

## **FOR FACULTY**

### **Getting Started with Moodle**

#### **Make Your Course Visible to Students**

Go to your course home page

Scroll down to "Course Administration," click **Edit settings**

On the right, click **Expand all**

Under the heading "General," you may choose to make your course "Visible" to your students

Under "Course format", you can choose how many topics to show in your course

Scroll to the bottom and click **Save changes**

#### **Increase Maximum Upload File Size to 2GB**

Under "Files and uploads," change document size to 2GB

Scroll to the bottom and click **Save changes**

#### **Upload Syllabus or Any File**

Go to your course page

Click **Turn editing on**

Click the gear icon under Topic 1

Change "Topic 1" to "Syllabus" or "Welcome and Syllabus"

De-select "Use default section name" and type **Syllabus** in Section name

Scroll down and click **Save Changes**

Go back to course page and click **Add an activity or resource** under Syllabus or Topic 1

Scroll down to RESOURCES, select **File**, click **Add**

Give your file a name (e.g. Syllabus), description is optional

Select the file to upload and upload

Scroll to the bottom and click **Save and return to course**

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