BUILDING YOUR COURSE WITH MOODLE
TRAINING MANUAL LEVEL II: ADDING RESOURCES
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Moodle Training - Level II is designed to teach you how to manage the Content Area of your course by adding resources to your courses, and how to make best use of them.

Course Content

The content area of your Moodle course is divided into modules/sections. 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) which does not have a number at its left is reserved for the course title, generic course information and documents (e.g. syllabus, course policies, course schedule, grading rubrics, etc.) It includes a news forum (discussion board) by default.
## Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icons/update.png" alt="Update" /></td>
<td>Update: Lets you edit the item.</td>
</tr>
<tr>
<td><img src="icons/help.png" alt="Help" /></td>
<td>Help: Pops up a relevant help window.</td>
</tr>
<tr>
<td><img src="icons/hide.png" alt="Hide" /></td>
<td>Hide: Indicates that an item is currently visible to students. Click to hide the item from students.</td>
</tr>
<tr>
<td><img src="icons/show.png" alt="Show" /></td>
<td>Show: Indicates that an item is currently hidden from students. Click to make it visible to students.</td>
</tr>
<tr>
<td><img src="icons/movet.png" alt="Move right" /></td>
<td>Move right: Lets you indent course items. (Use the corresponding left-arrow icon for outdenting.)</td>
</tr>
<tr>
<td><img src="icons/move.png" alt="Move" /></td>
<td>Move: Allows you to move items around the page.</td>
</tr>
<tr>
<td><img src="icons/moveh.png" alt="Move here" /></td>
<td>Move here: Lets you choose where to place a course item. (Visible only after you click on the Move icon.)</td>
</tr>
<tr>
<td><img src="icons/delete.png" alt="Delete" /></td>
<td>Delete: Deletes a link from the course, but not the file itself.</td>
</tr>
<tr>
<td><img src="icons/showo.png" alt="Show only" /></td>
<td>Show only: Show only this topic or week*.</td>
</tr>
<tr>
<td><img src="icons/showa.png" alt="Show all" /></td>
<td>Show all: Show all topics or weeks in the course.</td>
</tr>
<tr>
<td><img src="icons/high.png" alt="Highlight" /></td>
<td>Highlight: Highlight this topic or week as the current one.</td>
</tr>
</tbody>
</table>
**Tip:** Files that you will use to add content into your course (Word documents, presentation files, image files, spreadsheets, etc) can be uploaded for listing within your Moodle course. Your files can be uploaded one at a time, or you can put them in a folder and use a file compression program to "zip" several of them into a single file for uploading and later “unzipping” once they are in Moodle.

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Modified</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
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<td>40.6KB</td>
<td>19 September 2010, 06:50 AM Rename</td>
<td></td>
</tr>
<tr>
<td>CFItech_moodle_logo.gif</td>
<td>70.9KB</td>
<td>24 September 2010, 00:53 PM Rename</td>
<td></td>
</tr>
<tr>
<td>GeneralInterface.doc</td>
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<td>19 September 2010, 04:42 AM Rename</td>
<td></td>
</tr>
<tr>
<td>Introduction_to_Moodle.doc</td>
<td>438.0KB</td>
<td>19 September 2010, 06:45 AM Rename</td>
<td></td>
</tr>
<tr>
<td>Jane.jpg</td>
<td>13.3KB</td>
<td>23 September 2010, 09:26 AM Rename</td>
<td></td>
</tr>
<tr>
<td>MoodleOverview_legoblocks_presentati</td>
<td>2.2MB</td>
<td>19 September 2010, 07:28 AM Rename</td>
<td></td>
</tr>
<tr>
<td>PROSecting_Your_Course.doc</td>
<td>453.9KB</td>
<td>19 September 2010, 06:35 AM Rename</td>
<td></td>
</tr>
<tr>
<td>Sylabus.doc</td>
<td>66.3KB</td>
<td>24 September 2010, 03:03 PM Rename</td>
<td></td>
</tr>
<tr>
<td>User_PROFILE.doc</td>
<td>96.6KB</td>
<td>19 September 2010, 06:34 AM Rename</td>
<td></td>
</tr>
<tr>
<td>connection.doc</td>
<td>19KB</td>
<td>22 September 2010, 11:11 AM Rename</td>
<td></td>
</tr>
<tr>
<td>Introduction.doc</td>
<td>341KB</td>
<td>22 September 2010, 09:15 AM Rename</td>
<td></td>
</tr>
<tr>
<td>scitose01.png</td>
<td>14.2KB</td>
<td>20 September 2010, 10:49 AM Rename</td>
<td></td>
</tr>
<tr>
<td>sylabus.doc</td>
<td>19KB</td>
<td>24 September 2010, 03:00 PM Rename</td>
<td></td>
</tr>
<tr>
<td>types.doc</td>
<td>72.5KB</td>
<td>24 September 2010, 11:27 AM Rename</td>
<td></td>
</tr>
</tbody>
</table>

**Moodle Resources**

Resources are the content that students read but do not interact with. Teachers bring resources into the course. The course materials are added from the **Add a Resource**… drop down menu.

Resources that can be added include:

- Text pages
- Web pages
- Links to anything on the Web
- A view into one of the course’s directories
- A label that displays any text or image
- Multimedia files

**Add A Resource**

Links are displayed for all resources that are added to your course, except labels. Labels display the actual text or image that you put into the label.
Resources can be files uploaded to the server (that can, in turn, be downloaded or viewed/heard by students); html pages edited directly in Moodle; or links to external web pages that can be opened within the Moodle page or opened in a separate window. If your computer’s web browser has been configured with appropriate “plugins” then you can included QuickTime™ movies, MP3 files, Flash files, in addition to typical office suite type documents.

To add a resource to your course:

- ensure editing is turned on
- go to the topic / week where you would like the new resource or activity to be placed
- select the 'Add a resource...' menu

- The Resources pull down menu is the way to select different types of resources.

Insert a label

Adding a label allows the instructor to add text and graphics to the course content main page. Labels can be used to lead your students towards and into a resource.

Labels are not designed for content; therefore you should try to keep labels short (two or three sentences at the most). They are useful for organizing course materials as they are displayed in your course.

**Tip:** Before entering any text hit the Shift+Enter key (hold-down the Shift key and hit the Enter key on your keyboard) to skip to the second line. This will prevent labels and resources from bunching up together. Be careful NOT to hit the Enter key alone since this will create an undesired paragraph.
You can add labels throughout your course whenever you wish to add text directly to the course homepage. All other resources and activities will show up in the form of a link that needs to be clicked in order to get to the document.

**Important Note**: Do not copy text directly from Microsoft Word into a title or label.

To insert a label in a content module:

1. Click the Turn Editing On button.

2. In the topic or week in which you want to add a label, click on the drop down menu labeled **Resources**. From the list of options choose **Insert a Label**.

3. Type the information into the text box and click **Save Changes**.

You can use the label icons to **Move Up or Down**, **Move Right**, **Edit the Summary**, **Delete**, or **Hide/Show**.

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Compose a Text Page

Creating a new text page is useful to disseminate information to students that may be too voluminous to fully display on the main page. You can copy and paste the content of the file in a page on Moodle.

To compose a text page:
1. Make sure editing is turned on by clicking the Turn editing on button.

2. From the drop down menu labeled "Add a resource...", select Compose a text page.

3. Type a name for the text page and write a summary if it is desired.

4. Use the "Full text" box to type in or paste the desired text. The name text page implies an unformatted, text-only page.
5. Select the format that you wish to use for our text page. Moodle’s text pages can take several formats. Each format offers some advantages and disadvantages.

<table>
<thead>
<tr>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain text format</td>
</tr>
<tr>
<td>Moodle auto-format</td>
</tr>
<tr>
<td>HTML format</td>
</tr>
<tr>
<td>Plain text format</td>
</tr>
<tr>
<td>Markdown format</td>
</tr>
</tbody>
</table>

**Moodle auto-format**

This format is best for when you are using normal web forms for entry (instead of the Richtext HTML editor). Just type text normally, as if you were sending an email.

When you save your text, Moodle will do a number of things to automatically format your text for you.

Anything starting with www. or http:// will automatically be turned into a clickable link, for example [www.moodle.org](http://www.moodle.org).

Your line breaks will be retained, and blank lines will start new paragraphs.

Smiley characters such as :-) will automatically become their graphical equivalents.
You can even embed HTML code if you want to and it will be retained.

<table>
<thead>
<tr>
<th>HTML tags</th>
<th>Produces</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;b&gt; bold &lt;/b&gt;</td>
<td>bold text</td>
</tr>
<tr>
<td>&lt;i&gt; italic &lt;/i&gt;</td>
<td>italic text</td>
</tr>
<tr>
<td>&lt;u&gt; underline &lt;/u&gt;</td>
<td>underlined text</td>
</tr>
<tr>
<td>&lt;font color=&quot;green&quot;&gt; example &lt;/font&gt;</td>
<td>example</td>
</tr>
</tbody>
</table>
| <ul> <li>one</li> <li>two</li> </ul> | • one    
|                    | • two          |
| <hr />             |                |

**HTML format**

When writing HTML in Moodle, you are free to use almost any HTML tags you like to produce the effect you want.

Note that scripting (e.g. Javascript or VB Script) is not allowed, and will be removed automatically.

Your code will normally be printed on the page within a table cell, so:

- There is no need to use any <HEAD> or <BODY> tags
- Be careful about unmatched </TABLE> tags that may mess up the display.
Smilies (emoticons) will be converted into their graphical equivalent, and bare URLs will be converted into links (as for Moodle auto-format).

This format assumes the text is pure HTML. If you are using the HTML editor to edit text then this is the default format - all the commands in the toolbar are producing HTML for you.

Even if you are not using the HTML editor, you can use HTML code in your text and it should come out exactly as you intended.

Unlike the Moodle auto-format, no automatic formatting is performed.

**Plain text format**

This format is useful when you need to include lots of code or HTML that you want to be displayed exactly as you wrote it.

It still translates spaces and new lines, but otherwise your text isn't touched.

**Markdown text format**

Markdown format tries to make it easy as possible to type well-formatted XHTML pages using nothing but text written more or less like you would write an email.

It's very good for writing clean text pages with some headings and some lists but without many links or images. It is an excellent choice when accessibility of the generated page is important.

An unordered list may be created with asterisks (*).

6. The next section enables you to select for the text page to open either in the same browser window, or in a new pop-up window.

7. Click either **Save and return to course** or **Save and display**.

The new text page name/link will appear on the course page.
To access the page, simply click on the name of the text page.

**Compose a Web**

This process is almost identical to composing a text page. The key difference is web page composition does away with the various text formatting options and replaces them with Moodle's What You See Is What You Get (WYSIWYG) text editor.

1. Make sure editing is turned on by clicking the button labeled **Turn editing on**.

2. Choose the desired section to which this web page will be added. From the drop down menu labeled "Add a resource...", select **Compose a web page**.

3. Enter the **Name** of the web page. The **Summary** area is optional.

The is a web page test.

This area is optional and is intended for a description of the content that will be placed in your web page. **To not create your page content here.**
3. Type the contents of the new web page into the **Compose a web page** text editor.

```
Welcome to the new web page!

1. One
2. Two
3. Three
```

4. Select for the text page to open either in the same browser window, or in a new pop-up window.

Click the Show Advanced button to select more options.

5. Click either **Save and return to course** or **Save and display**.
A link to the new web page will appear on the course page.

To access the page, simply click on the name/link of the page.

Creating a Book

The **Book module** makes it easy to create multi-page resources with a book-like format. This module can be used to build complete book-like websites inside of your Moodle course.

Previously created websites can be imported directly into the Book module. Books can be printed entirely or by chapter. The book module allows you to have main chapters and sub chapters, but it goes no deeper. In other words, sub chapters cannot have their own sub chapters.

The book module is not interactive. You can, however, link to choices, forums etc., from within a book. And you can include multimedia objects like Flash movies in your book.

To create a book:
- Click on **Turn editing on**.
- Choose **Book** from the **Add a resource...** drop-down menu.
On the **Adding a new book** page, fill in the following information:
(1) **Name**: this name will become the text for the link to this book on the main course page.

(2) **Summary**: provide a brief description of the book’s content.

(3) **Chapter Numbering**: indicate how you want chapters to be numbered. There are several predefined numbering formats:

- **None**: chapter and subchapter titles are not formatted at all, use if you want to define special numbering styles. For example letters: in chapter title type "A First Chapter", "A.1 Some Subchapter"...
- **Numbers**: chapters and subchapters are numbered (1, 1.1, 1.2,2,...)
- **Bullets**: subchapters are indented and displayed with bullets.
- **Indented**: subchapters are indented.
(4) **Disable Printing:** The printer option allows you to print the whole book or by chapter. Disabling printing means hiding the print icons, the print option is one of this resource’s most popular features, so you might not want to disable it.

(5) **Custom Titles:** If you enable custom titles, you will be able to create a custom title at the top of your page, different from the one that appears on the left, in the ToC (Table of Contents). If you disable custom titles, the chapter title (the one that appears in the table of contents) will appear as a header at the top of your content page.

Skip the **Common Module Settings** section for now as we will talk more about it later in this tutorial.

Click on the **Save and return to course** button to create the book. Now you’re back to the course homepage and you can see the link for the book. The book is however empty, so if you click on it, you will be taken to the **Editing chapter** page to create the first chapter of the book.

**Adding a Chapter**

Titles of chapters appear as links in the **Table of Contents** on the left side of the page, so keep your titles short.

Enter a chapter title. Choose if it’s a subchapter or not by ticking the **Subchapter** checkbox.

Enter the content of the chapter under **Content**, then click on **Save Changes**.

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**Chapter Title:** Word Window

**Subchapter:**

**Content:**

Following is a description of the Microsoft Word Document Window:

**Insertion Point:** blinking vertical bar that indicates where text, graphics, and other items will be inserted.

**Mouse Pointer:** becomes different shapes depending on the task you are performing in Word and the pointer’s location on the screen.

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**Save changes** **Revert**
View your work so far, you see the table of contents on the left and the content on the right. Notice the print icons near the top.

To add another chapter, click on the **Add new chapter** icon next to the name of the chapter you just created in the Table of Contents. The new chapter will be inserted directly after that previous chapter.

- **Add new chapter** ➕: allows you to create or add a new chapter
- **Hide/Show** 🕵️: allows you to hide/show the chapter
- **Delete** ✖️: allows you to delete the chapter
- **Edit** 📝: allows you to edit the content of the chapter
- **Up** ↑: allows you to move the chapter one level up
- **Down** ↓: allows you to move the chapter one level down.