

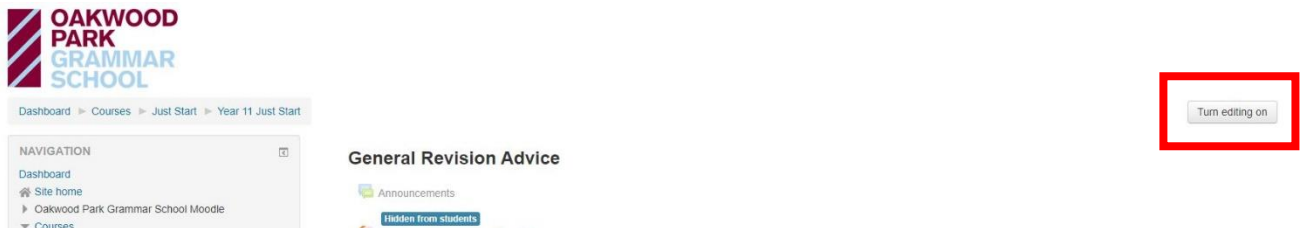
Adding Content to Moodle

Every now and then staff will ask for content to be amended or added on to their Moodle subjects. Some teachers will do this themselves.

The ones that we are mainly asked to amend is those for the Just Start “subjects”, these are used as revision guides to Yr10 and Yr11.

To amend the course content, log into Moodle. Make sure you log in with the account that has administrative rights to make changes to the Moodle site.

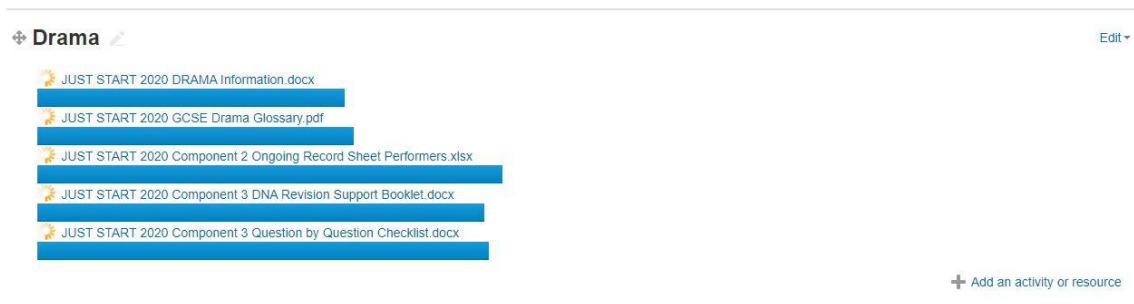
1. Once you are logged in, find the course that you need to amend or add content to.
2. Once the page has loaded (which may take a while), click on “Turn Editing On”. This will then reload the page but in editor mode. You will have the option to delete or add content.



3. To add files, simply find the files you wish to upload in File Explorer and drag and drop to the relevant part on the Moodle page.



4. Once you have dropped the files into the Moodle page you will be presented with a loading bar underneath the content. Ensure that the upload has completed before you navigate off of the page otherwise the upload will fail.



- To delete content, find the item you wish to delete. There will be a dropdown arrow to the right of the file or item.
- Click on the dropdown arrow and select the delete button.



- Once you have finished editing the page, simply go back to the top of the page and click on "Turn Editing Off".

