Adding Documents to Moodle – Drag and Drop

1. Log into Moodle and go into your course
2. Turn on editing (located on the upper right side of the Moodle window under the **Gear**)
3. Locate the section where you want to place your document
4. Position the folder containing your file in front of and to the side of the Moodle window
5. Click on and drag the document over to the Moodle window
   (Just as if you were dragging the file from the desktop into a folder or your documents)
6. When you are over the Moodle page and you see the "add file(s) here" message let go of the Mouse Button
7. You can use the directional arrow to drag the document to a different location on the page.