

# A 1-2-3 Guide to adding content to a course in Moodle

## 1 Open the Moodle home page

at <http://www.dunstable.ac.uk/moodle>

## 2 Click on Log in

at the top of the page and enter your **User name** and **password**. Your name should appear in the top banner

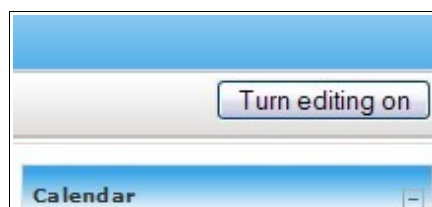


## 3 Click on your department or category.

Your course should appear in the list that appears. Click on the title you'd like to add content to. [Most full-time courses have been added to Moodle but if you need a part-time course or a new page please contact Andrew Hill or Matt Freeman to set this up for you.] The standard 'blank' page has three sections: panels on the left and right and a Topic Outline section in the centre. Whilst everything can be changed new users should start with the Topic Outline.

## 4 Turn editing on.

Only tutors and course creators can do this – if the button doesn't appear in the top right corner then it will be because you haven't yet been assigned with that role for this course or page. You may have some ideas already for what to put in this section – listed below are some suggestions.

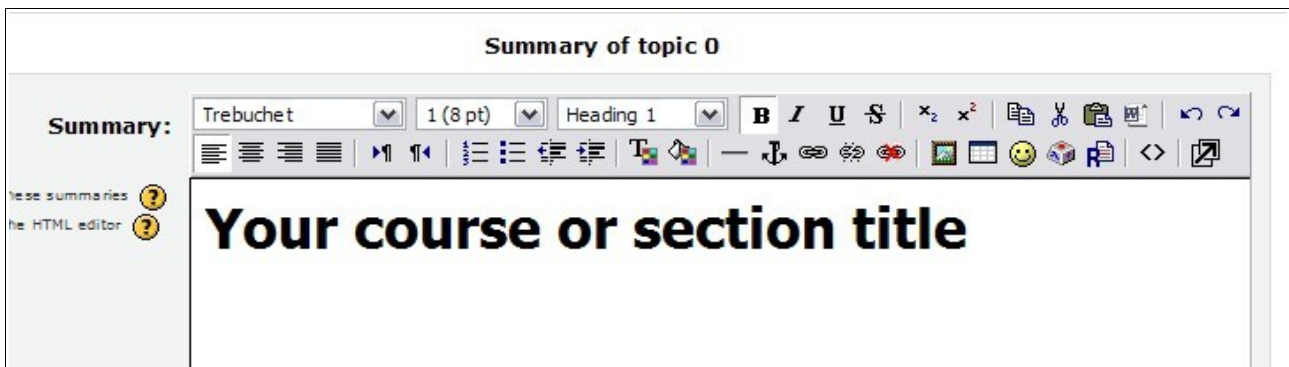


## 5 Add a title to your page.

This will usually be the title of the course or the area you're developing. To do this, click on the small **edit** icon below Topic Outline.



A window opens where you can enter a **title** and a description. Use style **Heading1** for the title. [The description is optional and doesn't appear on the course page - it is added to the list of courses available to students.]



Click on **Save changes**.

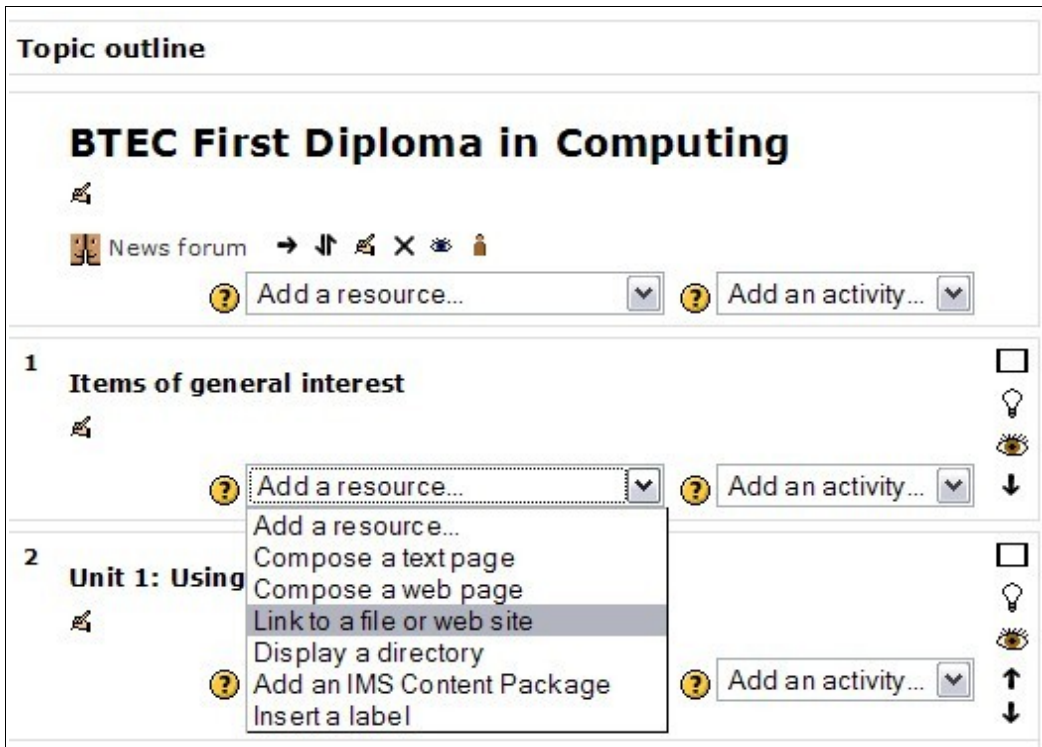


## 6 Add titles to some of the Topic areas.

The method is the same as for the page title. Click on the **edit** icon immediately below the topic numbers. Enter a suitable title in the window that opens. Use style **Heading 3** or **4** this time. You probably won't need a description for these. For a course that has several units you could use these for each unit or module title, with the first one or two for general information. Save changes for each one and repeat for as many headings as you'd like to use now.

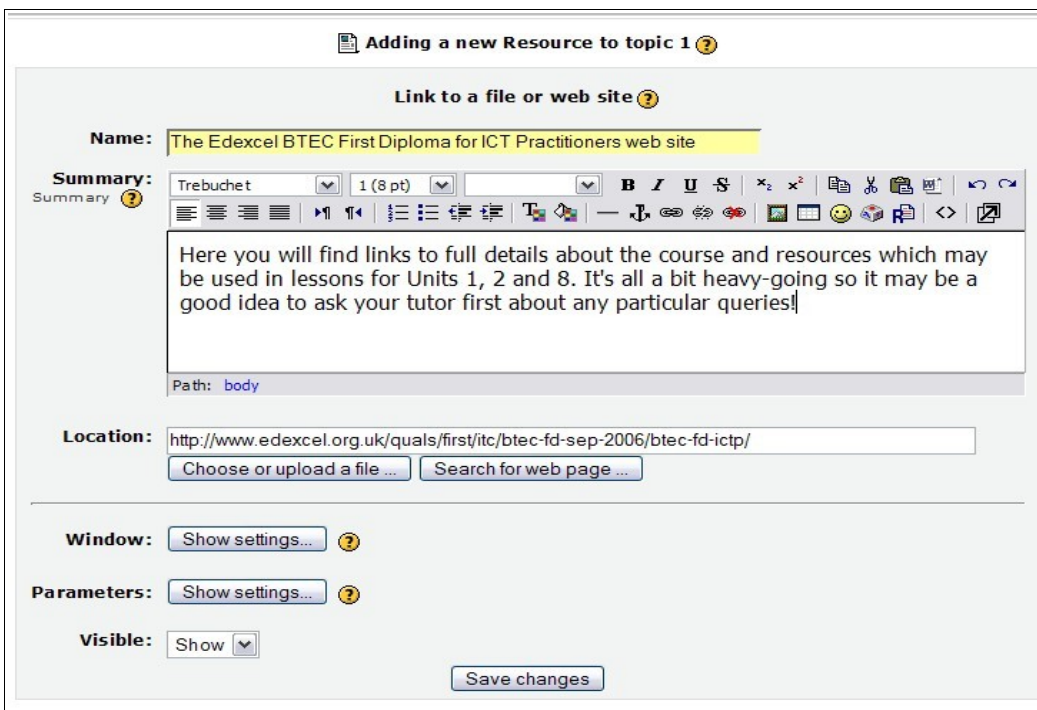
## 7 Add a link to a web site.

In each of the topics (1,2,3 etc) you can **Add a resource**. From the selection offered click on **Link to a file or web site** or **web site**.



The screenshot shows a Moodle course page titled "BTEC First Diploma in Computing". The page has a "Topic outline" section with two items: "1 Items of general interest" and "2 Unit 1: Using...". The "Add a resource..." dropdown menu is open, showing options: "Add a resource...", "Compose a text page", "Compose a web page", "Link to a file or web site" (highlighted), "Display a directory", "Add an IMS Content Package", and "Insert a label".

In the window that opens give the resource a **title**, style **Heading 3** or **4**, an optional brief description of what the link goes to (not really necessary if the title is clear) and put the web site or page address in the **Location** box. Click on **Save changes**.



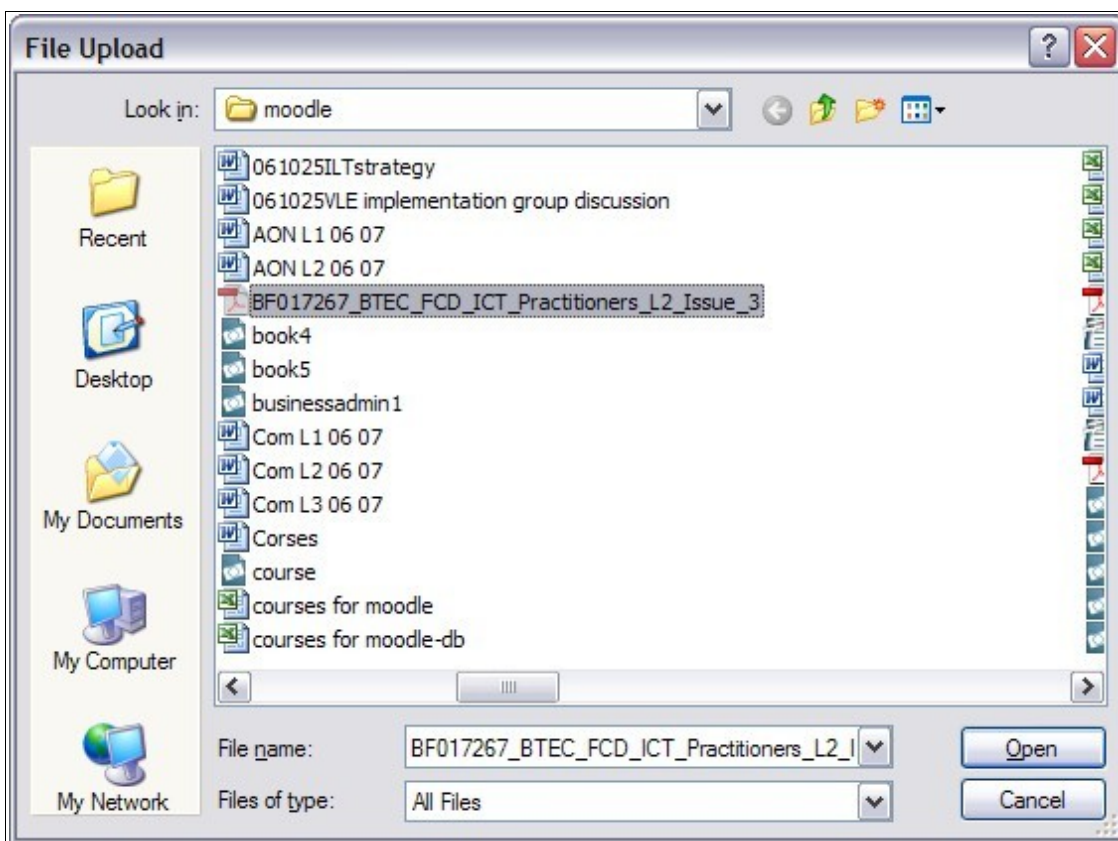
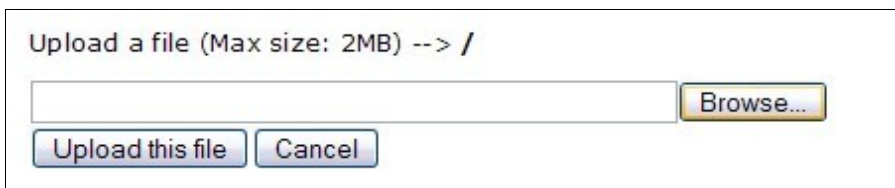
The screenshot shows the "Adding a new Resource to topic 1" dialog box. The title is "Link to a file or web site". The "Name" field contains "The Edexcel BTEC First Diploma for ICT Practitioners web site". The "Summary" field contains a rich text editor with the text: "Here you will find links to full details about the course and resources which may be used in lessons for Units 1, 2 and 8. It's all a bit heavy-going so it may be a good idea to ask your tutor first about any particular queries!". The "Location" field contains the URL "http://www.edexcel.org.uk/quals/first/itc/btec-fd-sep-2006/btec-fd-ictp/". There are buttons for "Choose or upload a file ..." and "Search for web page ...". At the bottom, there are "Window:" and "Parameters:" sections with "Show settings..." buttons, and a "Visible:" section with a "Show" dropdown. A "Save changes" button is at the bottom right.

## 8 Add a link to a file.

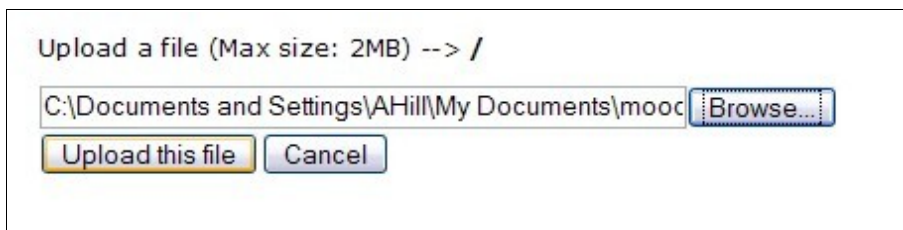
Do this in the same way as for a web site link: Under **Add a resource**, select **Link to a file or web site** and give it a **title** and an optional description. This time you have to click on **Choose or Upload a file**.



If you have already uploaded files then you can choose from a list of available items. For a new course you will have to upload a new item. Click **Browse** and locate your file. Click on **Open**.



Then **Upload**.



Your file will appear in a list. *Don't click the file name!* Click **Choose**. You should then see your title added to the topic area with an icon indicating which sort of file it is. Any type of file can be added (but unusual types aren't a good idea if your students haven't got the right programmes!)



## 9 Add an image to your page.

Just text can be pretty boring. If you have some small images that you would like to use available then they can be added to your page. Alternatively, you may wish to use some from internet sites [subject to copyright, of course!]. Please don't try to upload a digital photo or scanned image without first adjusting its resolution and dimensions for use on the web. There will be separate sessions on using images – in the meantime ask for help with this if you need it. If you have a image that isn't enormous, or want to use one already on a web site, here's what to do:

Click on the **edit** icon just below where you want to add the image.



If you are adding an image to a item that already exists the text entered previously will appear so you click where the image is to go, usually on a new line above or below the text. If all you want to display is an image then just leave the title and description bits blank. In the main section click on the **Insert Image** icon (looks like a small picture).



**Using an internet image** is the easy option. Go to the web page with the image. **Right click** on the image and select **Properties** from the menu. In the box will be an address (called a url) – select that, including the last bit which will be .jpg, .gif or .png, and press **Ctrl+C** or right click again and **Copy**. Then **Paste** that address into the top line of the Insert Image box for Moodle. In the second line (Alt text) type a brief entry that will appear should a user's browser not be able to display the image. This would also be read aloud by software for a blind user. Leave everything else alone and click **OK**.

**To add an image file from your computer** or USB drive, use the same **Insert Image** window as above

but click **Browse** to locate it. Then **upload** the image. It should appear shortly. Click the **image file name** and the top line will be completed. Add an Alt text entry in the second line. Click **OK**. Generally, for those familiar with image sizes, try to avoid using images that are wider than 400 pixels and you only need a resolution of 100dpi for the web. Any image file bigger than about 100KB is likely to need editing. You can also add animated graphics or video files this way.

### Insert Image


Image URL:    
Alternate text:

<b>Layout</b> Alignment: <input type="text" value="Not Set"/> <input type="button" value="v"/> Border thickness: <input type="text"/>	<b>Spacing</b> Horizontal: <input type="text"/> Vertical: <input type="text"/>	<b>Size</b> Width: <input type="text" value="183"/> Height: <input type="text" value="173"/>
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**File Browser** **Preview:**


File uploaded successfully

<input type="checkbox"/>	BTECFirstManual.pdf	4 Jul 2007, 07:27 AM
<input type="checkbox"/>	business1.jpg	4 Jul 2007, 07:58 AM
<input type="checkbox"/>	sampletimetable.xls	4 Jul 2007, 07:49 AM



# 10 Review your page.

**Turn editing off** to see what it would look like to students or visitors. All the clutter should disappear and a reasonably neat centre panel with you headings and links displayed. The Administration Panel and editing buttons would not show in student view and only those individuals assigned as tutors or course creators can change anything. Lastly, **do check your links work**. In College, it may take a while for Microsoft Office documents to open and Internet Explorer users may have to click to download a file (depending on their security settings). That can be a pain but it's a College rather than Moodle issue.



Dunstable College


*on-line*


You are logged in as Computing and .

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**Topic outline**

## BTEC First Diploma for ICT Practitioners



 News forum

**1** **Items of general interest**

-  The Edexcel BTEC First Diploma for ICT Practitioners web site
-  The Edexcel Course Guide
-  Timetable 2007-08

**2** **Unit 1: Using ICT to Present Information**

**3** **Unit 2: Introduction to Computer Systems**