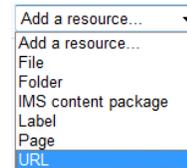


## Adding Links

Providing links to resource sites in a course is the most basic use of moodle.

1. Click the Add a resource drop down arrow and click **URL**.
2. Enter a Name and Description.



3. Enter a website address in the External URL field.

4. Choose **In pop-up** in the Display field.

It is recommended to use a pop-up window so the moodle course window is not overtaken or accidentally closed when the website window is closed.

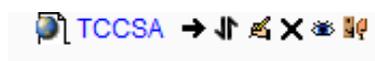
 A screenshot of the Moodle 'Adding a new URL to Topic 1' form. The form is divided into sections: 'General', 'Content', and 'Options'. 
 - In the 'General' section, the 'Name\*' field contains 'TCCSA'. The 'Description\*' field has a rich text editor with the text 'View the Professional Development resources at TCCSA'. Below the editor is a 'Path: p' field and an 'HTML format' dropdown.
 - In the 'Content' section, the 'External URL' field contains 'http://www.tccsa.net' and a 'Choose a link...' button.
 - In the 'Options' section, the 'Display' dropdown is set to 'In pop-up'. There are checkboxes for 'Display URL name' (unchecked) and 'Display URL description' (checked).

5. Add optional Activity completion tracking.

A recommended link for parents and students is Parent/Student access for Progress Book. We also recommend adding a link to your moodle course from your Progress Book Teacher Home Page .

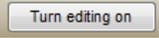
 A screenshot of the 'Activity completion' settings section. 
 - 'Completion tracking' is set to 'Students can manually mark the activity as completed'.
 - 'Require view' has a checkbox 'Student must view this activity to complete it' which is unchecked.
 - 'Expect completed on' is set to '11' (month), 'January' (month), and '2011' (year). There is an 'Enable' checkbox which is checked.
 - At the bottom, there are two buttons: 'Save and return to course' and 'Save and display'.

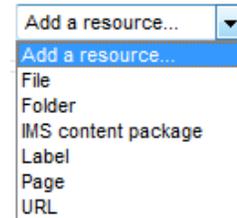
6. Click one of the Save button options.
7. A link resource will appear with a globe on the course main page.



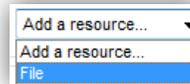
## Adding a File

When adding files, consider the file type. Users may not have Microsoft office, and definitely won't have your interactive white board software. It is recommended to post PDF's when possible; which are opened using the free Acrobat Reader program.

 Editing must be turned on before you can add a resource.



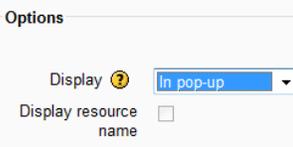
1. Click the **drop down arrow** next to Add a resource.
2. **Choose File** from the dropdown.



Adding a new File

3. A Name & Description are required.

**NOTE:** The description only shows when Pop-up Window is chosen for Display method or when the 'Activities' block is added to a course.

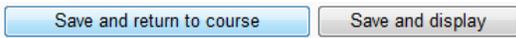


4. Click the **Add** button.
5. Click **Upload a File**.
6. Click the **Browse** button.

Locate a file to upload.

**NOTE:** Leave the Save as: field blank. This is for file conversion, not file naming.

7. Click the **Upload this file** button.
8. In the **Options** section choose a way to **Display** the file. If 'In pop-up' is chosen. The file will appear in a separate window. This is helpful so students can close the file window without exiting the course accidentally.
9. If Activity Completion (student progress) is enabled, a completion tracking option can be chosen. This will place a gray check mark next to the file on the main course page to be checked after review. This is optional.
10. Click one of the Save buttons.



Note: Files can be added from several different methods.

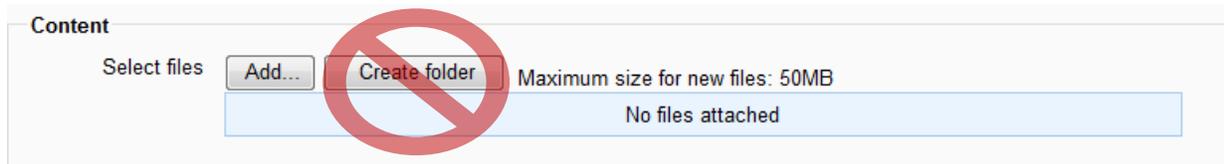
Server files refer to files you uploaded to the moodle server.

Recent files are files you recently uploaded to the moodle server.

Private files are your personal files that have already been uploaded but not available to anyone else.

Additional plug-ins may be available such as Flickr or Google Docs. These features enable you to upload files from outside resources. These are only available if your district has enabled these features.

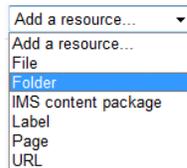
When uploading a single file, in the content area, there are two options. Adding a single file, or creating a folder to begin organizing files as they are uploaded. **It is not recommended to use the Create folder button** that appears while adding a file.



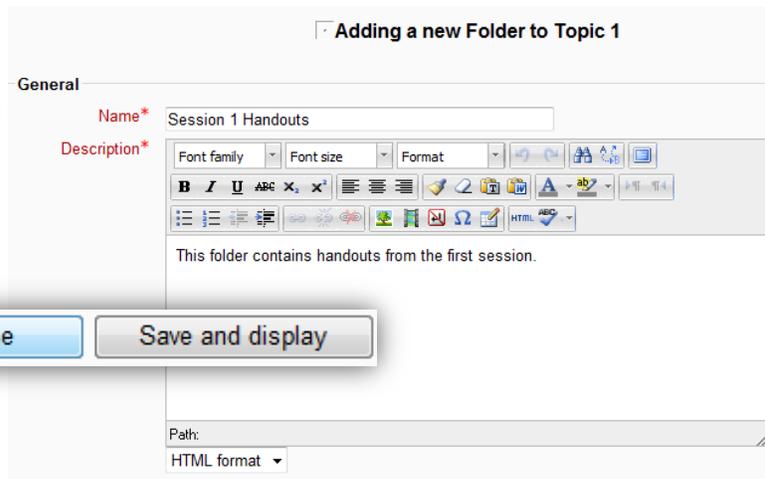
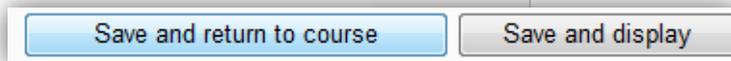
### Creating a Folder

Folders can be created from the list of resources on the course main page. Folders are useful when the amount of resources are related, or if the list of resources is very long.

Name and Description are required for the folder.



Click **Save and display** to add files.

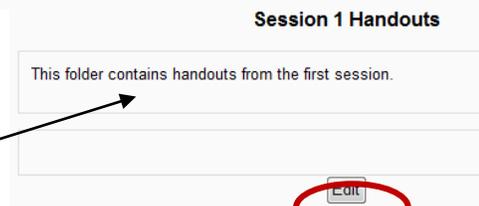


### Adding files to a folder

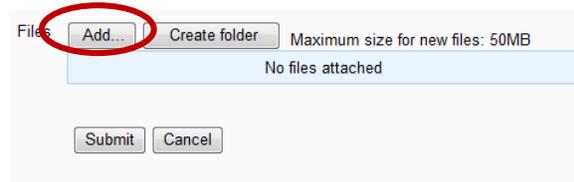
If returning to an existing folder, click the folder name from the main course page.



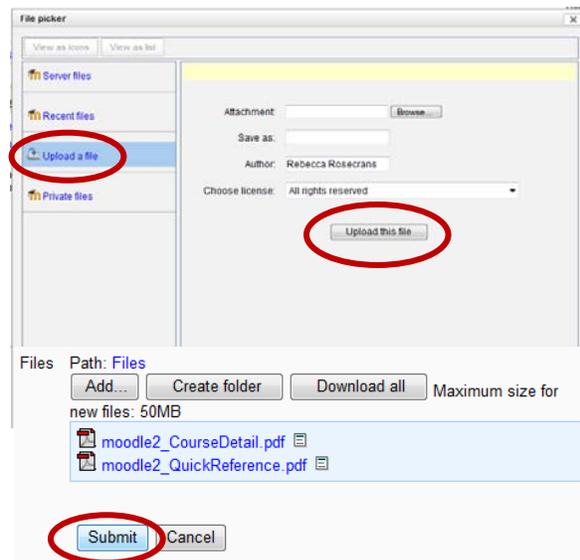
If returning from a previously created folder, or continuing the create folder process, the folder title and description will appear.



1. Click **Edit** to add files.
2. Click the **Add** button.



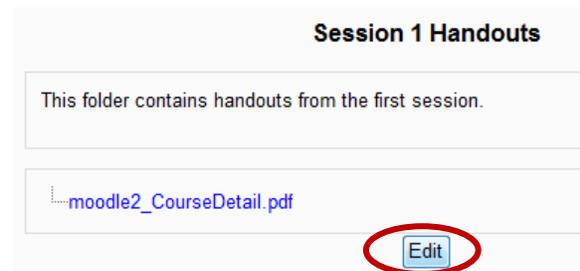
- From the file picker click the appropriate location to choose a folder. (same steps as adding a file instructions on page 1)
- Click the **Upload this file** button.



- Click the **Submit** button.

Note: Files uploaded into a folder don't have individual descriptions. The folder description is used to explain the contents.

- Click the **Edit** button to repeat this process.

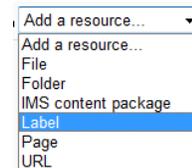
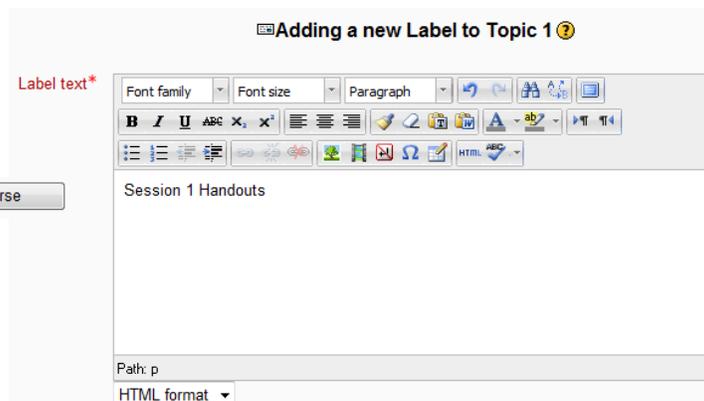


## Labels

To separate, or organize, lists of resources and activities use labels.

- Click the 'Add a resource' drop down arrow.
- Type **Label text**
- Click **Save and return to course**

Save and return to course



Note:

To move a label, click the move arrows. The move arrows may look different depending on your browser and moodle theme. Note: it is recommended to uncheck 'completion tracking' for a label.

