Adding Resources

The content area of your Moodle course is divided into modules. Content is created by adding resources and activities to these modules. Modules serve as clusters of related course materials. Every module should be clearly labeled by the topic and/or dates it applies to.

The module displayed at the top of the page (called the introductory module) does not have a default number. It is reserved for the course title, generic course information and documents (e.g. syllabus, course policies, course schedule, grading rubrics, etc.) It includes an Announcements bulletin (news postings) by default.

Inserting a Title or a Name for a Module (Topic)

Important Note: Please do not copy text directly from Microsoft Word into a title or label. It can cause glitches.

1. Log in to your course and click the **☑ TURN EDITING ON** button

2. Click on the module's update icon in the top left corner of each Module (⚙), to change the placeholder topic title

3. Uncheck the *Use Default Section Name* box

4. Type the new Title in the **Section Name** box

5. Click **SAVE CHANGES**

Section name

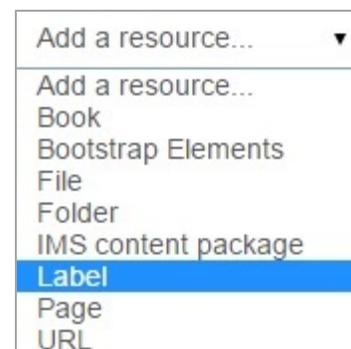[   ] ☐ Use default section name

Label

Select this option if you want to add a label to a module. It might be helpful to think of a label as a note displayed in the module. You can add additional labels throughout the course whenever you wish to add text directly to the course homepage. All other activities and resources will show up in the form of a link that needs to be clicked in order to get to the document. Labels are useful when making notes or specifying directions to participants regarding the module.

Important Note: The Module Title should only contain a single line of text. For more text, use a label. Please do not copy text directly from Microsoft Word into a title.

1. Click **☑ TURN EDITING ON**

2. Click on the **Add a resource…** drop-down menu of the specific module and select ❶ *Label*

3. Type in the **Label Text** box the text you want to be displayed in the module

4. Click on **SAVE AND RETURN TO COURSE**

5. The label will appear in the content area

Add a resource...   ▼

Add a resource...
Book
Bootstrap Elements
File
Folder
IMS content package
Label
Page
URL   ❶

Page

Select this option if you want to create a web page that can contain images, tables, and other enhanced layout elements.

1. Click **☑ TURN EDITING ON**

2. Click on the **Add a resource…** drop-down menu for the specific week/topic and select *Page* ❶

3. Type in a **Name** for the page in the top box

4. Write any information in the **Page content** box

5. The Toolbar Toggle button opens and closes the formatting / editing tools, which work in the same way as the options in MS Word ❷

6. Click on **SAVE AND RETURN TO COURSE**

7. The page will appear in the content area.
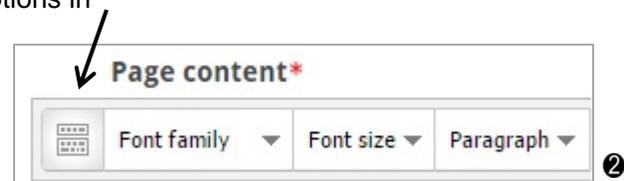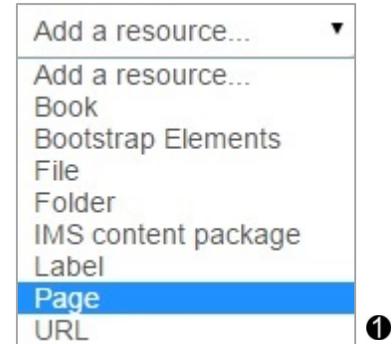
File

Select this option if you want to upload a file attachment (Word, PowerPoint, etc.) from your computer. There are two different ways to upload your file attachment. There is the *File Selection Method* and the *Drag and Drop Method*.

File Selection Method:

1. Click **☑ TURN EDITING ON**

2. Click on the **Add a resource…** drop-down menu for the specific week/topic and select *File* ❶

3. Give a **Name** to the file you are uploading in the top box

4. Scroll down to the **Content** section and click the blue arrow pointing down

5. If it is not already selected, choose the *Upload a File* option on the right-hand side of the **File Picker** ❷

6. Click *Choose File* (depending on the browser, it might say *Browse*)

7. Locate your file on the computer and select it—click the *Upload this File* button to close the File Picker

8. Scroll down and click **SAVE AND RETURN TO COURSE**
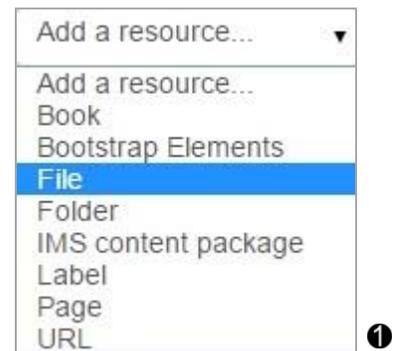
Drag and Drop Method:

Note: The browser will need to be *restored down* for this process to properly work. Click on the *Restore Down* button on the top right corner of your browser.

1. Click **TURN EDITING ON**

2. Locate the file you want to add to Moodle on your computer or Desktop

3. Left Click and Hold on the file Icon, and drag it into a module

4. A dotted lined box will appear in the Module that says *Add File(s) Here*

5. Release left-click to allow the file to upload in that module (the Name will be the same as the file name, and can be altered once uploaded)
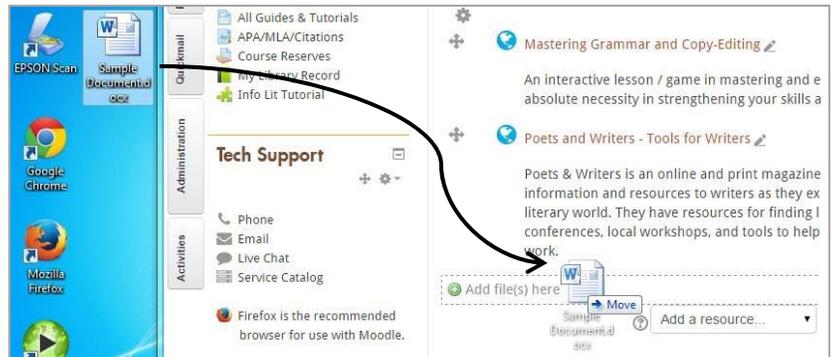
Folder

Select this option if you would like to upload a folder to Moodle. This follows the same exact steps as "*File",* but the folder holds multiple files together.

URL

Select this option if you would like to provide a link to an external web site. Moodle allows entire websites to be shown within the course page without opening a new window. This will keep the Moodle navigation bar (also known as bread crumbs) visible on the page. This gives the impression of still being inside of a course site while actually on an external site.

1. Click **TURN EDITING ON**

2. Click on the **Add a resource…** drop-down menu for the specific week/topic and select *URL* ❶

3. Give a **Name** to the website you will be linking to

4. Open a new window or tab, and find the web page you want to link to from Moodle

5. *Copy* and *Paste* the web site address (URL) into the **External URL** field ❷

6. Click **SAVE AND RETURN TO COURSE**

7. The link will appear in the content area
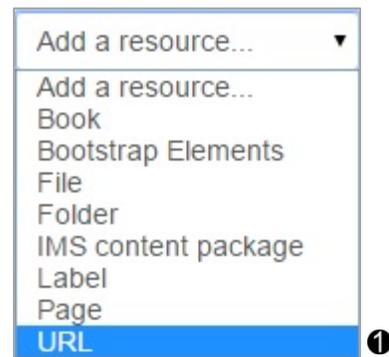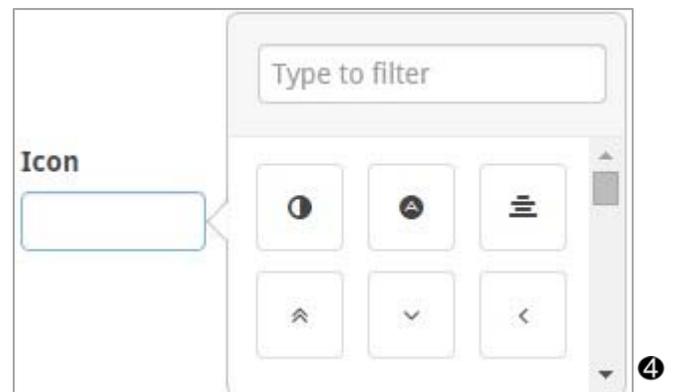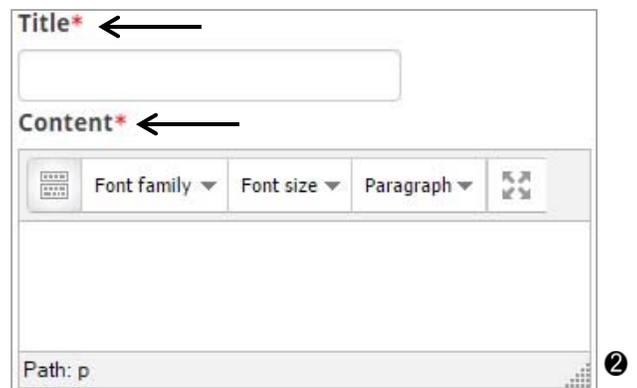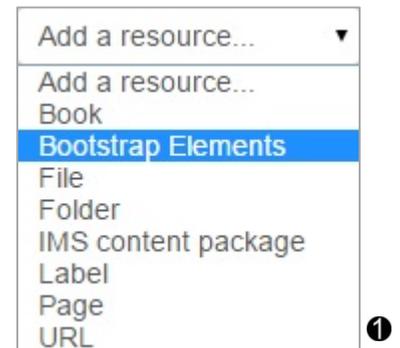

Bootstrap Elements

The bootstrap module allows you to display text and multimedia content, in a drop-down section, popup box, or as an enhanced label. They can be used to improve the appearance of your course, and save space on the course page.

Bootstraps may be used:
- o To split up a long list of activities with a subheading or an image
- o To display an embedded sound file or video directly on the course page
- o To add a short description to a course section

1) Click   **☑ TURN EDITING ON**

2) Click on the **Add a resource…** dropdown menu for the specific week/topic and select *Bootstrap Elements* ❶

3) Provide a **Title**, and fill in the **Content** box with the course material you wish to disseminate ❷

4) Select your **Element Type** from the dropdown menu—your choices are: ❸

   Modal – Pop-up shadow box

   Toggle – Expandable / dropdown content

   Enhanced Label – A label, but including a title

   Blockquote – A larger label, including a title section

5) *Optional*: Select an **Icon**, which will appear on the far left of your Bootstrap Element Title to give a unified aesthetic to the course and content—choose from a variety of icons to find one that best fits your needs ❹
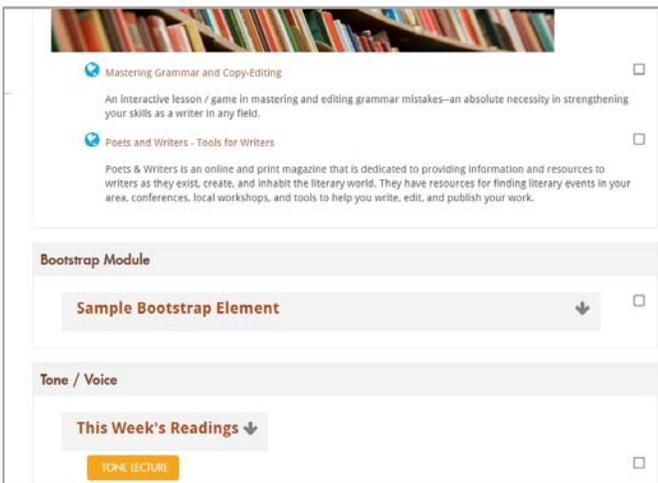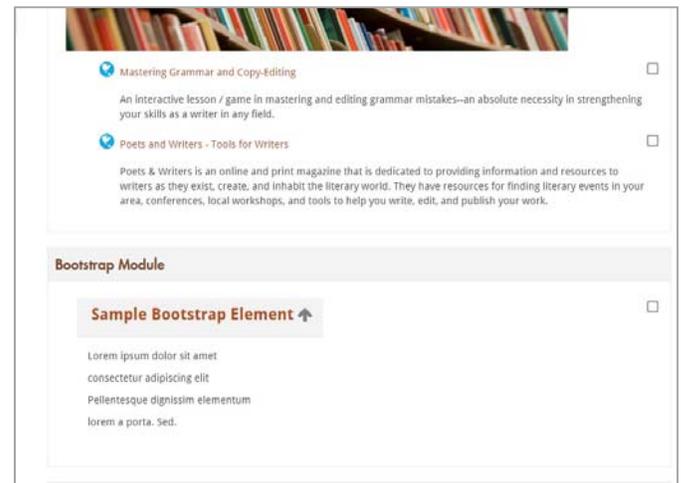
6) Click   **SAVE AND RETURN TO COURSE**

Bootstrap Elements: Mock-Ups
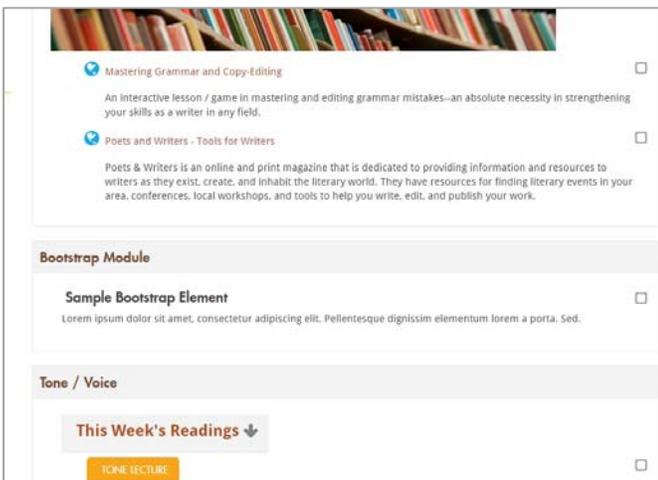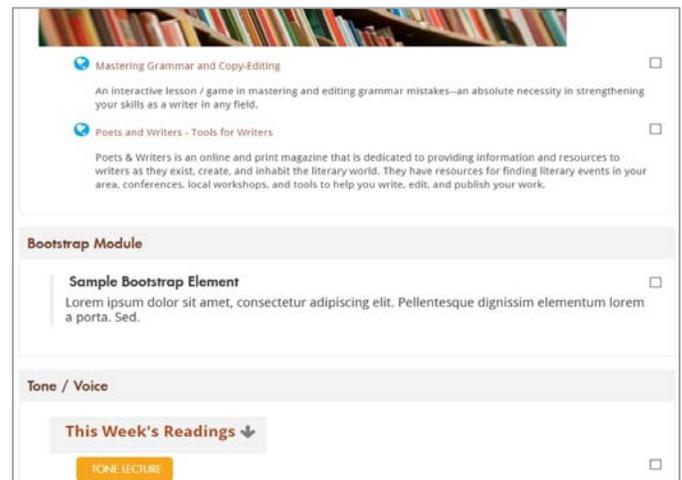
Modal
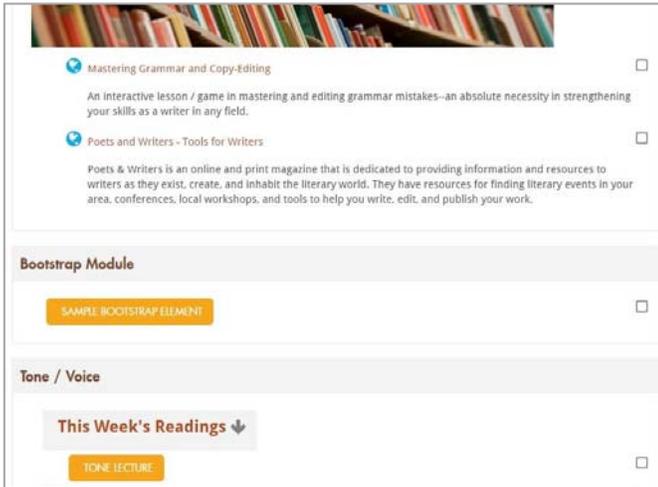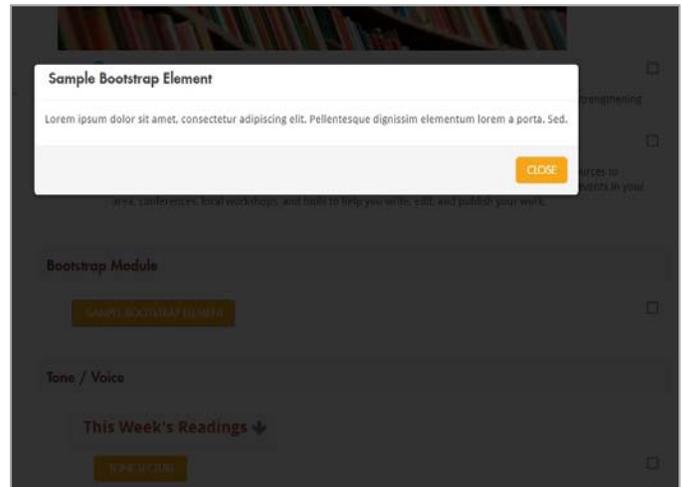
Toggle

Enhanced Label

Blockquote

Inserting a (Small) Image into the Course Page

To have a **small** image appear on the front page of the course follow these steps:

1. Click   TURN EDITING ON

2. Click on the **Add a resource…** drop-down menu for the specific week/topic and select *Label* ❶

3. In the **Label Text** box click on the *Insert Image* (   ) icon

4. Click on Find or upload an image…

5. The **File Picker** will open, and you will be given the option *Choose* (or *Browse* depending on the Browser) the file on your computer ❷

6. Select the image file and click **Open** to return to the **File Picker**

7. Click   UPLOAD THIS FILE

8. In the **Preview** window, click   Insert

9. The image will now appear in the Label Text box—you can add additional text above, below, or in line with the image

10. Click   SAVE AND RETURN TO COURSE
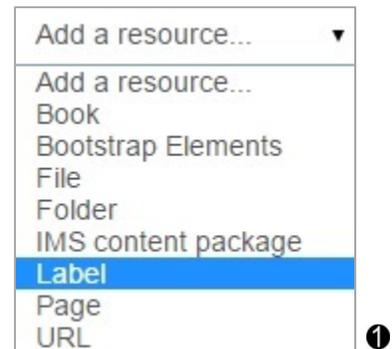
Inserting a YouTube Video into the Course Page (or other Resource)

The following steps use a *Label* to display a video on the course page of Moodle. However, these steps can be used in any resource. For example, you may embed a video in a Discussion Forum with a prompt for student reaction.

1. Click   TURN EDITING ON

2. Click on the **Add a resource…** drop-down menu for the specific week/topic and select *Label* ❶

3. In the **Label Text** box click on the *Insert Media* (   ) icon

4. Click on Find or upload an image…

5. The **File Picker** will open—select the option for *YouTube Videos*

6. Type the name of the YouTube Video you want in the **Search**, and select your video from the list of videos that appear ❷

7. Click   SAVE AND RETURN TO COURSE