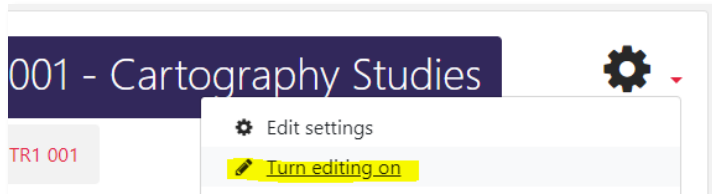


Uploading Course Notes and Recordings to Moodle

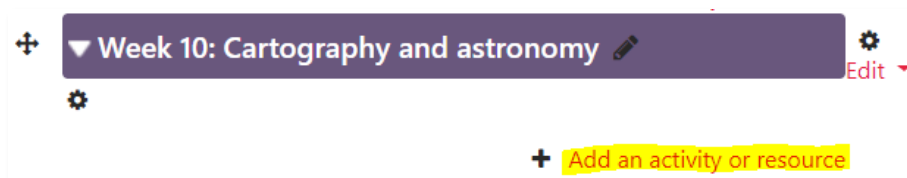
This short guide shows how to upload PowerPoint slides or other files to your Moodle module, and how to add a link to a recorded lecture from Panopto. See the *First steps with Panopto* guide on the [Learning Technology Hub](#) to provision your Moodle module and access the Panopto recorder.

A) Upload a PowerPoint presentation

1. From the module home page, click the cog icon and select *Turn editing on*.

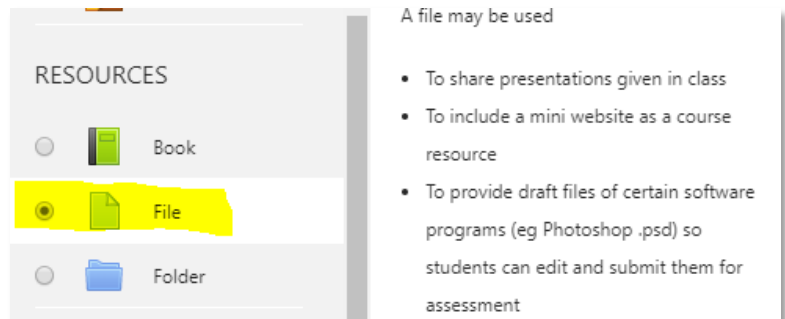


2. From the appropriate section click *Add an activity or resource*.

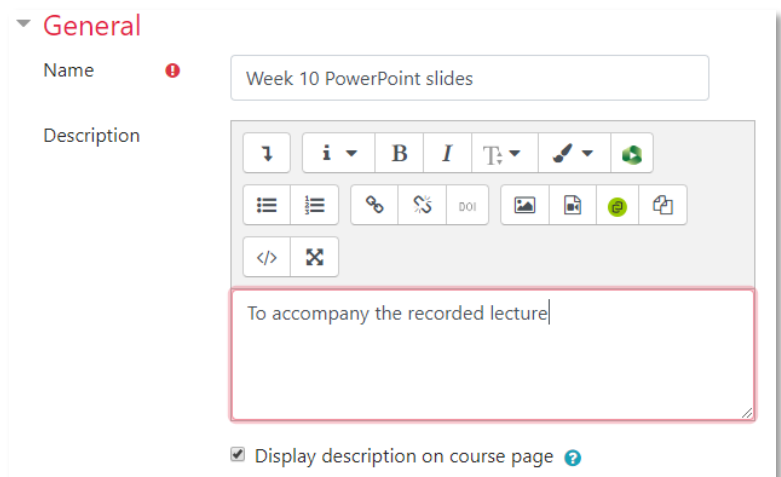


3. Scroll down and select *File* from the available resources options.

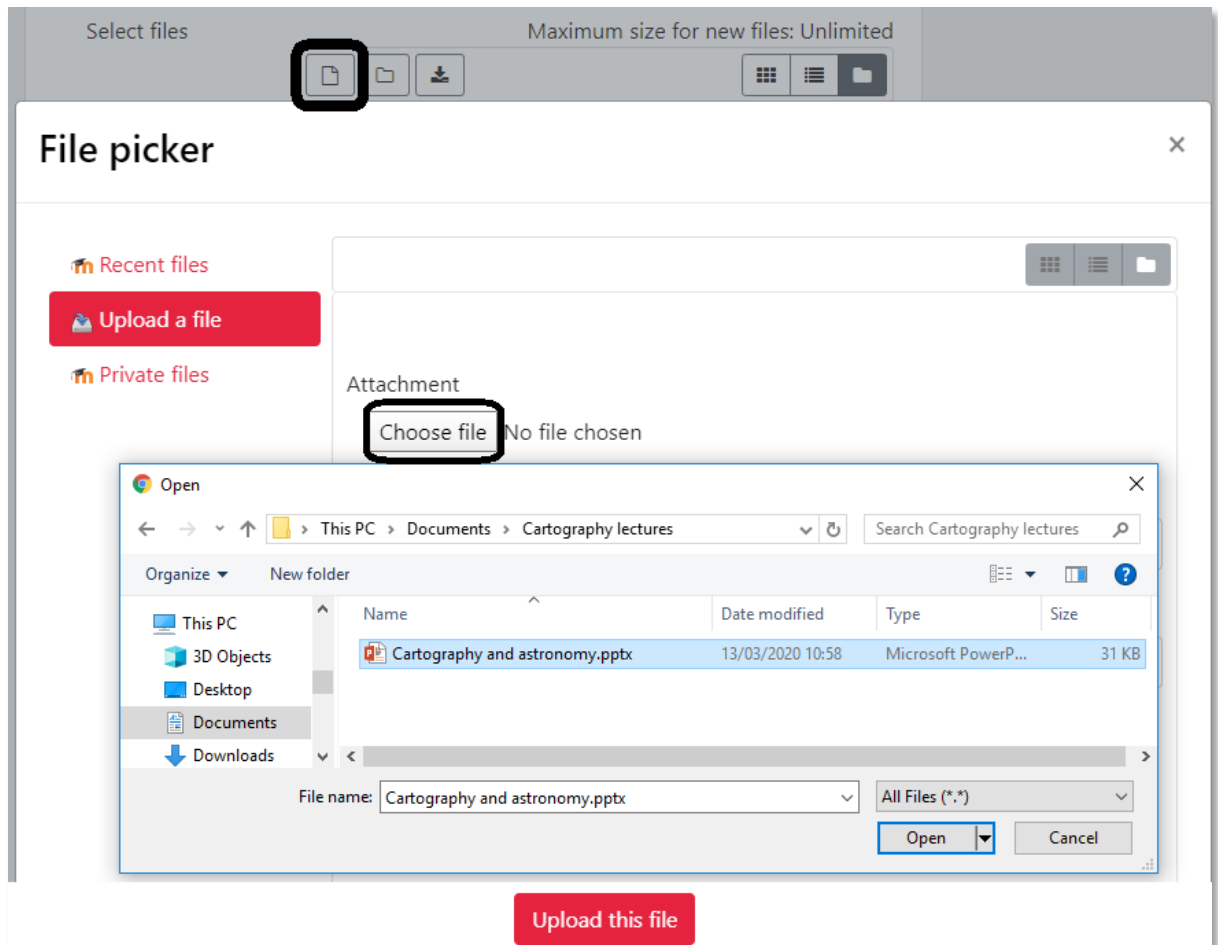
Then click the Add button.



4. Add a suitable name, a short description, and check box to *Display description on the course page*.



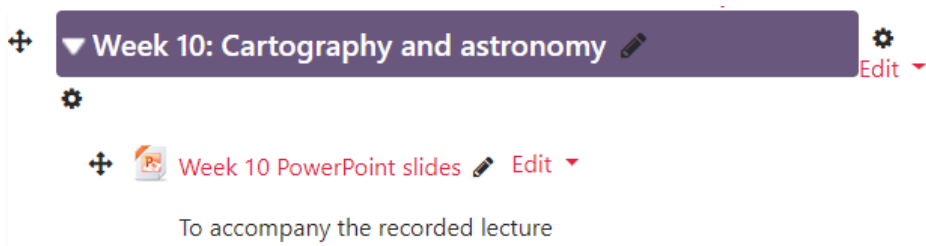
- Click the *Add file* icon and from the File Picker click *Upload a file*.
Click *Choose file* and browse your folders to select the file, and then click *Upload this file*.



- Then click *Save and return to course* and the file is now available to students.

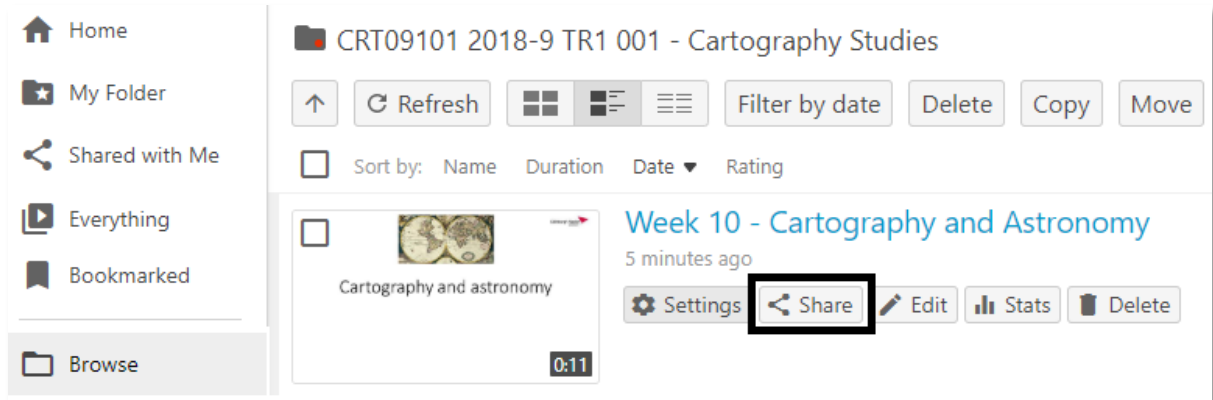
Save and return to course

Save and display

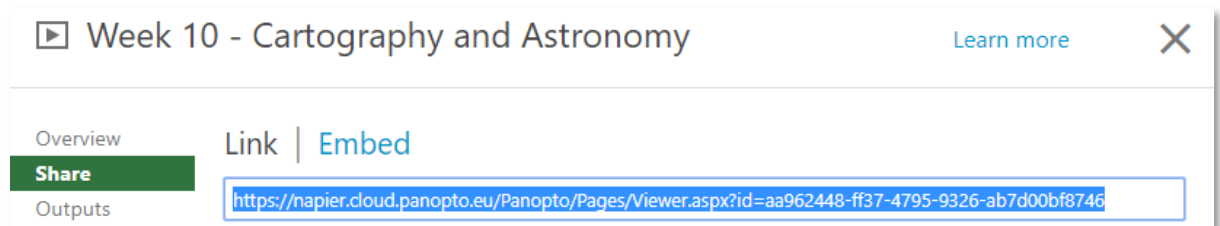


B) Add a link to a recorded lecture from Panopto

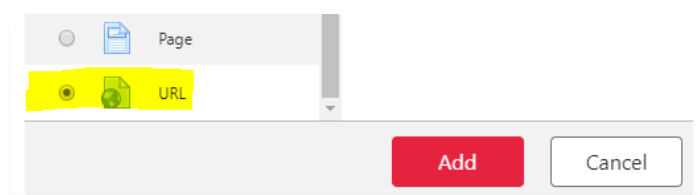
1. Login to the Panopto web portal at <https://napier.cloud.panopto.eu> and navigate to your module folder and click the *Share* button.



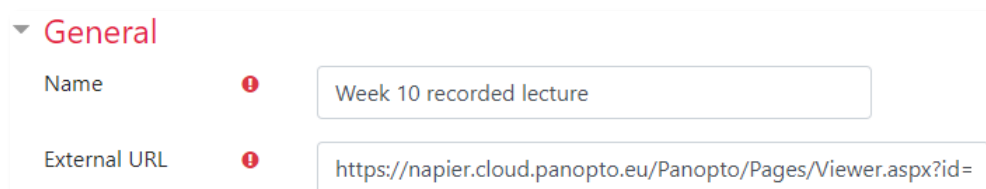
2. Highlight the link and copy using your right mouse button or CTRL+C keys. If required the recording title can be changed from the Overview tab. Click the X to close the window.



3. From your Moodle module and in the appropriate section click *Add an activity or resource*. Scroll down and select *URL* from the available resource options, and then click the *Add* button.



4. Add a suitable name and paste the link in the *External URL* field.



Click *Save and return to course* and the link is now available to students.

