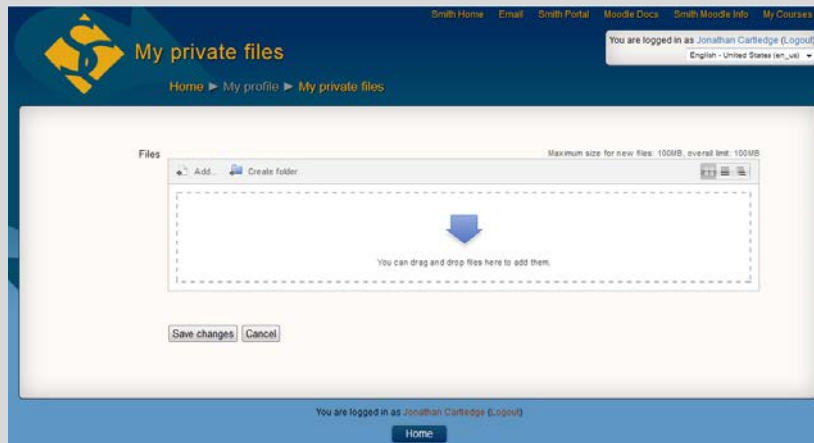


## How to add a Powerpoint or OIV Presentation to Moodle

1. Log in to Moodle.

2. Click “Manage My Private Files” at the right.

Manage my private files



3. Click “Create a Folder.” Type a name for the folder in the box that pops-up and click “Create Folder”

4. Click on your new folder, then, in the pop-up window, drag your file from your desktop into the open folder.

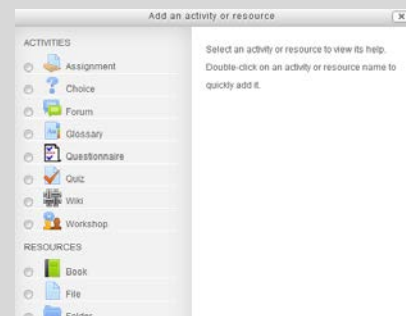
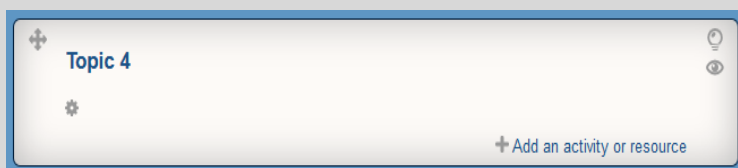
5. Click “Save changes”

6. Click “Home.” Select the class you want to add materials to from the menu on the left.

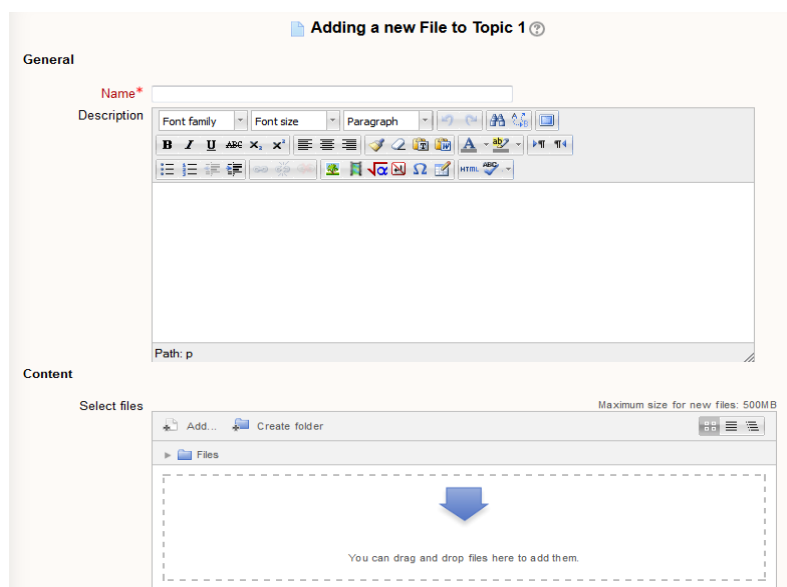
7. Click “Turn Editing On” at the right.

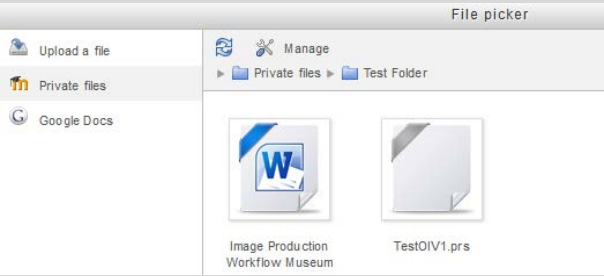
Turn editing on

8. Under Files use the “Add an Activity or Resource” pop up menu and select “File” from the pop-up menu.



9. Name your presentation at the top of the page. Under “Select File” click “Add”





11. Select “Private Files” from the pop-up window. Click on the name of the folder you created. Click on the presentation you want to add, then click “Select this File.”

12. Click “Save and Return to Course.” Click “Turn Editing Off” and log out.

