


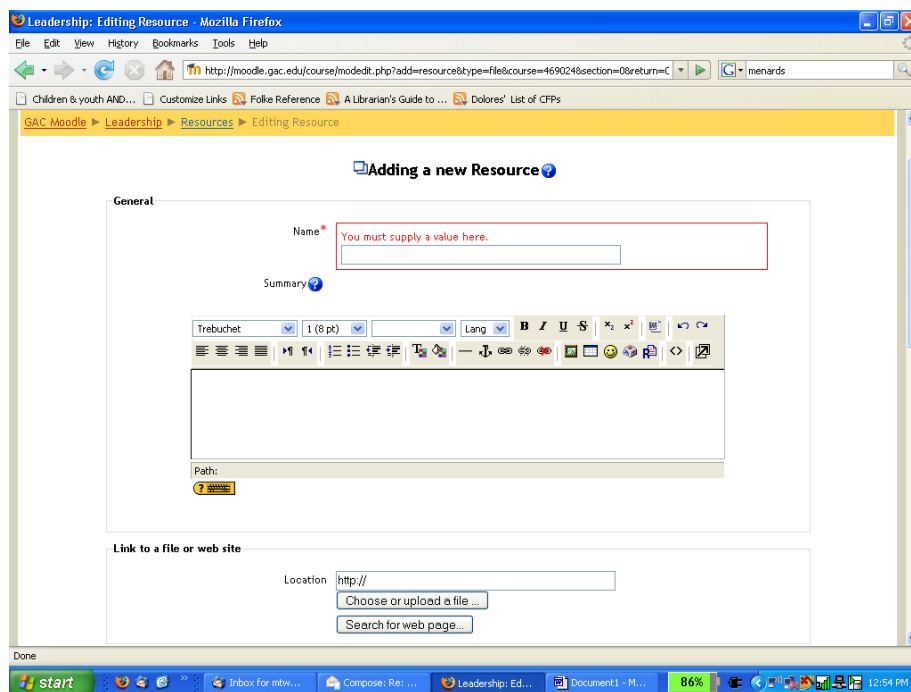
## To add a file to a Moodle class . . .

Login at <http://moodle.gac.edu>, Find the course; turn editing on. Choose “add a resource”



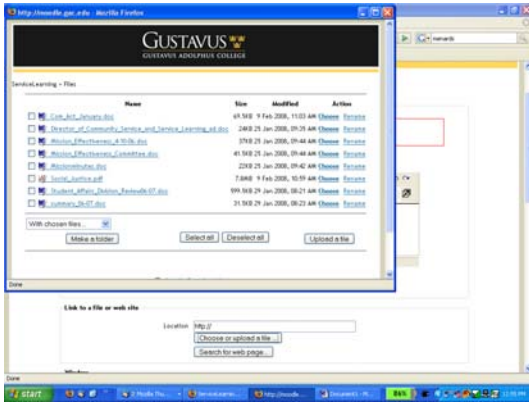
This screenshot shows the Moodle interface for the Leadership Committee course. The user is logged in as Michelle Twait. The page is in editing mode, and the 'Add a resource...' dropdown menu is open, showing options like 'Insert a label', 'Compose a text page', 'Compose a web page', 'Link to a file or web site', 'Display a directory', and 'Add an IMS Content Package'. The 'Link to a file or web site' option is highlighted. The page also shows a 'Topic outline' with various resources listed, such as 'Curricular L...', 'Leadership - Display a directory', 'Feedback Q...', 'Leadership Committee - Purpose and Timeline', 'Leadership Model', 'Leadership Report', 'Leadership Survey Summary', 'Leadership Update', 'Grant Request', 'Outdoor Leadership Education (10-05-07)', and 'Outdoor Leadership Education (09-28-07)'. The taskbar at the bottom shows the system tray with the time 10:27 AM.

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



This screenshot shows the 'Adding a new Resource' form in Moodle. The form has a 'General' section with a 'Name' field (required) and a 'Summary' field. The 'Name' field contains the text 'You must supply a value here.' Below the 'Summary' field is a rich text editor with a toolbar and a text area. The 'Path' field is empty. The 'Link to a file or web site' section has a 'Location' field with the text 'http://', a 'Choose or upload a file...' button, and a 'Search for web page...' button. The taskbar at the bottom shows the system tray with the time 12:54 PM.

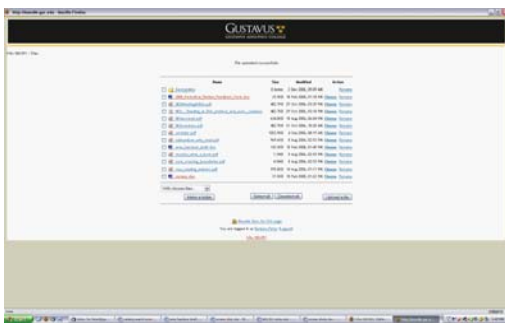
Once again, choose “upload a file” and browse to find it on your computer . . .



. . . using this screen . . .



Then click “choose” on this screen



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

