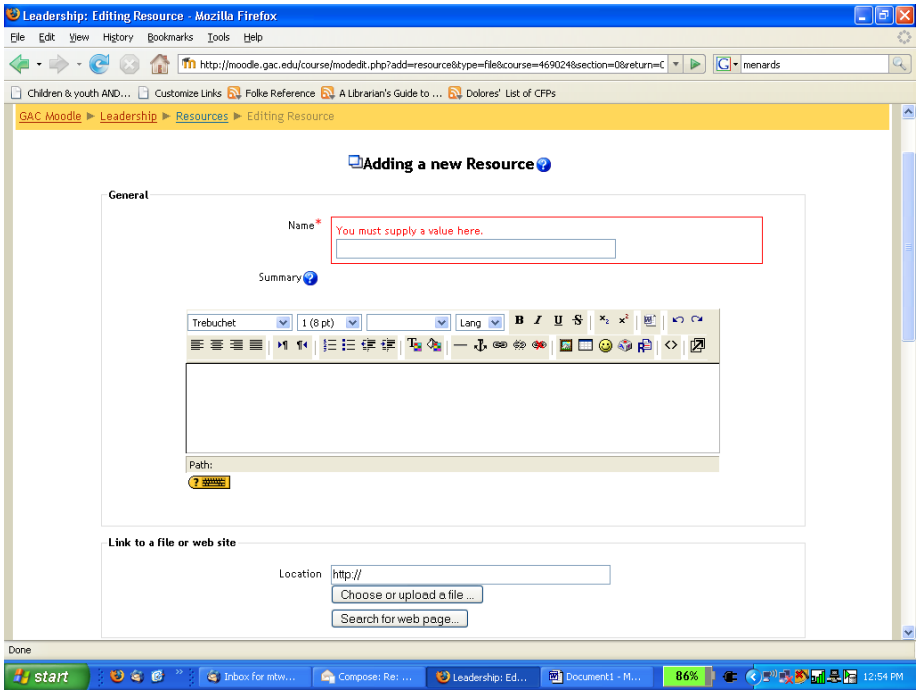
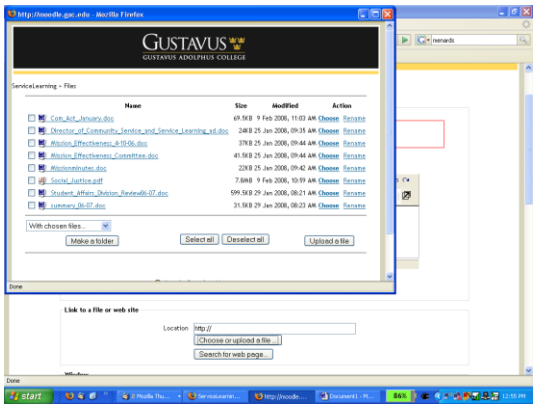
When adding multiple files to a Moodle class, it saves time (and many clicks) to combine them into one compressed file before uploading them to Moodle. Watch the video:
http://teachertech.blog.gustavus.edu/2009/08/31/tip-upload-multiple-files-to-moodle/

To add a single file to a Moodle class . . .
Login at http://moodle.gac.edu, Find the course; turn editing on. Choose "add a resource."

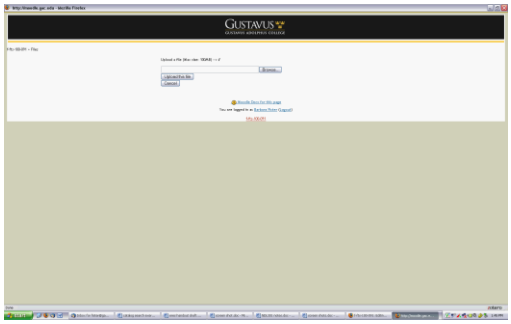
Name your file, then toward the bottom of the screen, paste in a URL or click "choose or upload file."

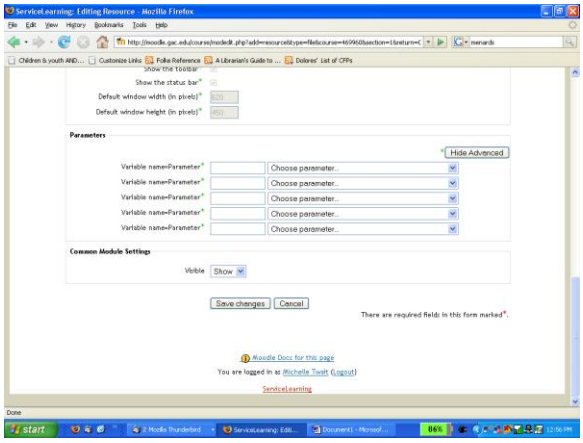


Once again, choose “upload a file” and browse to find it on your computer . . .



. . . using this screen . . .



Then click “choose” on this screen.

On the next page, scroll to the bottom and click on “save changes.”