# Putting/uploading Lesson Plans or Files in Your Course(s)

1. Login to Moodle https://moodle.stpsb.org

2. Make sure that your lesson plan (or the file you want to upload) is saved on your computer where you can find it – like on your desktop or in your documents or in a folder.

3. Click on the course where you want to upload the file(s).

4. **Turn editing on** Turn editing on to make changes to your course. Note: if it shows "Turn editing on" that means editing is currently turned off. If the button shows "Turn editing off" that means editing is currently turned on.

5. Choose the **Topic** where you want the files to appear.

6. Click on the drop down arrow in **Add a resource…** Select File
   Optional: You can also choose to make a Folder first to put similar handouts in.
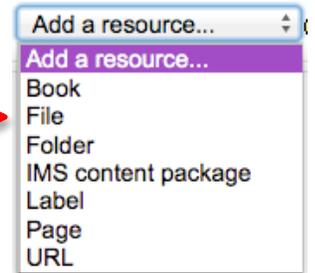
7. A new window will pop up. You will have to name the file and put in a description. Check the Display description on course page box if you want the description shown to the students. Hint: if you don't want the description shown, just type a period.
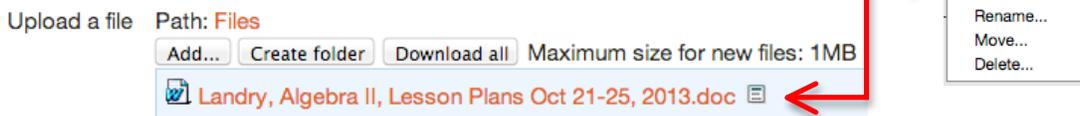
8. In the **Content** section, click on the **Add…** button.
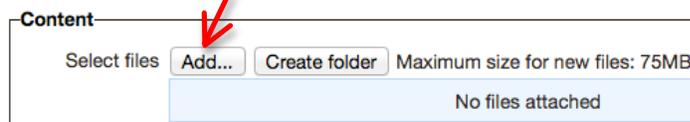
9. The **File Picker** window will then pop up prompting you to navigate where your file is saved
   (Choose **Upload a file** if it is on your computer or choose **Private files**)
   If you choose **Upload a file,** you will have to **Browse** to where the file is saved on your computer, select it, click **open**, then click the Upload this file button. If you choose **Private files**, you will navigate to your file, highlight it and then click the Select this file button.
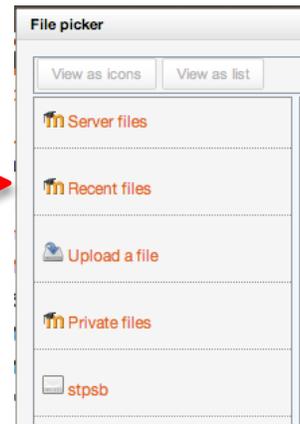
10. After the file is uploaded, you will see the name listed. You can continue to add as many files as you need for your courses. Optional: If you need to Download, Set main file, Rename, Move, or Delete your file, click on the button and you will get this window.

11. Click the Save and return to course button when all files are uploaded.