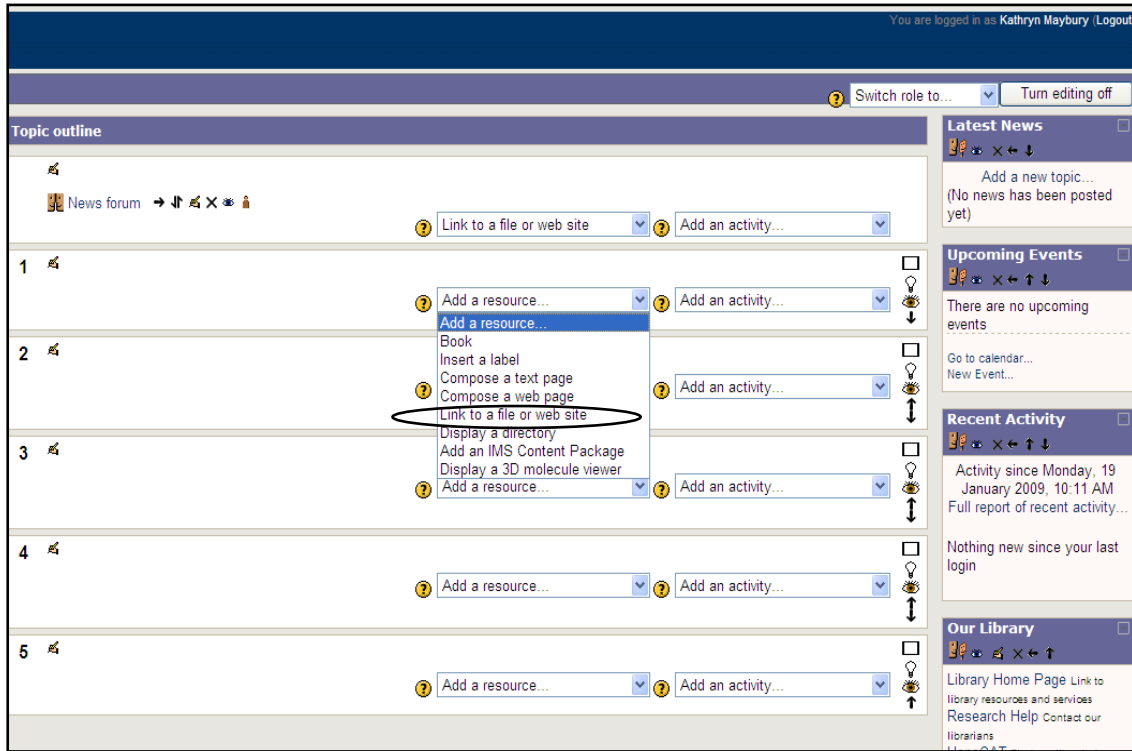
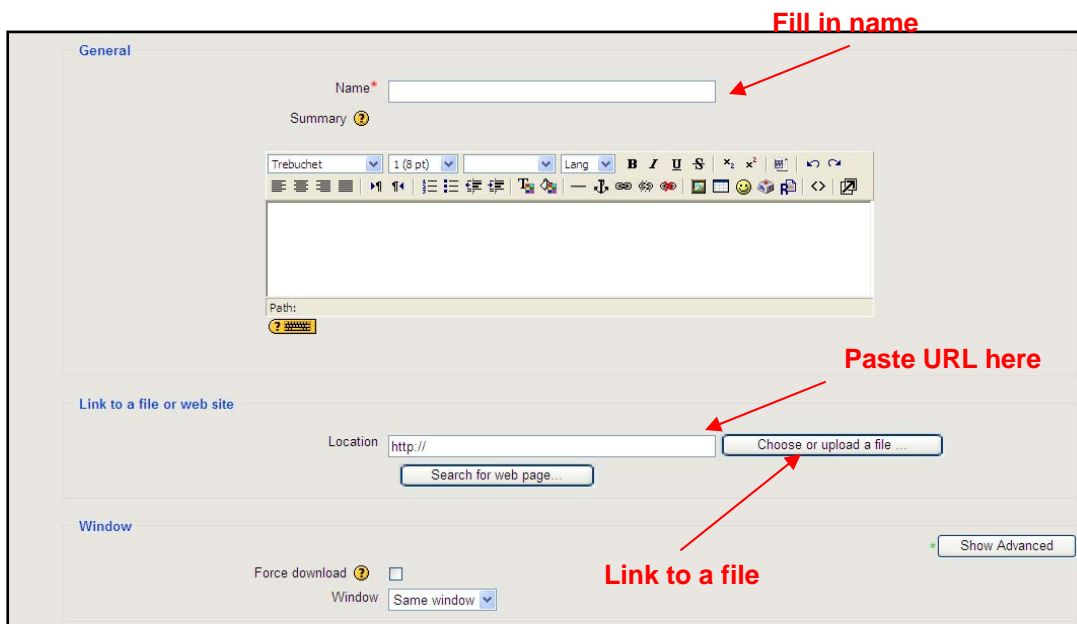


Adding a Resource to Moodle

- 1) Choose **Turn Editing On** located in the upper right hand side of the webpage.
- 2) With editing on, go the week/topic that you wish to add a resource and select the **Add a resource...** pull down menu. Select **Link to a file or web site**.

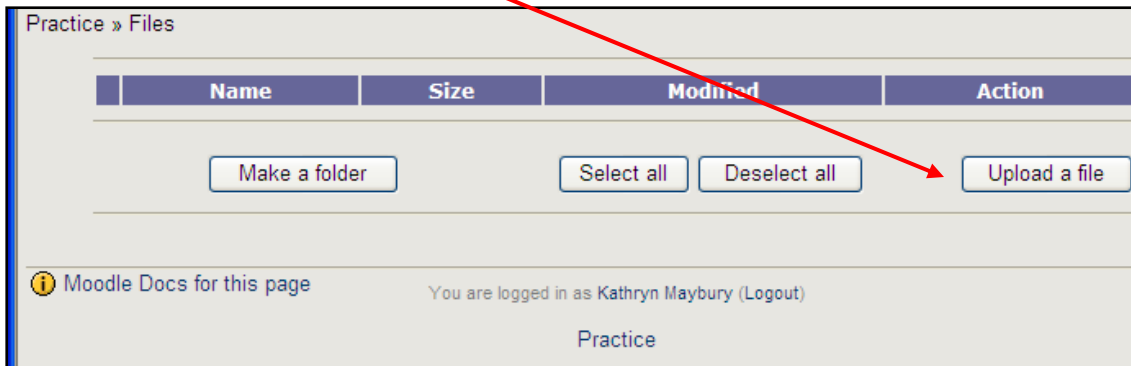


- 3) Link to a file or website will bring you to the following page.



- 4) Link to a website:
 - a. Give the resource a **name** (text that the students will click on). The **summary** area is optional.
 - b. In the **Location** option paste in the URL of the website you wish to link to.
 - c. In the **Window** option pick **New window**. You want the website to open in a new, separate window not the in Moodle window.
 - d. Choose **Save and return to course**.

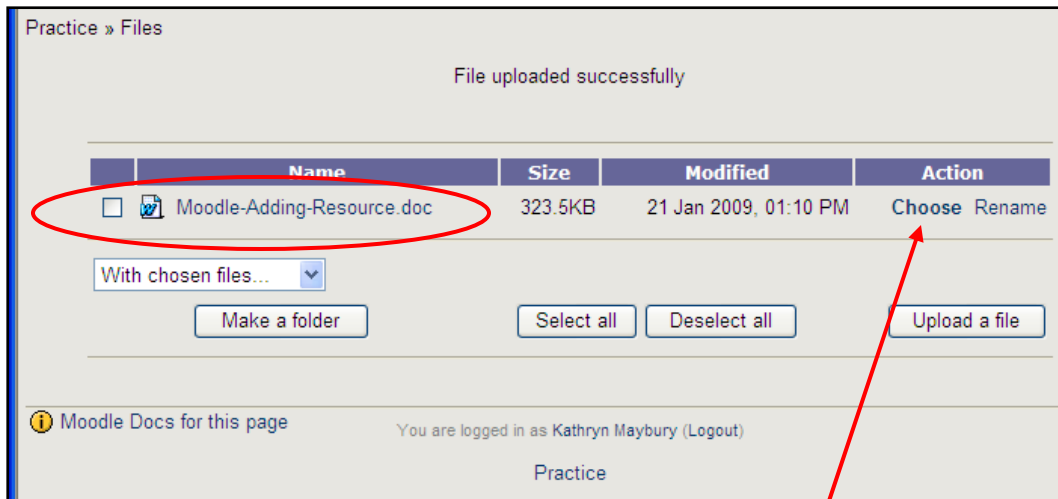
- 5) Link to a file:
 - a. Give the resource a **name** (text that students will click on). The **summary** area is optional.
 - b. Click **Chose or upload a file**. You'll see a screen like the one below. In this area you can choose to upload a file or to manage files that you've previously uploaded.
 - c. Choose **Upload a file**.



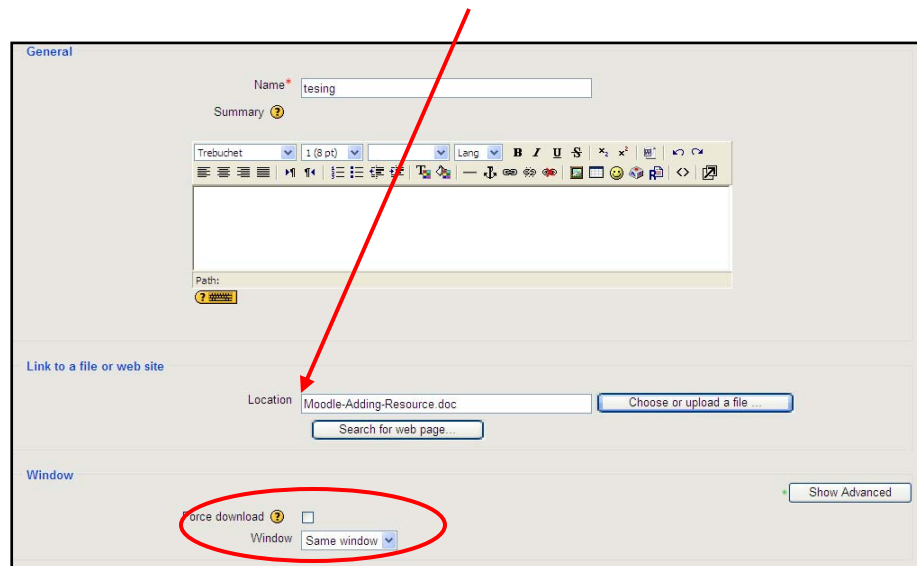
- d. Use the Browse button to go to the file to upload.



- e. Select the file to upload and choose OK. The file name will appear in the white box. Press **Upload this file** and you will return to the previous page.



- f. The filename that you uploaded will appear here. Select **Choose**. Your file should then appear in the **Location** textbox.



- g. Choose **Window** and pick **New window**. You want the file to open in a new, separate window not the in Moodle window.
- h. Choose **Save and return to course**.