

How to Do:

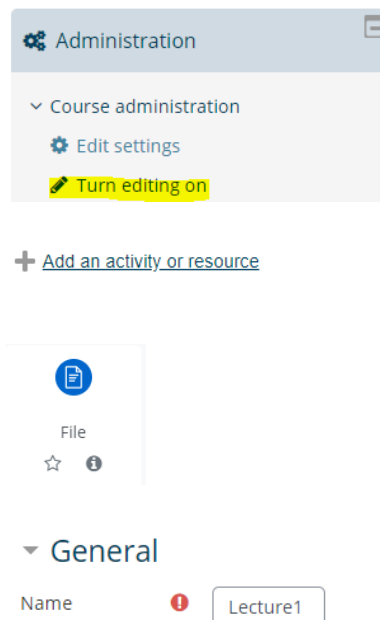
Basics in Moodle

Brief instruction:

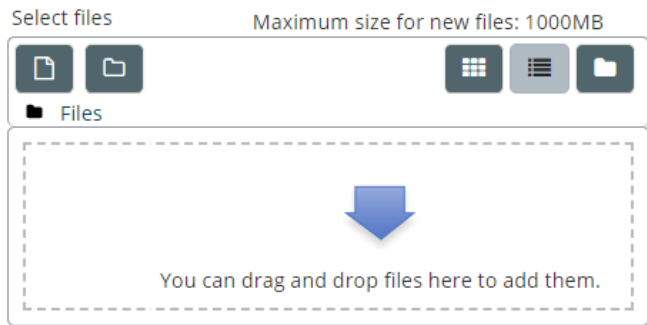
In order to simply upload your lecture slides in a Moodle course you have to have the permissions to do so. If you can see the button "Turn editing on" (under Administration), you have necessary permissions. Click on Turn editing on and find at the mainboard Add an activity or resource > choose File > name it and search within the displayed file browser for your file. You can click Save and return to course to finally add uploaded document to the course.

Ausführliche Hilfe:

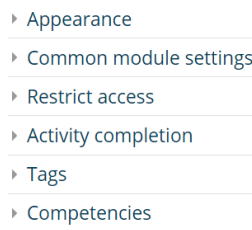
1. Click on "Turn editing on" (which you find under "Administration")
2. Scroll to the end of a section you want to edit and click "Add an activity or resource"
3. Here you first have the choice of "Activities" and "Resources"; to add a pdf document find "File", and click on it
4. Give the File a Name (this will be displayed)



5. Add your desired file



6. (optional) change different settings regarding to eg. Restricted access, or a data after which the file can be seen by the students



7. Click "Save and return to course"

