Adding Documents to Moodle – Drag and Drop

1. Use the Chrome browser (you can use Firefox or Internet Explorer 10 or above)

2. Log into Moodle and your site

3. Turn on editing (button is located on the upper right side of the Moodle window)

4. Locate the section for your document

5. Position the folder containing your file in front of and to the side of the Moodle window

6. 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)

7. When you are over the Moodle page and you see the "add file(s) here" message let go of the Mouse Button