

## How students can upload their Powerpoints to Moodle

1. Add a discussion **forum** (**turn editing on**, **Add an Activity**, select **Forum**), see *Moodle Basics* for details how to add a forum.
2. Once you have created a forum, students can click on this forum, **add a new discussion topic** and attach their Powerpoints or any other file format they wish to share.

### Step-by-Step:

Click **Turn editing on** from the button in the top right corner.

Choose **Add an activity**.

Select **Forum** from the drop down menu.



Once the teacher has created a forum, students click on this forum and **add a new discussion topic** to start a new thread.

Add a new discussion topic

**(There are no discussion topics yet in this forum)**

Students can attach files up to 25 MB (the teacher can adjust the attachment size under **Settings**, see *Moodle Basics for details*). Click on **Post to forum** to publish new discussion thread. Students have thirty minutes to edit their postings.

