

## Uploading a File to Moodle

1. Open Moodle and log in  
From Dallastown's home page, click on Parents and Students tab→Moodle
2. Open Portfolio  
Click on District→AA
3. Click **Turn editing on**
4. Decide which section you would like to place the Notification Paper.  
Click **Add a Resource**
5. **Link to a file or a website**
6. Type a name **Notification Paper**, for example
7. **Choose or upload a file**
8. **Upload a file**
9. **Browse**
10. **Upload this file**
11. **Choose**
12. Scroll down and click **New Window**
13. **Save and return to course**

