

Adding a Course Outline document to your course

You can upload and link to any type of electronic file in your course. The most common use of this feature is to link to a PDF (Portable Document Format) document. PDF documents are used because most computers (and smart phones) can easily open them.

The instructions below explain how to (1) convert an MS-Word file to PDF format and (2) upload a file, a sample course outline, to your course and link to it from the course home page.

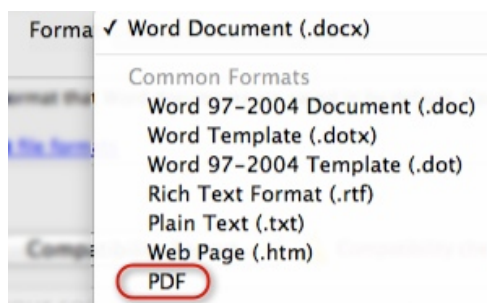
Exemplar

The *LINC 4 Course Outline* (sample only) in zero topic of the Stage 2/3 Exemplar course is a link to a File.

Converting a Word Document to PDF format

There are many versions of Microsoft Word on different platforms. Use this as a generic set of steps for this process. Your software might vary slightly. Use the Help function in your version of MS-Word for more information.

1. Open the Document in Microsoft Word
2. Click File
3. Click Save as:
4. Input a name for the file
5. Click on the Format drop-down menu
6. Choose PDF
7. Click the Save button



Adding a Course Outline

- Ensure that you can easily locate your PDF course outline on your computer.

1. On your course, click on the Turn editing on button

Turn editing on

2. Locate the Topic where the Course Outline will appear
 3. Click on the Add an activity or resource link
- The Add a new activity or resource panel appears

4. Scroll downwards and select File



5. Click the Add button
6. In the General section, input a descriptive name for the File link
7. Input a description about the File link

▼ General

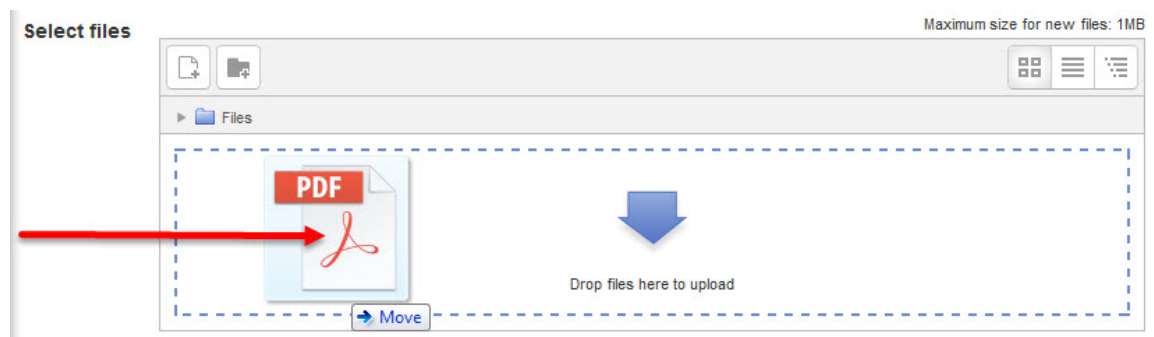
Name * ←

Description

Course Outline LINC 4 ←

A screenshot of the 'General' section of a form. The 'Name' field contains 'Course Outline' and the 'Description' field contains 'Course Outline LINC 4'. Red arrows point to both fields. The description field has a rich text editor toolbar above it.

8. In the Content section, drag the file into the File Drop area



9. In the Appearance section, click on the Display drop-down area
10. Choose In pop-up

▼ Appearance

Display ? ↓

Show size ?

Show type ? **In pop-up** ←

Show upload/modified date ?

Display resource description

[Show more...](#)

A screenshot of the 'Appearance' section of a form. The 'Display' dropdown menu is open, showing options: Automatic, Automatic, Embed, Force download, Open, and In pop-up. A red arrow points to the 'In pop-up' option. Other options include 'Show size', 'Show type', 'Show upload/modified date', and 'Display resource description'.

11. Click Save and return to course
12. Click on the Turn editing off button

- The link on the appears on the course page:



(Add a) File Help links

[Moodle Documents: File resource](http://docs.moodle.org/31/en/File_resource)

<http://docs.moodle.org/31/en/File_resource>

[Moodle Documents: File resource FAQ](http://docs.moodle.org/31/en/File_resource_FAQ)

<http://docs.moodle.org/31/en/File_resource_FAQ>