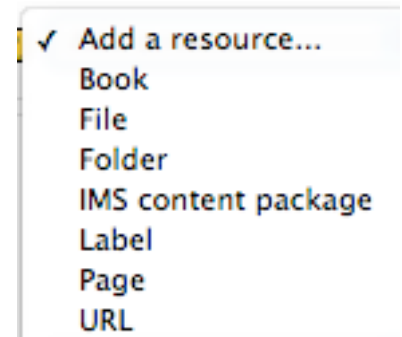


## Add a Resource

1. Login to Moodle <https://moodle.stpsb.org>
2. **Turn editing on**  to make changes to your course. Note: if it shows “Turn editing on” that means editing is currently turned off. If the button shows “Turn editing off” that means editing is currently turned on.

3. Click **Add a resource...**

4. **Book** – a simple multipage study material



- a. **General**

- (1) **Name** – required
- (2) **Summary** – required
- (3) **Chapter numbering** – can be numbers (default), bullets, indented or none
- (4) **Custom titles** – chapter titles are displayed automatically only in the Table of Contents (TOC).

- b. **Common module settings** – use not suggested

- c. **Restrict access**

- (1) **Allow access from** (determines the date when students can access the activity); default is not Enable
- (2) **Allow access until** (determines the date until students can access the activity); default is not Enable
- (3) **Grade condition** (use not recommended)
- (4) **Activity completion condition** (use not recommended)
- (5) **Before activity can be accessed** (use not recommended)

- d. **Activity completion**

- (1) **Completion tracking** (Activity completion allows the teacher to set completion criteria in a specific activity's settings. A check (tick)  appears against the activity when the student meets this criteria. The criterion might be viewing, receiving a certain score or a student marking it as complete.
- (2) **Require view** (Student must view this activity to complete it); default is unchecked
- (3) **Require grade** (Student must receive a grade to complete this activity); default is unchecked
- (4) **Expect completed on** (optional to have a date); default is unchecked

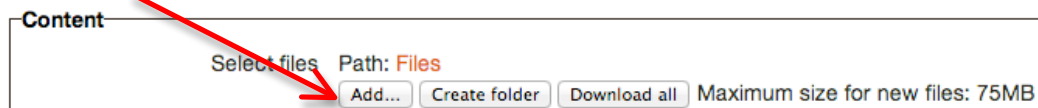
## 5. File

### a. General

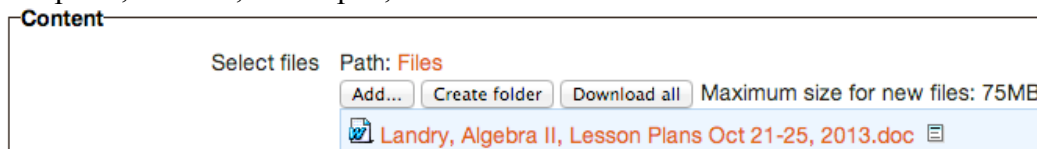
- (1) **Name** - required
- (2) **Description** – required, but optional to display


### b. Content – required since you are uploading at least one file

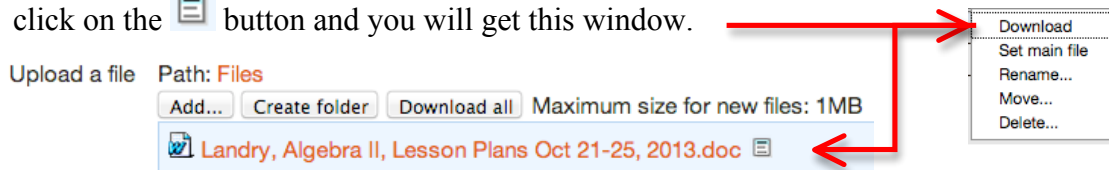
- (1) Click the Add... button



- (2) A new window will pop up prompting you to navigate where your file is saved
- (3) Click **Upload a file** if it is on your computer – i.e. Desktop or your documents
- (4) If you choose **Upload a file**, you will have to **Browse** to the file where you saved it on your computer, select it, click open, then click the **Upload this file** button.



- (5) After the file is uploaded you will see it listed. You can continue to add as many files as you want. Optional: If you need to Download, Set main file, Rename, Move, or Delete your file, click on the  button and you will get this window.



- (6) If you choose Private files, you will navigate to your file, highlight it and then click the **Select this file** button.

### c. Options

- (1) **Display** – Automatic (use this default), Embed, Force download, Open, or In pop-up
- (2) **Display resource name** – unchecked by default
- (3) **Display resource description** – checked by default

### d. Common module settings (same as above, use not suggested)

### e. Restrict access (same as above)

### f. Activity completion

- (1) **Completion tracking** (Activity completion allows the teacher to set completion criteria in a specific activity's settings. A check (tick)  appears against the activity when the student meets this criteria. The criterion might be viewing, receiving a certain score or a student marking it as complete.
- (2) **Require view** (Student must view this activity to complete it); default is unchecked
- (3) **Expect completed on** (optional to have a date); default is unchecked

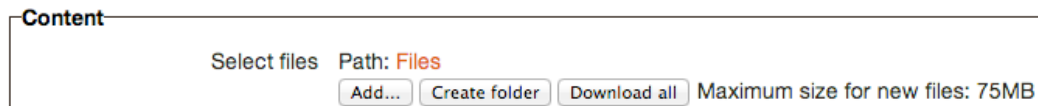
6. **Folder** – useful to organize your files

a. **General**

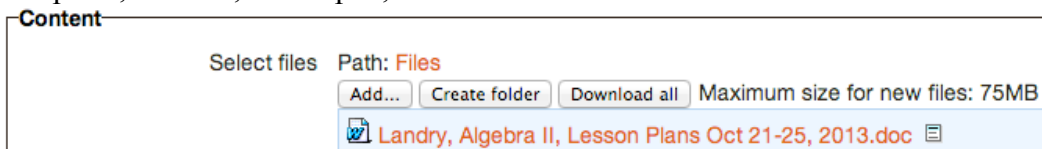
- (1) **Name** - required
- (2) **Description** – required, but optional to display


b. **Content**

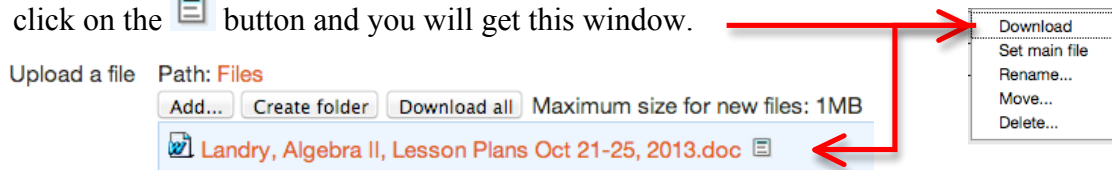
- (1) Click the Add... button



- (2) A new window will pop up prompting you to navigate where your file is saved
- (3) Click **Upload a file** if it is on your computer – i.e. Desktop or your documents
- (4) If you choose **Upload a file**, you will have to **Browse** to the file where you saved it on your computer, select it, click open, then click the **Upload this file** button.



- (5) After the file is uploaded you will see it listed. You can continue to add as many files as you want. Optional: If you need to Download, Set main file, Rename, Move, or Delete your file, click on the  button and you will get this window.



- (6) If you choose Private files, you will navigate to your file, highlight it and then click the **Select this file** button.

c. **Restrict access**

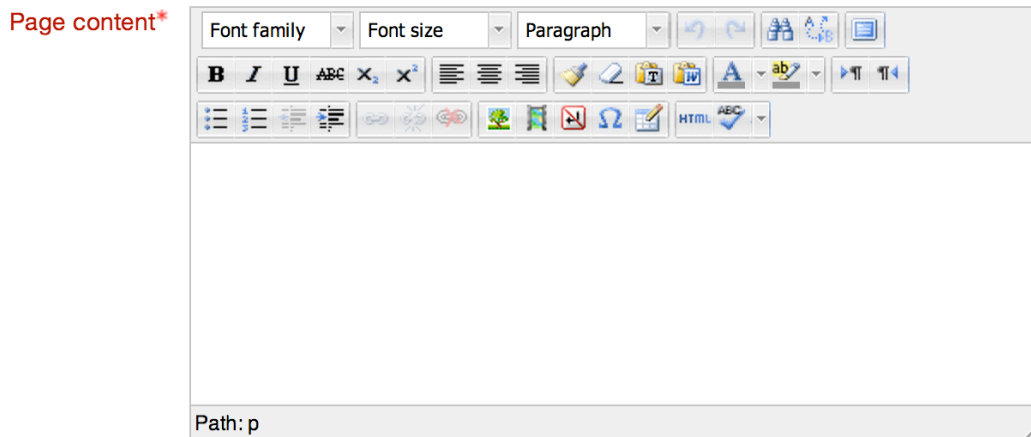
- (1) **Allow access from** (same as above)
- (2) **Allow access until** (same as above)
- (3) **Grade condition** (same as above, use not suggested)
- (4) **Activity completion condition** (same as above, use not suggested)
- (5) **Before activity can be accessed** (same as above, use not suggested)

d. **Activity completion**

- (1) **Completion tracking** (same as above, use not suggested)
- (2) **Require view** (same as above, use not suggested)
- (3) **Expect completed on** (same as above, use not suggested)

7. **IMS content package** (use not enabled)

8. **Label** – enables text and images to be inserted among the activity links on the course page; good for embedding youtube videos
  - a. **Label text** – required
  - b. **Common module settings** - (same as above, use not suggested)
  - c. **Restrict access**
    - (1) **Allow access from** (same as above)
    - (2) **Allow access until** (same as above)
    - (3) **Grade condition** (same as above, use not suggested)
    - (4) **Activity completion condition** (same as above, use not suggested)
    - (5) **Before activity can be accessed** (same as above, use not suggested)
  - d. **Activity completion**
    - (1) **Completion tracking** (same as above, use not suggested)
    - (2) **Expect completed on** (same as above, use not suggested)
  
9. **Page** – enables a web page to be displayed and edited within the course; good for embedding youtube videos or making a list of useful websites
  - a. **General**
    - (1) **Name** – required
    - (2) **Description** – required, but optional to display
  - b. **Content**
    - (1) **Page content** – required. Here is where you paste your information or embed a video or type in text or insert an image or graphic



- c. **Options**
  - (1) **Display page name** – displayed by default (recommended)
  - (2) **Display page description** – optional, off by default
- d. **Common module settings** - (same as above, use not suggested)
- e. **Restrict access**
  - (1) **Allow access from** (same as above)
  - (2) **Allow access until** (same as above)
  - (3) **Grade condition** (same as above, use not suggested)
  - (4) **Activity completion condition** (same as above, use not suggested)
  - (5) **Before activity can be accessed** (same as above, use not suggested)

f. **Activity completion**

- (1) **Completion tracking** (same as above, use not suggested)
- (2) **Require view** (same as above, use not suggested)
- (3) **Expect completed on** (same as above, use not suggested)

10. **URL**

a. **General**

- (1) **Name** – required
- (2) **Description** – required, but optional to display

b. **Content** – required, here's where you paste in the URL (website address ex. <http://stpsb.org>)

**Content**

External URL\*  Choose a link...

A screenshot of a form field labeled 'Content'. The field contains the text 'External URL\*' in red, followed by a text input box and a button labeled 'Choose a link...'. A red arrow points from the top of the input box to the 'External URL\*' label.

c. **Options**

- (1) **Display** – Automatic (default), Embed, Open, or In pop-up
- (2) **Display URL name** – optional, off by default
- (3) **Display URL description** – optional, on by default

d. **Parameters** – use not recommended

e. **Common module settings** – (same as above, use not recommended)

f. **Restrict access**

- (1) **Allow access from** (same as above)
- (2) **Allow access until** (same as above)
- (3) **Grade condition** (same as above, use not suggested)
- (4) **Activity completion condition** (same as above, use not suggested)
- (5) **Before activity can be accessed** (same as above, use not suggested)

g. **Activity completion**

- (1) **Completion tracking** (same as above, use not suggested)
- (2) **Require view** (same as above, use not suggested)
- (3) **Expect completed on** (same as above, use not suggested)