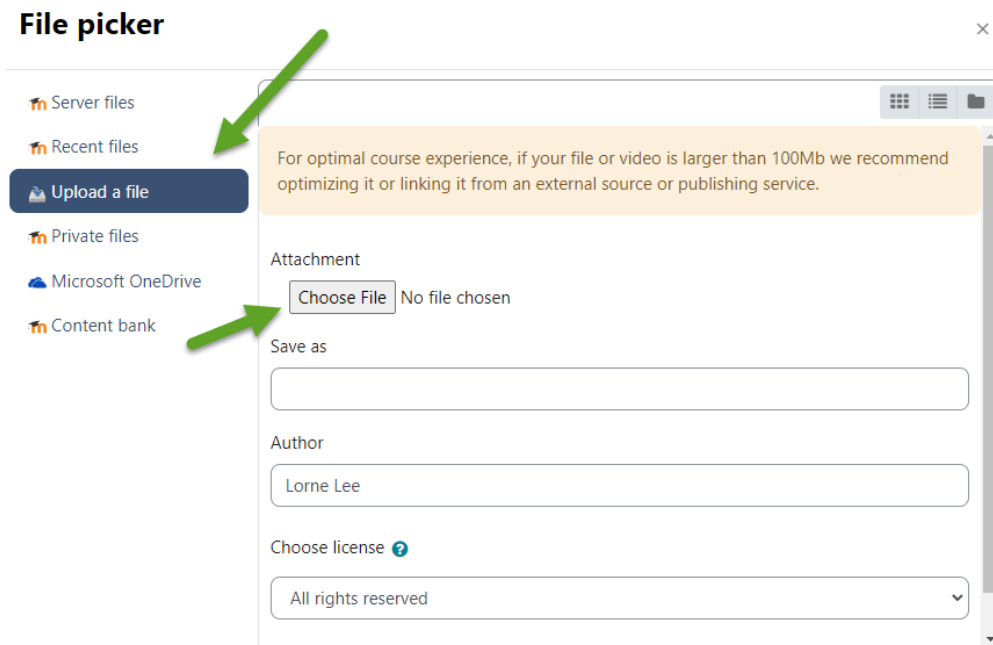
Next, select the **Browse** or **Choose** file button to find the file you wish to upload from your hard drive. Click on the file to be uploaded and click **Open**. The CLT Recommends using a PDF to preserve the integrity of the file.

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

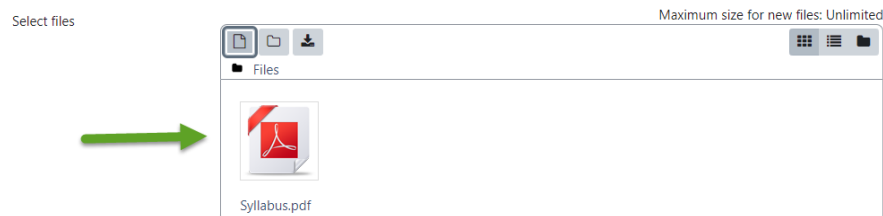Choose File Syllabus.pdf ←

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

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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.

Save and return to course **Save and display** Cancel

Your syllabus will appear on your course page.

📄 FILE
    Syllabus 🖉

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

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