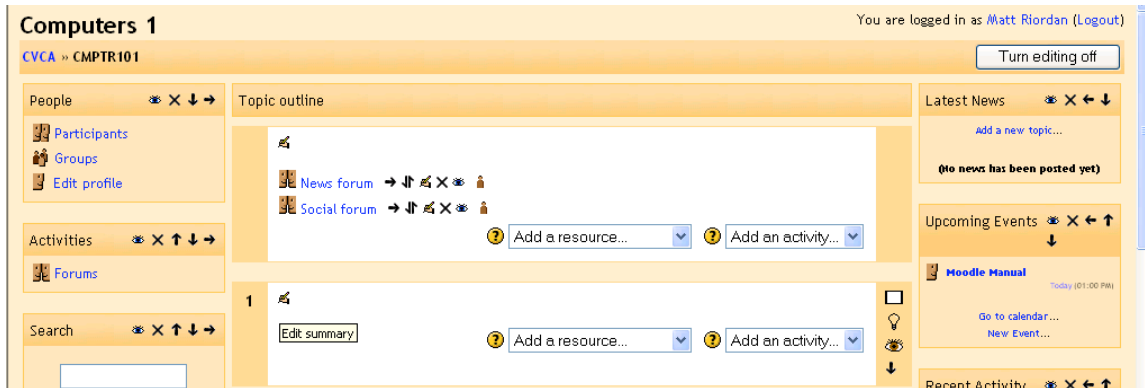


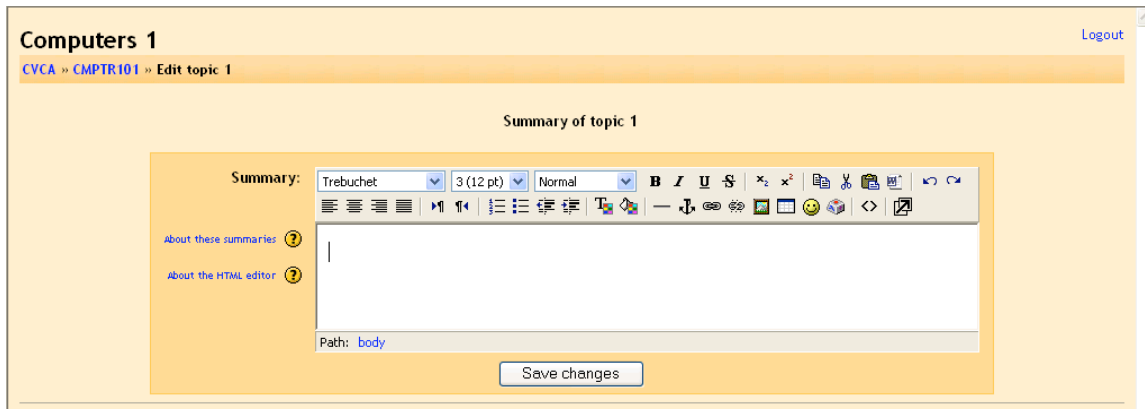
2.1 Adding Content

We can now add content to each topic. Note that next to each “Add” menu there is a “?” symbol. This brings up a window that explains what each item is, in case you need help.

The first thing we can do is to add text to the topic box (or week box if using Weekly format). To do this, click on the hand holding the pen in the box to which you wish to add text:



This will bring up the editing box:



Add the summary (a short description of the week or topic), and click on “Save changes.”

My example class now looks like this (after several edits):

The screenshot shows a Moodle course page for 'Computers 1'. The page is organized into several sections. On the left, there are navigation menus for 'People' (Participants, Groups, Edit profile), 'Activities' (Forums), 'Search' (Search forums), and 'Administration' (Turn editing off, Settings..., Administrators...). The main content area is titled 'Topic outline' and contains two topics. Topic 1 is 'PC Repair - in this unit we will study how to troubleshoot and repair a PC. This will include the repair of a real PC. Your grade will include observing safety measures.' Topic 2 is 'Networking - for this unit we will, as a class, propose and build a network of 10 computers. This network must include a file-storage server.' Each topic has an 'Add a resource...' and an 'Add an activity...' dropdown menu. On the right side, there are sections for 'Latest News' (Add a new topic...), 'Upcoming Events' (Moodle Manual), and 'Recent Activity' (Activity since Saturday, 18 September 2004, 12:57 PM).

2.1.0 The Add a Resource Menu

We can now add more content from the “Add” menus. This section will look at the “add a resource” menu. See below for details on the “Add an activity” menu. The “Add a resource” menu contains:

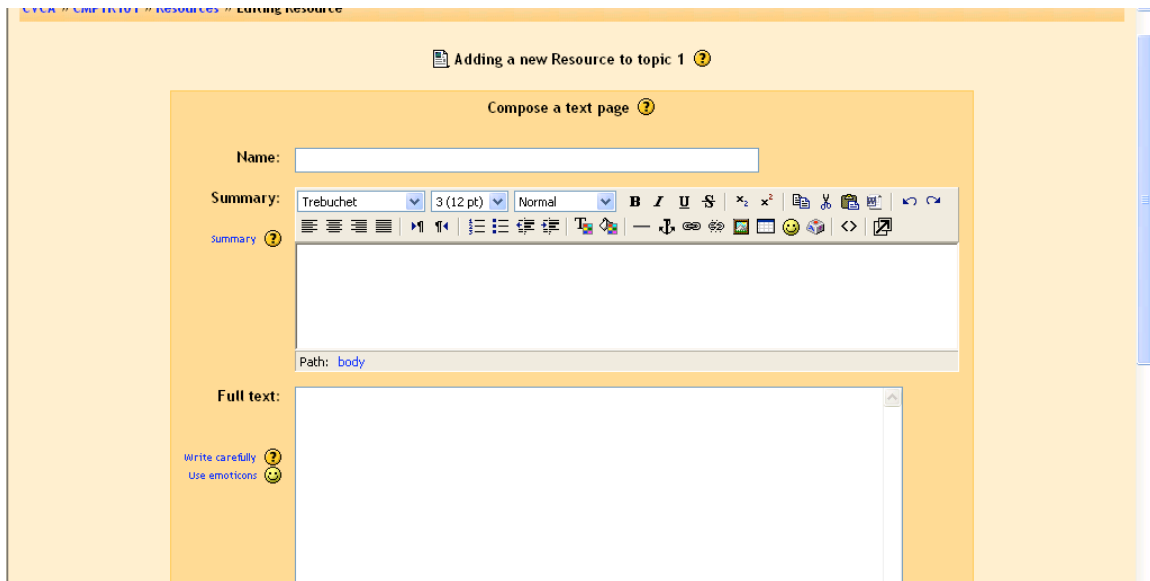
- Compose a text page
- Compose a web page
- Link to a file or web site
- Display a directory
- Insert a label
- Add an IMS Content Package

2.1.1 Compose a text page

This resource allows you to post a page of text (text that you type in or cut-and-paste from another document). To add a text page, select it from the “Add a resource” menu:

This screenshot is similar to the previous one, but the 'Add a resource...' dropdown menu is open, showing the following options: 'Add a resource...', 'Compose a text page', 'Compose a web page', 'Link to a file or web site', 'Display a directory', and 'Insert a label'. The 'Compose a text page' option is highlighted in blue.

You will then see a screen like this:



Name - can be anything you like. This is what the students will see in the classroom.

Summary - is a brief summary of the main text. It is used to help students quickly determine if the resource is relevant to what they are looking for. The summary box supports formatting (bold, underline, etc.) that can be found on the tool bar.

Full text - is where the main text is entered. By default, the text box supports emoticons and web addresses become hyper-links. This behavior can be changed in the “Formatting” pull-down menu under the full text box.

Formatting - is a pull-down menu that defines how the text box is interpreted. You have the following options available:

- Moodle auto-format.” This is a good all-purpose setting that supports hyper-linking and emoticons.
- Plain-text – pick this formatting if you want the text to look just like you typed it (no emoticons or hyper-links).
- Markdown format – pick this formatting if you want to use markdown formatting (which looks a lot like text email formats).

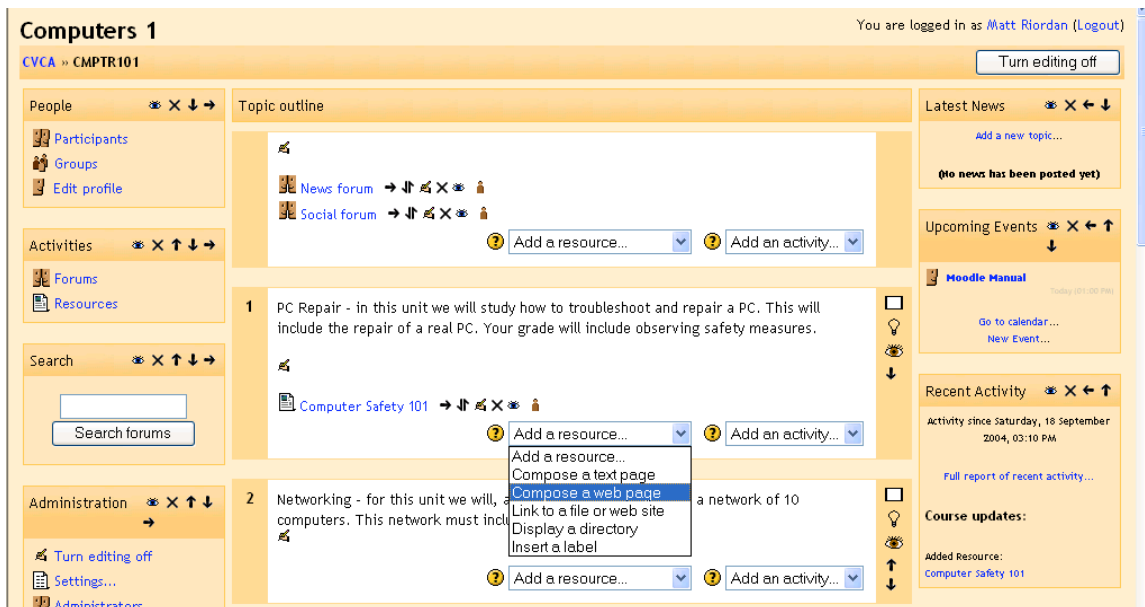
Window: Show (or Hide) settings - lets you change how the resource is viewed. By default, the resource appears in the same browser window that the user started in. If you want it to open another browser window, click on “Show settings” and select “New window.” You can then also define how big the new window will be, and other options.

When you are finished, click on “Save changes.” My classroom now has a resource called “Computer Safety 101”:



2.1.2 Compose a web page

This resource is very similar to the text page (see above), except it supports full formatting in the main “Full text” box. To add a “Compose a web page” resource, select it from the “Add a resource” menu:



This will take you to a page like this:

Name - can be anything you like. This is what the students will see in the classroom.

Summary - is a brief summary of the main text. It is used to help students quickly determine if the resource is relevant to what they are looking for. The summary box supports formatting (bold, underline, etc.) that can be found on the tool bar.

Full text - is where the main text is entered. This box supports all formatting tools on the tool bar (bold, underline, etc.).

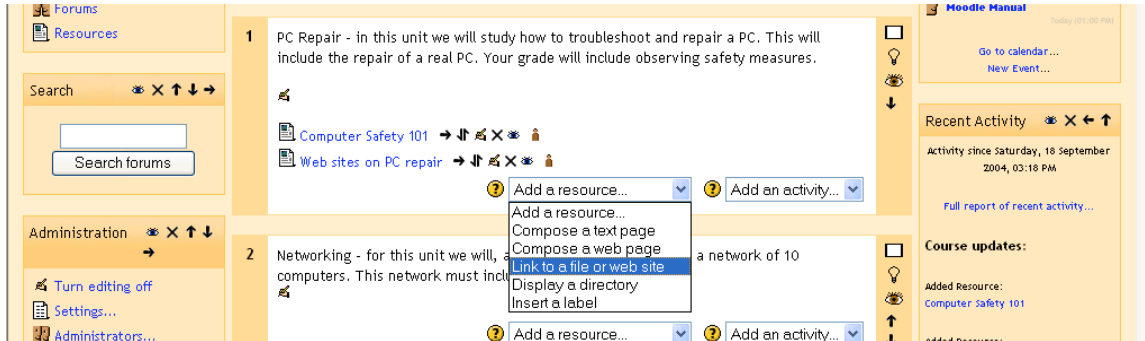
Window: Hide (or Show) settings - lets you change how the resource is viewed. By default, the resource appears in the same browser window that the user started in. If you want it to open the page in a new browser window, click on “New window.” You can then also define how big the new window will be, and other options.

Visible to Students - If it is set to “Show” will allow your students to see this page. If it is set to hide, your students will not see the page (useful if you’re still editing it!).

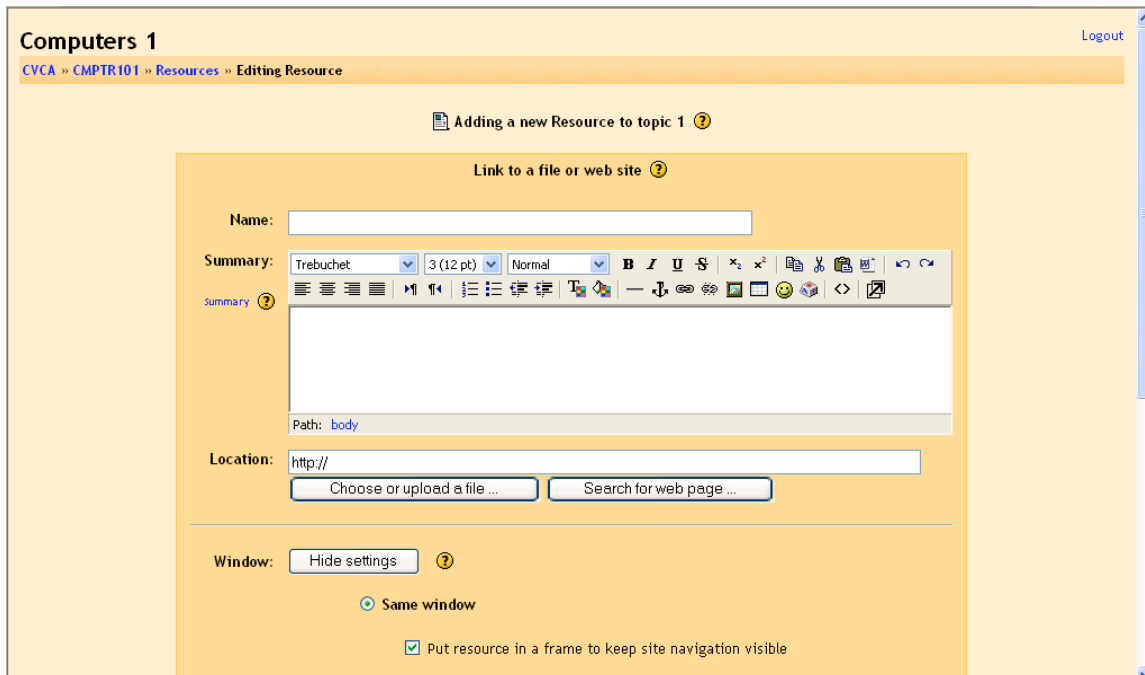
When you are finished, click on “Save changes.” My class now has an example called “Web sites on PC repair:”

2.1.3 Link to a file or web site

This resource adds a quick link to files you have uploaded to the classroom, or it adds a link to other websites. To add a link, select “Link to a file or web site” from the “Add a resource” menu:



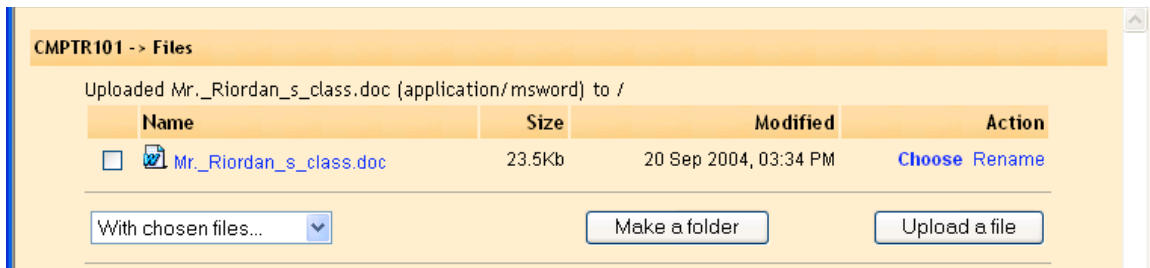
This will take you to a screen like this:



Name – this is the name of the resource. It can be anything (it does not have to be a web address).

Summary – this is a brief description of the resource. It shows up in the listing of all resources (in the Activities block or in the navigation “breadcrumb” at the top of the page). This helps students quickly decide if the information is relevant to what they are looking for.

Location - is the actual path to the file or web site that you want to post. If you are uploading a file, you click on the “Choose or upload a file” button. This brings up a page like this:



If the file you want is there, click on “Choose” on the right-hand side of the screen. If you need to upload the file from your computer, click on the “Upload a file” button. This opens up a screen like this:



This allows you to browse for the file you are looking for by clicking on the “Browse” button. Once you find the file, double-click on it. The path will fill in for you; click on “Upload this file.” The file will then be available for you to select.

If you want to add a web address, you can simply type it, or you can click on “Search for a web page.” This opens up a new window for you to search for the web page you want. Once you find it, you can copy the address and paste it in the “Location” box.

Window: Hide (or Show) settings - lets you change how the resource is viewed. By default, the resource appears in the same browser window that the user started in. If you want it to open the page in a new browser window, click on “New window.” You can then also define how big the new window will be, and other options.

Parameters: Show (or Hide) settings - lets you see and set parameters for settings you might need to pass to another website. A common use of this is to pass a user name and password to another site so your students can have access to the site. There are many options of parameters to pass, and the ones you would use depend on the site you are linking to. You can leave these settings blank for most uses.

Visible to Students - If it is set to “Show” will allow your students to see this page. If it is set to hide, your students will not see the page (useful if you’re still editing it!).

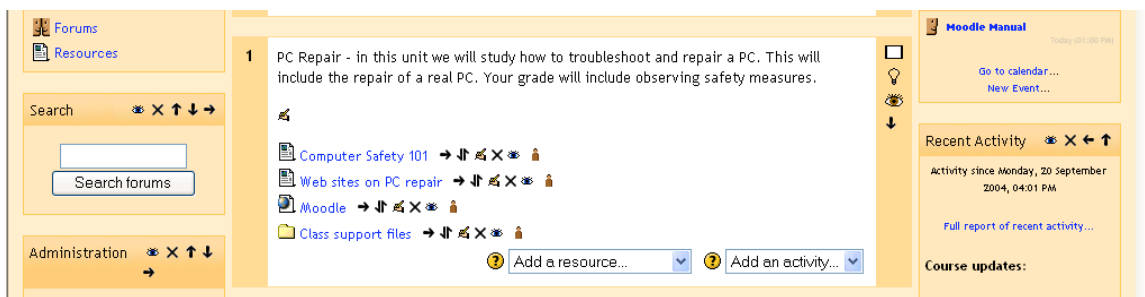
Name – this can be anything you like (it does not have to be the same as the name of the directory).

Summary – this is a short description of what the directory contains. This helps students quickly determine if the files will be relevant to what they are looking for.

Display a directory – this drop-down menu allows you to pick from any directories (folders) that you have created for your classroom. These directories must already exist (they can be created using the “Files” section of the “Administration” block). Note that if you pick a directory that has other directories (folders) inside of it, the students have access to those files as well.

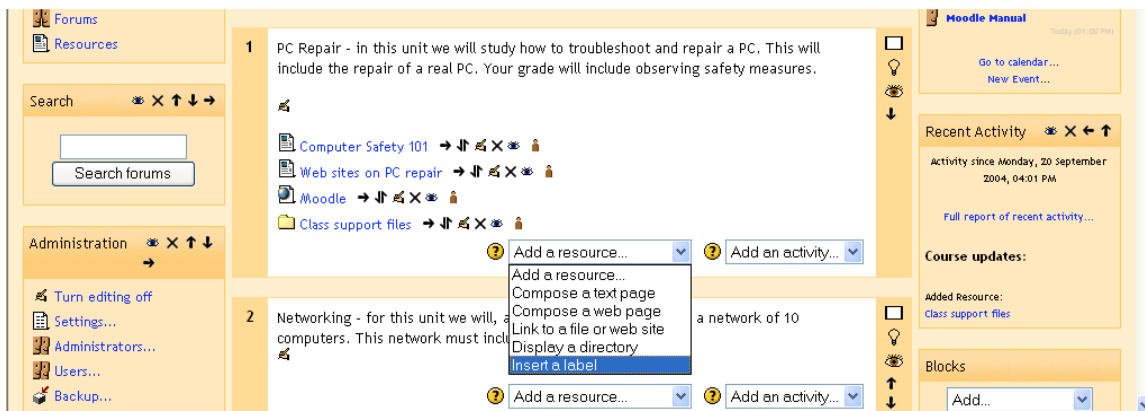
Visible to Students - If it is set to “Show” will allow your students to see this page. If it is set to hide, your students will not see the page (useful if you’re still editing it!).

When you are finished, click on “Save changes.” My class now has an example directory called “Class support files”:

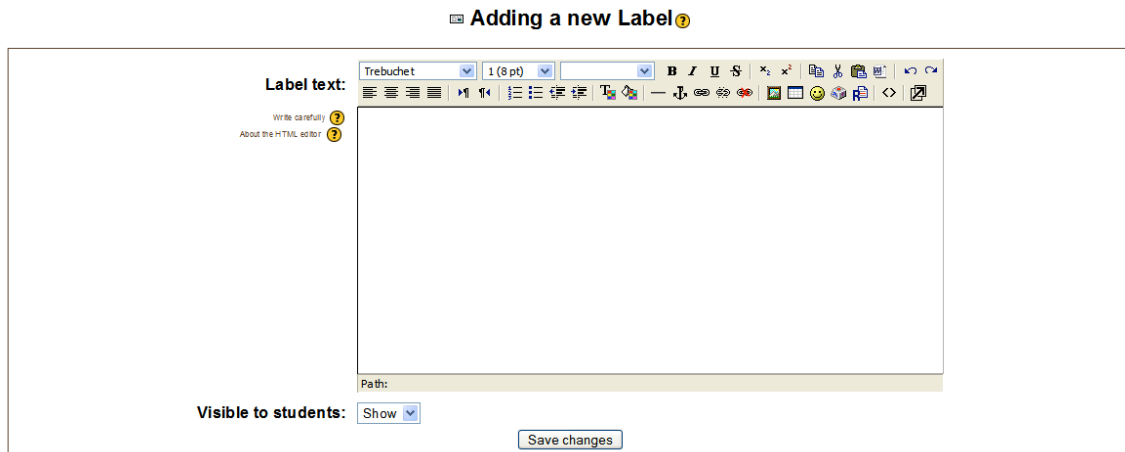


2.1.5 Insert a label

This feature allows you to insert text, images, and other things directly into the topic (or week) box. To add a label, click “Insert a label” in the “Add a resource” menu:



This will take you to the label editing page:



Label Text – Here, you may now type what you want to add to the class topic (or create a link, or add a picture, etc.).

Visible to Students: If it is set to “Show” will allow your students to see this page. If it is set to hide, your students will not see the page (useful if you’re still editing it!).

When you are done, click on “Save changes.” In my example, I have added a (bold faced) label that says “Please be careful with the computers!”

