

Adding Resources to a Course

To add resources to a course, you must have editing turned on. You can **Turn editing on** with the button in the top, right area of your course or with the link in the **Settings block**.



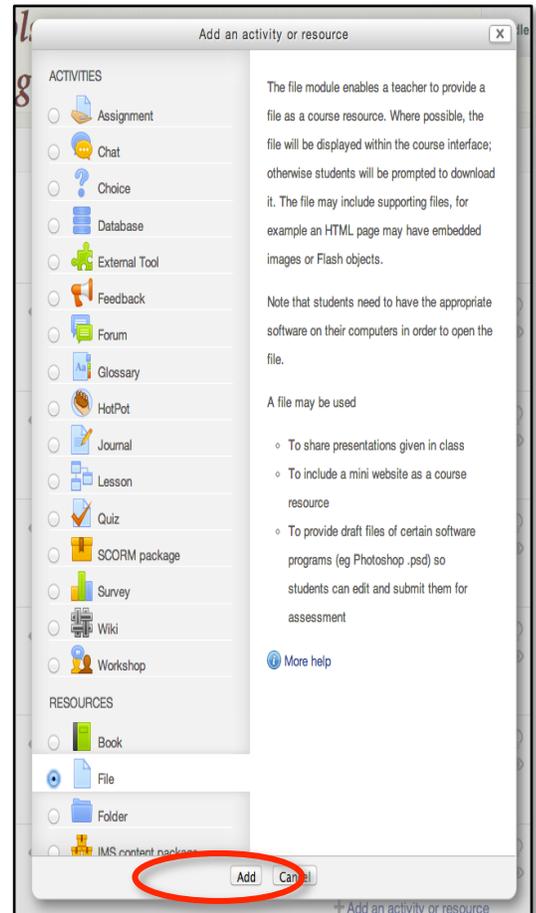
Adding a File

1. Click on the **Add an activity or resource** link.



2. Select **File** from the menu of choices in the pop-up box.

- a. Information about the item you select, in this case **File**, will appear in the white area on the right side of the pop-up.
- b. A link to **More help** for this item is also provided.

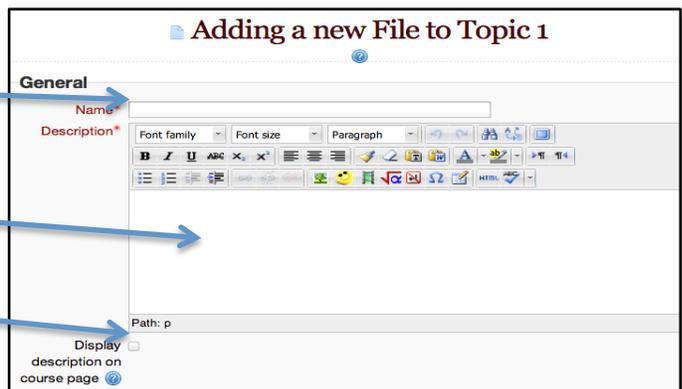


3. Click **Add**.

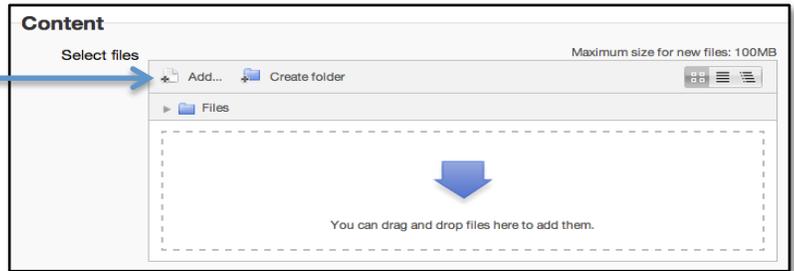
4. Enter a name for the file in the **Name** field.

5. Type the instructions or information about the resource in the **Description** box.

6. Tick the box if you want the description to display on the course page.



7. In the **Content** section, you can choose to select a file from your computer or a Moodle file repository or you can **Create folder** and then add 1 or more files to the folder.



8. To add a file, click on **Add** or drag and drop a file into the area with the blue arrow.

9. If you click on the **Add** button, the **File picker** will open.

10. Click on the appropriate tab in the left column to locate the file you want to add. (See the *File picker tutorial* for more details on these tabs.)

11. If the file is not yet uploaded, click on the **Upload a file** tab.

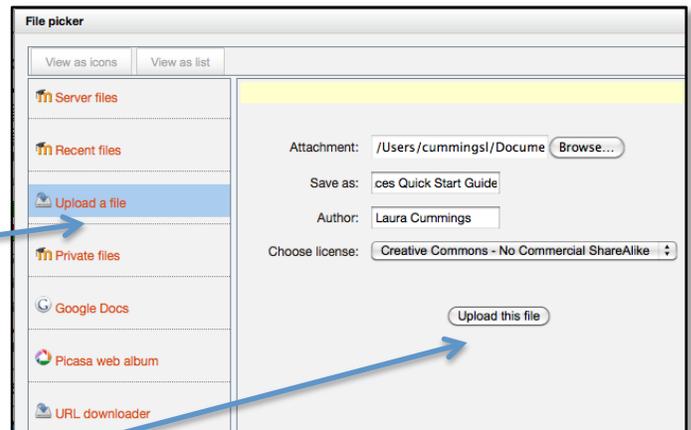
12. **Browse** and locate the file you want to use.

13. In the **Save as** field enter the name of the file.

14. Enter the **Author's** name if it is not you.

15. Use the **Choose license** dropdown menu to select the copyright license for the file.

16. Click the **Upload this file** button.



17. Select how you would like the file to **Display** when it is clicked.

- a. Popular choices for the best reading and/or editing experience are **New window** or **Force download**.

18. If you are setting conditions to **Restrict access**, there are a variety of settings to choose from. Use the various options available to make the appropriate selections for this file.

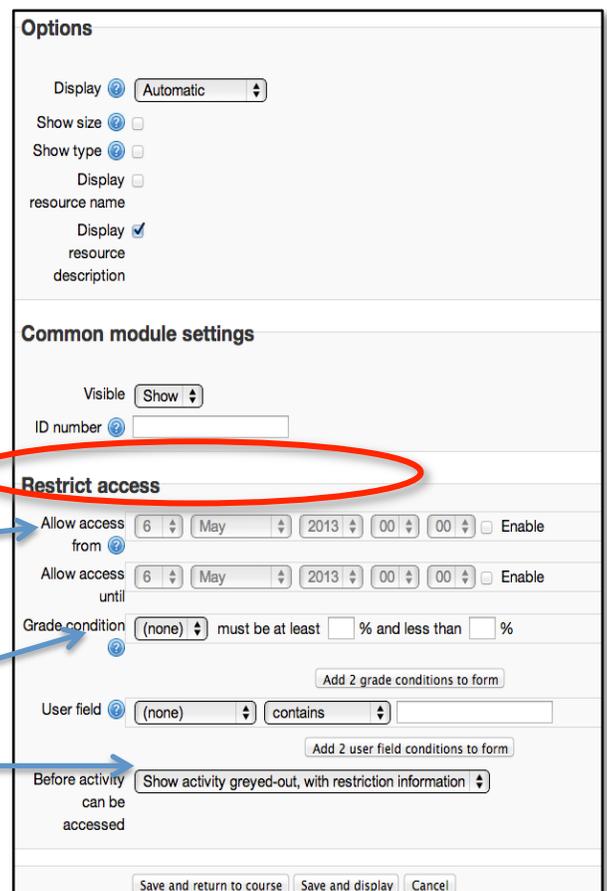
19. Use **Allow access from** and **Allow access until** to set open and closed dates.

20. Use the **Grade condition** options to require a desired level of success on a previous activity to gain access to this resource.

21. Choose how the resource will be displayed prior to earning access.

22. Click **Save and return to course**.

23. You will now have a link to the file on your course main page and students will be able to access it.



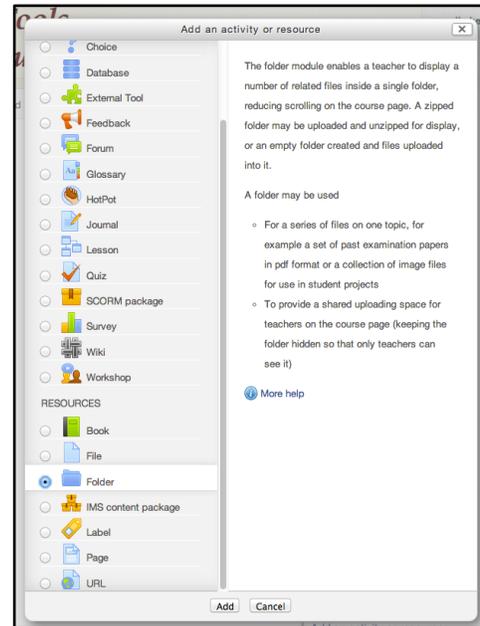
Adding a Folder

If you have a lot of resources on a particular topic that you want to give students access to, you may want to add a folder to your course.

1. Click on the **Add an activity or resource** link.



2. Select **Folder** from the menu of choices in the pop-up box.
 - a. Information about the item you select, in this case **Folder**, will appear in the white area on the right side of the pop-up.
 - b. A link to **More help** for this item is also provided.



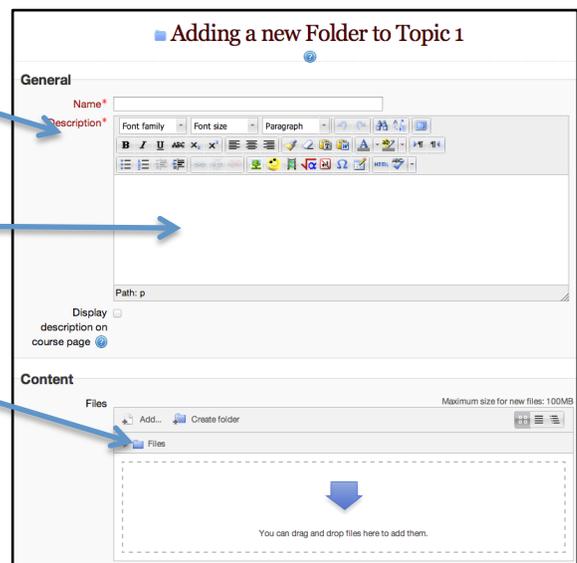
3. Click **Add**.

4. Enter a name for the **Folder** in the **Name** field.

5. Type the instructions or information about the resource in the **Description** box:

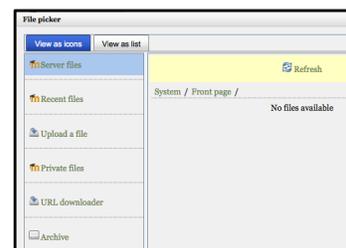
6. In the **Content** section, click **Add** or drag and drop files into the area with the blue arrow.

- a. *Note: If you click **Create folder** you will be creating a subfolder inside of the folder you are already adding.*



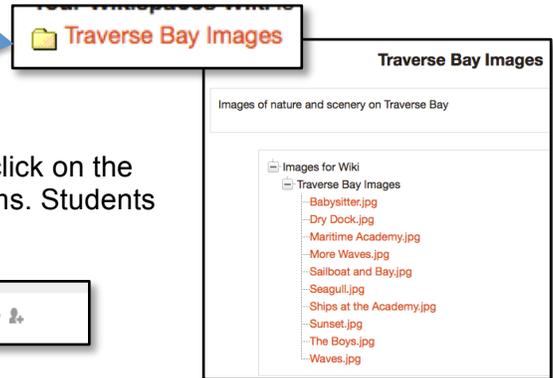
7. If you click **Add**, the **File picker** will open. Locate a file you want to include in the folder, fill in the requested information and click **Select this file**.

- a. Repeat the steps for any additional files you want to put in the folder.



8. Set up any conditions and restrictions for accessing the **Folder** you want to use.
9. Click **Save and return to course**.

10. You will now have a link to the **Folder** on your course main page and students will be able to access all of the items in the folder.



11. If later on you want to add more items to the Folder, click on the **Update** icon for the resource and upload the new items. Students will automatically have access to the new items.



Adding a Label

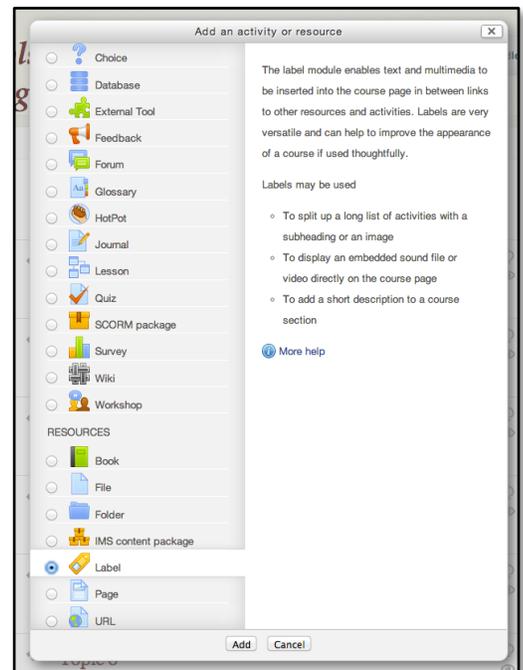
If you need to add some text anywhere in your course, you will need to **Add a Label**. You can also use Labels to add pictures, embed YouTube videos and more.

1. Click on the **Add an activity or resource** link.

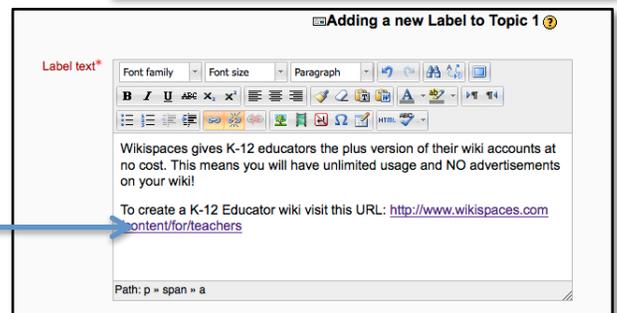


2. Select **Label** from the menu of choices in the pop-up box.

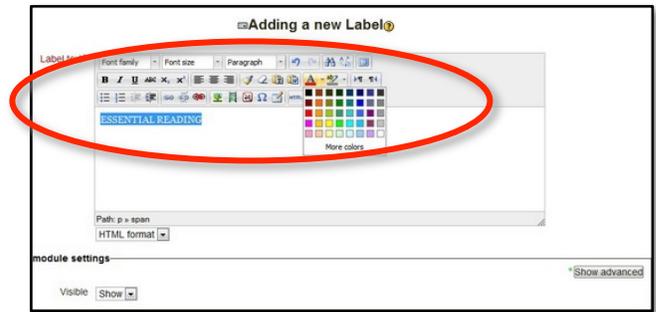
- a. Information about the item you select, in this case **Label**, will appear in the white area on the right side of the pop-up.
- b. A link to **More help** for this item is also provided



3. Enter the **Label text** you want to use.



4. Edit the **Label** using the available tools in the text editor.



5. Set up any conditions and restrictions for accessing the **Label** you want to use.
6. Click **Save and return to course**.
7. You will now have a **Label** with the information you entered displayed on your course main page and students will be able to view it when the conditions you set up have been met.

Wikispaces gives K-12 educators the plus version of their wiki accounts at no cost. This means you will have unlimited usage and NO advertisements on your wiki!

To create a K-12 Educator wiki visit this URL: <http://www.wikispaces.com/content/for/teachers>

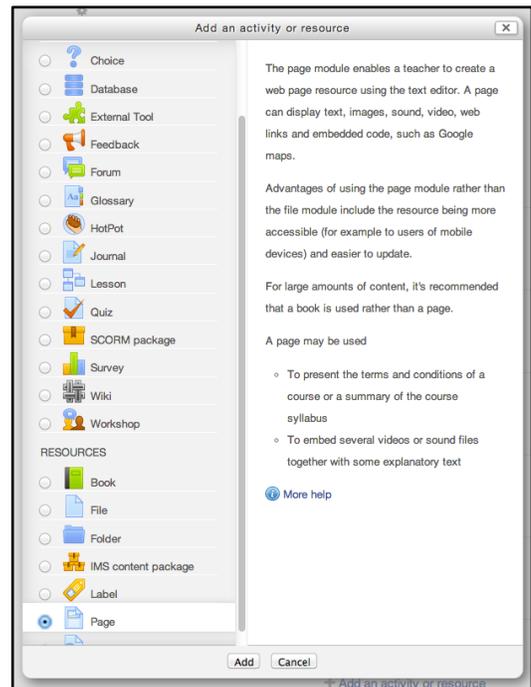
Adding a Page

Creating additional pages for your Moodle course is one way to get some of the content off of the main page of the course.

1. Click on the **Add an activity or resource** link.



2. Select **Page** from the menu of choices in the pop-up box.
 - a. Information about the item you select, in this case **Page**, will appear in the white area on the right side of the pop-up.
 - b. A link to **More help** for this item is also provided



3. Click **Add**.

4. Fill in the **Name** box with an appropriate name for the **Page**.

5. The **Description** section is for a brief explanation about the **Page**.

6. Check the box if you want the **Description** to show on your course home page.

7. The **Content** section is what the students will see when they click on the link in the main section of the course. This is where you will enter the information you are sharing via the page.

8. In the **Options** section, checking **Display page name** will put the **Page** name at the top of the **Page**. Checking **Display page description** will put the information in the **Description** box above the **Content**.

9. Set up any conditions and restrictions for accessing the **Page** you want to use.

10. Click on **Save and return to course**.

11. The link to your **Page** will be displayed on the main page of your course. In some themes the description will also be displayed.

 Adding an Image to Your Wiki
Directions for adding an image to your wiki

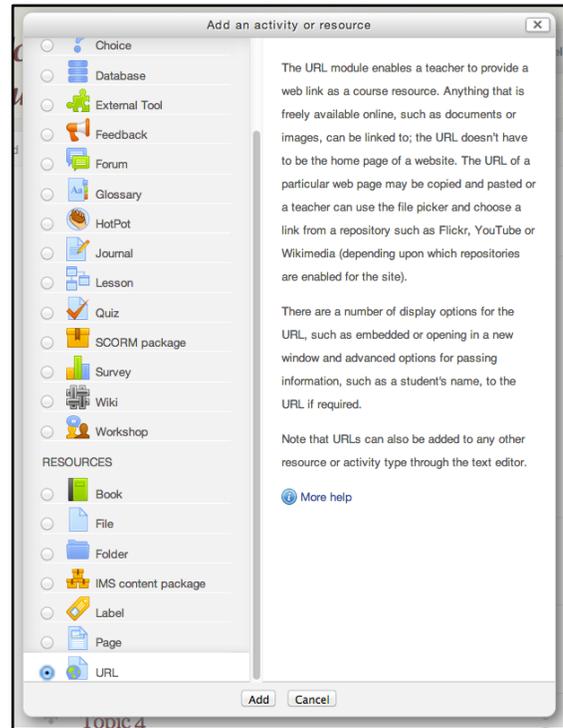
Adding a URL

Adding a URL is a quick way to send students directly to an online resource.

1. Click on the **Add an activity or resource** link.



2. Select **Page** from the menu of choices in the pop-up box.
 - a. Information about the item you select, in this case **Page**, will appear in the white area on the right side of the pop-up.
 - b. A link to **More help** for this item is also provided

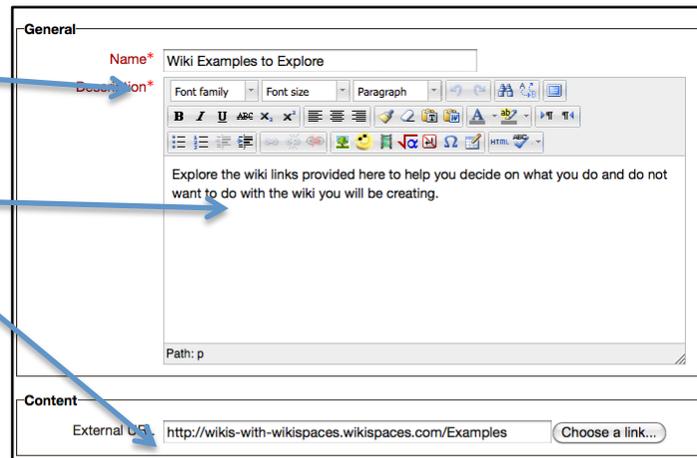


3. Click **Add**.

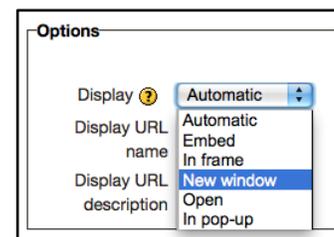
4. Fill in the **Name** you want displayed for the URL link.

5. Enter a **Description** to explain the site you are using for the link.

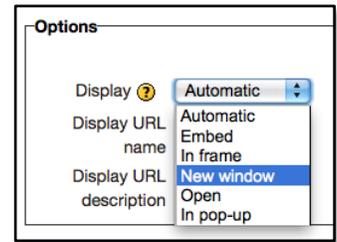
6. Enter the URL you would like your students to visit into the **External URL** field. **Note:** *It is usually easiest to have the site open in another window and then copy and paste the URL instead of manually entering it.*

A screenshot of the 'Add an activity or resource' form. The 'General' section is visible, showing a 'Name*' field with the text 'Wiki Examples to Explore', a 'Description*' field with the text 'Explore the wiki links provided here to help you decide on what you do and do not want to do with the wiki you will be creating.', and an 'External URL' field with the text 'http://wikis-with-wikispaces.wikispaces.com/Examples'. Blue arrows point from the instructions to these three fields. The 'Content' section is partially visible at the bottom.

7. The Display dropdown menu has several options. They may include:
 - a. **Automatic:** The best display option for the URL is selected automatically.



- b. **Embed:** The URL is displayed within the page below the navigation bar together with the URL description and any blocks.
- c. **In frame:** - The URL is displayed within a frame below the navigation bar and URL description.
- d. **New window:** The URL is displayed in a new browser window with menus and an address bar.
- e. **Open:** Only the URL is displayed in the browser window.
- f. **In pop-up:** The URL is displayed in a new browser window without menus or an address bar.



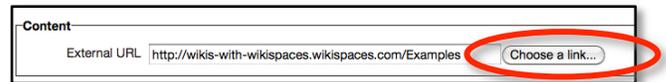
8. Set up any conditions and restrictions for accessing the URL you want to use.

9. Click **Save and return to course**.

10. The link to the URL will now be displayed on your course main page and students will be able to view it when the conditions you set up have been met.

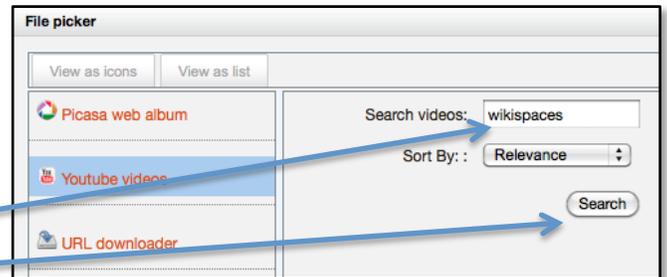


11. Optionally, when you are **Adding a URL**, you can also click the **Choose a link** button.

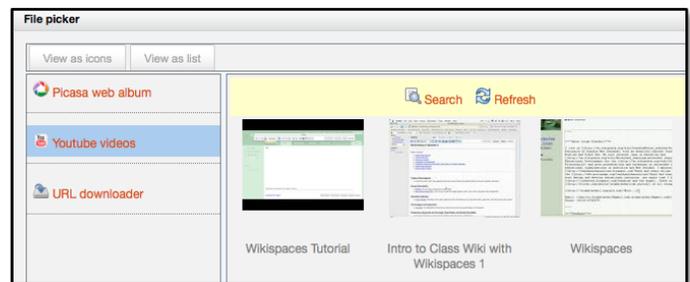


12. The **File picker** will open and, depending on the repositories set up by your Moodle Administrator, you will have different items available to use.

13. To search for a YouTube video, click on **YouTube videos** in the left column, enter a search term in the **Search videos** field and click **Search**.

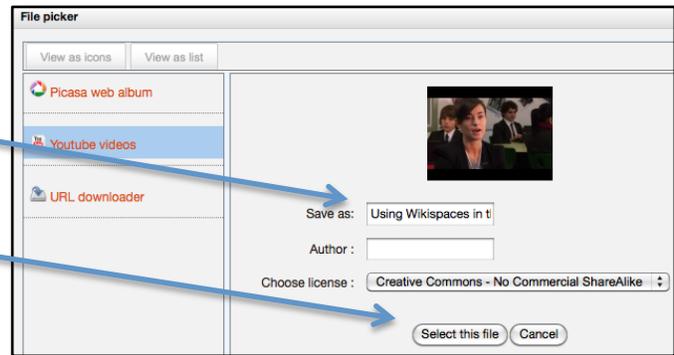


14. Scroll down to view the different search results. Click on the video you would like to use.



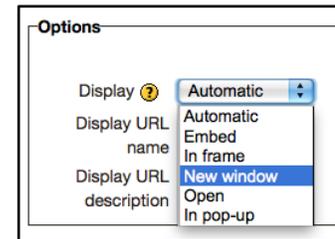
15. Edit the **Save as** field, **Author**, and **Choose license** information as desired.

16. Then click **Select this file**.



17. Select the **Options** you want to use to display the video.

- Automatic:** The best display option for the URL is selected automatically.
- Embed:** The URL is displayed within the page below the navigation bar together with the URL description and any blocks.
- In frame:** - The URL is displayed within a frame below the navigation bar and URL description.
- New window:** The URL is displayed in a new browser window with menus and an address bar.
- Open:** Only the URL is displayed in the browser window.
- In pop-up:** The URL is displayed in a new browser window without menus or an address bar.



18. Set up any conditions and restrictions for accessing the URL you want to use.

19. Click **Save and return to course**.

20. The link to the YouTube video will now be displayed on your course main page and students will be able to view it when the conditions you set up have been met.

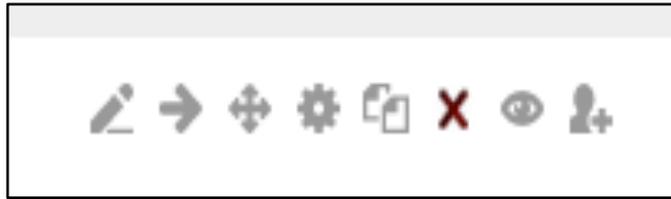


21. This is how a YouTube video is displayed when **Embed** is selected for the **Display** option.



Modifying a Resource

To modify an existing resource, click the link to **Turn editing on**. The editing tools will appear by each resource.



1. To change the title of a resource click on the **pencil** icon.
2. To indent a resource, click the **Move right** arrow. (*Note: When a resource is indented you will also have a **Move left** arrow.*)
3. To change the placement of a resource in your course, click on the **four-headed Move arrow** and drag the resource to the desired location.
4. To **Update** or **edit** a resource click on the **gear** icon.
5. To duplicate a resource, click on the **double paper with folded corners** icon. (*Use with caution. My course got a parameter error and I could no longer get into the course!*)
6. To **delete** a resource, click the **X** icon.
7. To make a resource **visible** or **invisible**, click the **eye** icon. *Note: An open eye means the resource is visible and the closed eye means it is invisible to students.*
8. To **Assign roles** for the resource, click the **person +** icon. (*Note: This allows you to give students a teaching role in just one activity like a forum.*)