Add a Resource ⑦

This topic covers how to add content to Moodle.

Table of contents
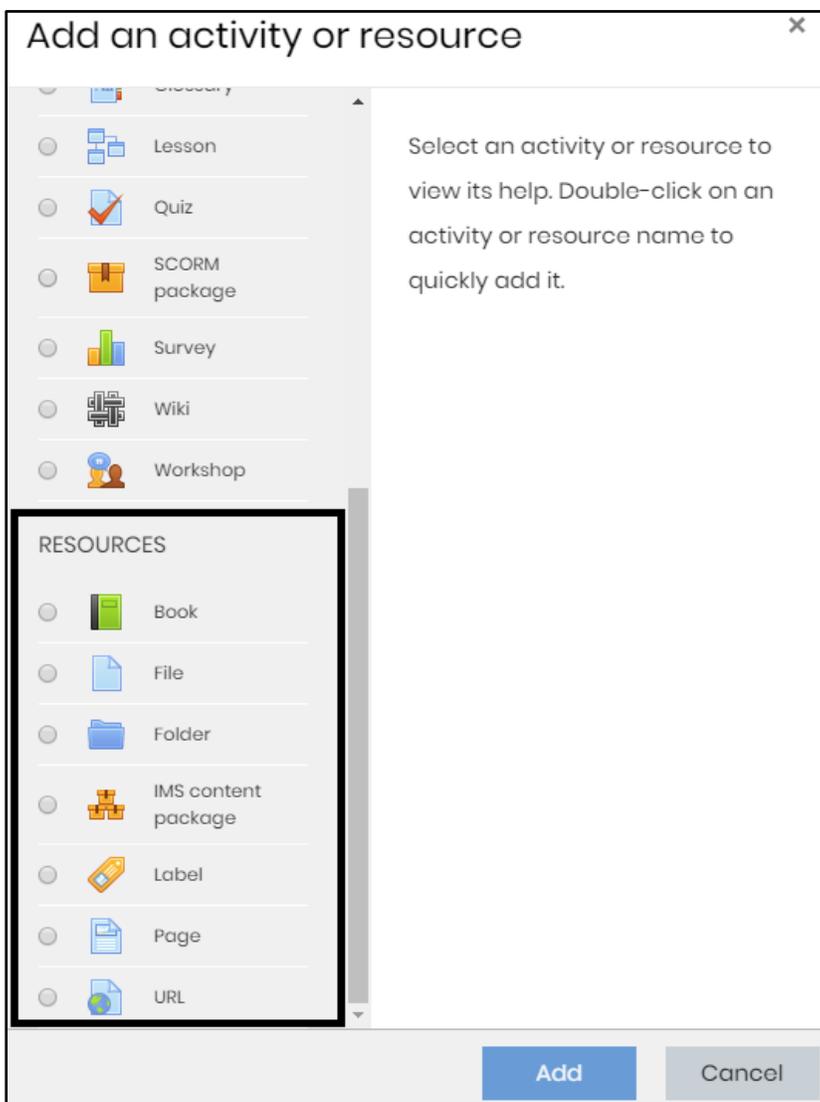
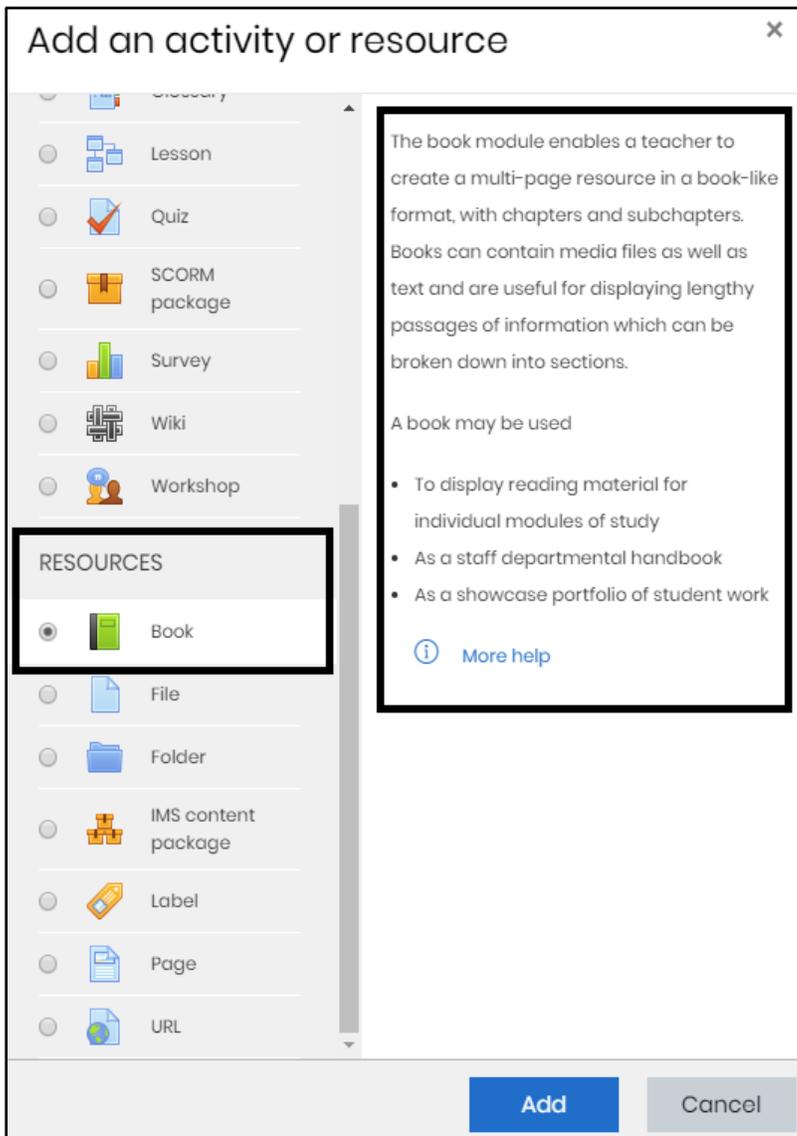To add any resource at the bottom of each topic block or section, there is a link to '**Add an activity or resource'**:

⊕ Add an activity or resource

Clicking on this will open the Activity/ Resource chooser. Resources are grouped at the bottom of the listing.

Clicking on the options will give a description of the resource type as well as a link to further information.

To create a resource, simply choose the option required and click **'Add**

Adding a File ?

File refers to any type of file that Moodle will accept. e.g. PDF, mp3, mp4, word, etc.

To add a file to a unit, follow the steps below.

Step 1:

Click on the '**Add an activity or resource**' link in the appropriate topic block on the unit home page, select

'**File**' from the '**Resources**' section and click '**Add**' at the bottom of the pop-up.
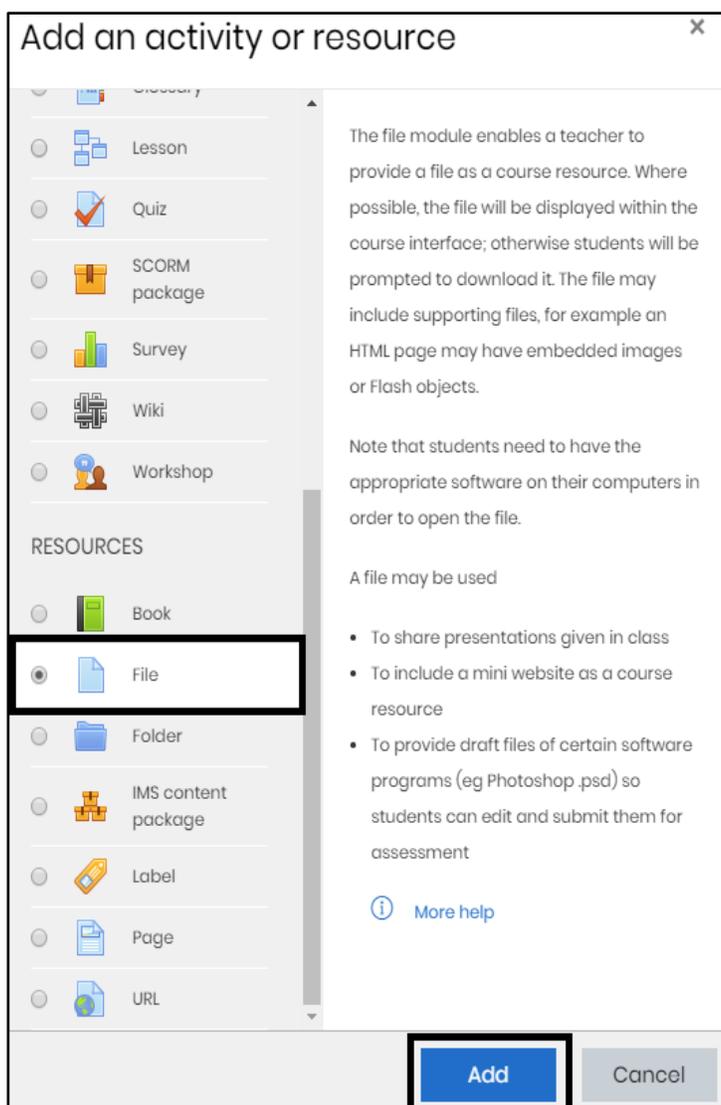
Step 2:

Enter a **Name** (required - this will become the link on the unit homepage) and add a brief **description** (optional).

Note that you can choose to display the description on the site page. If you tick this check box, the file will display

with the description underneath the title (as below):

A File (PDF, Word doc, spreadsheet, mp3, mp4 etc) ✎   92.9KB
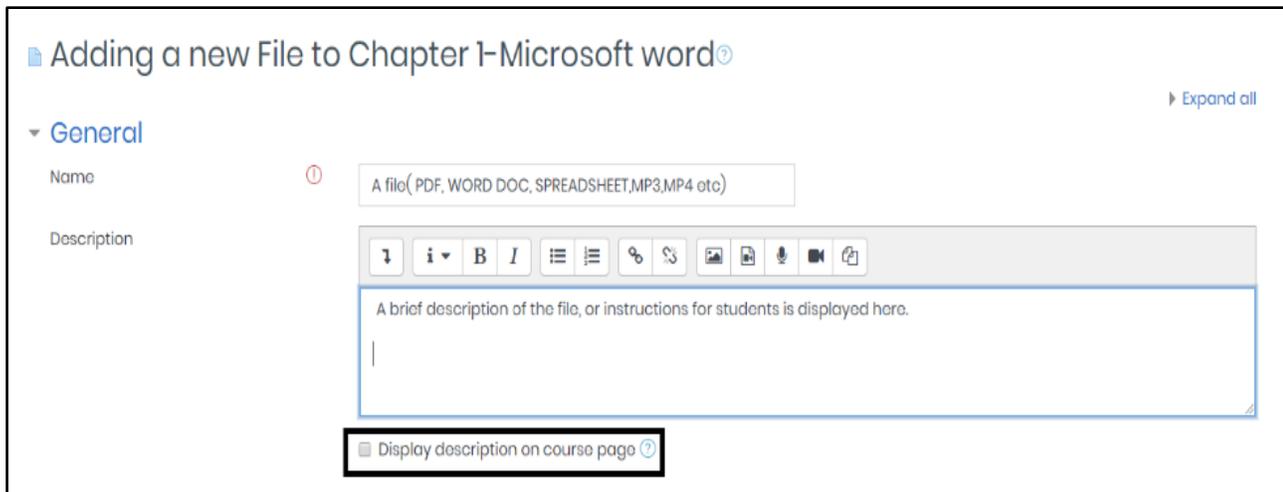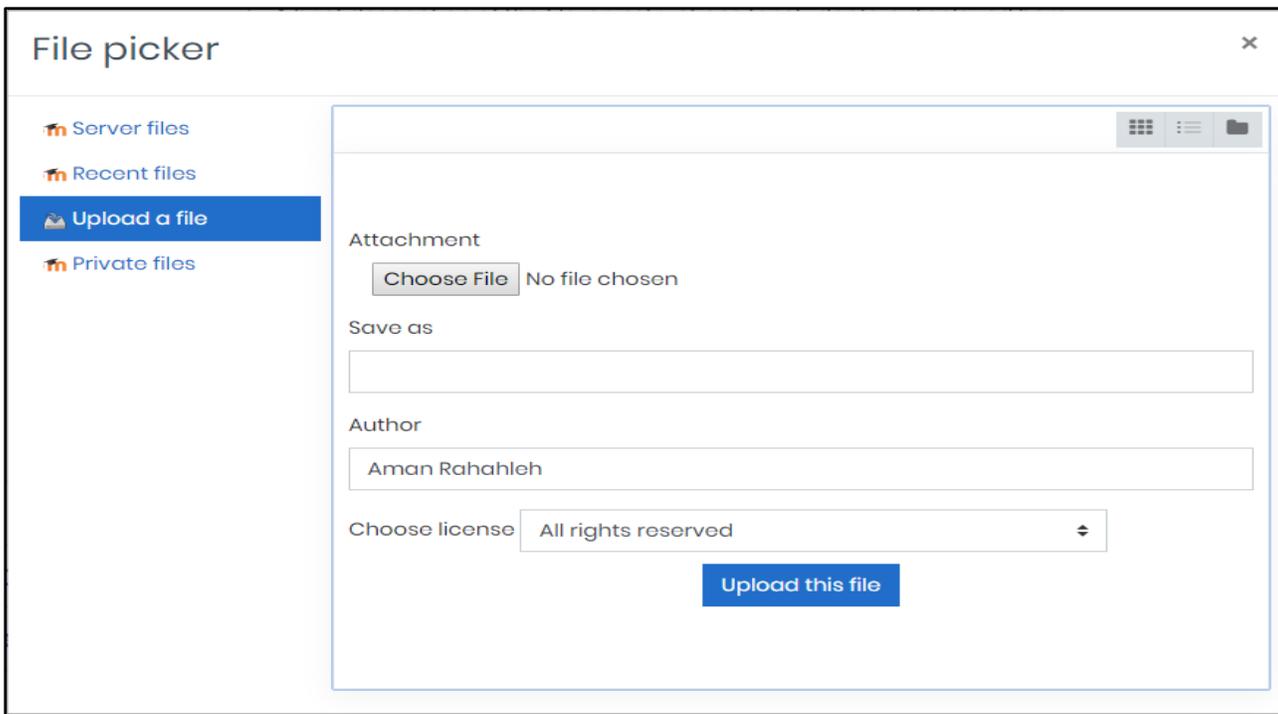
A brief description of the file, or instructions for students is displayed here.

Step 3:
To add the file, you can either drag and drop the file into the highlighted area or click on the '**add**' icon (indicated

below) to show the file picker.

Select files   Maximum size for new files: 50MB

Files

You can drag and drop files here to add them.

The file picker allows you to choose a file from your computer or a range of file sharing sites. Click on '**Upload**

this file' once you have chosen your file. The '**Choose license**' option in the file picker is relevant if you are

uploading the work of others

Adding a new File to Chapter 1-Microsoft word⊙

▸ Expand all

▾ General

Name   ①   A file(PDF, WORD DOC, SPREADSHEET,MP3,MP4 etc)

Description

A brief description of the file, or instructions for students is displayed here.

☐ Display description on course page ⑦

Step 4:

Under the **Appearance** section:

Display offers a number of ways a file can be displayed to students:

- **Open** - will display the file in the browser window (this is the default setting).
- **Automatic** - will also display the file in the browser window.
- **Embed** - will display the file in a Moodle window (this is not recommended).
- **Force Download** - this will automatically download the file to the student's computer.
- **In popup** - will open in a new window. (this is the best option for PDF display).
-

You can also choose to show the **size** and **type** of file (this may be useful information if the file size is large or

if the file type might be relevant for students) and the **upload/ modified date**.

Common module settings are used to set visibility (i.e. hide/ show). **Restrict access** is used if the File needs to

be only available to certain **groups or groupings** or only to be available during a certain **time period o**r if access

is dependent on a **condition** such as a grade or activity/ badge completion**. Activity completion** allows you to

track completion either by students manually marking the activity as complete or by meeting certain conditions.

These settings are covered elsewhere in this site.

Step 5:

Click **Save and Return** or **Save and Display**.

Adding a Label ?

A label is useful for adding text, audio, video etc that you want to display on the unit homepage, particularly when you want to display information between activities or resources.

To add a Label to a unit, follow the steps below.

 Step 1:

Click on the '**Add an activity or resource'** link in the appropriate topic block on the unit home page, select '**Label'** from the '**Resources'** section and click **'Add'** at the bottom of the pop-up.
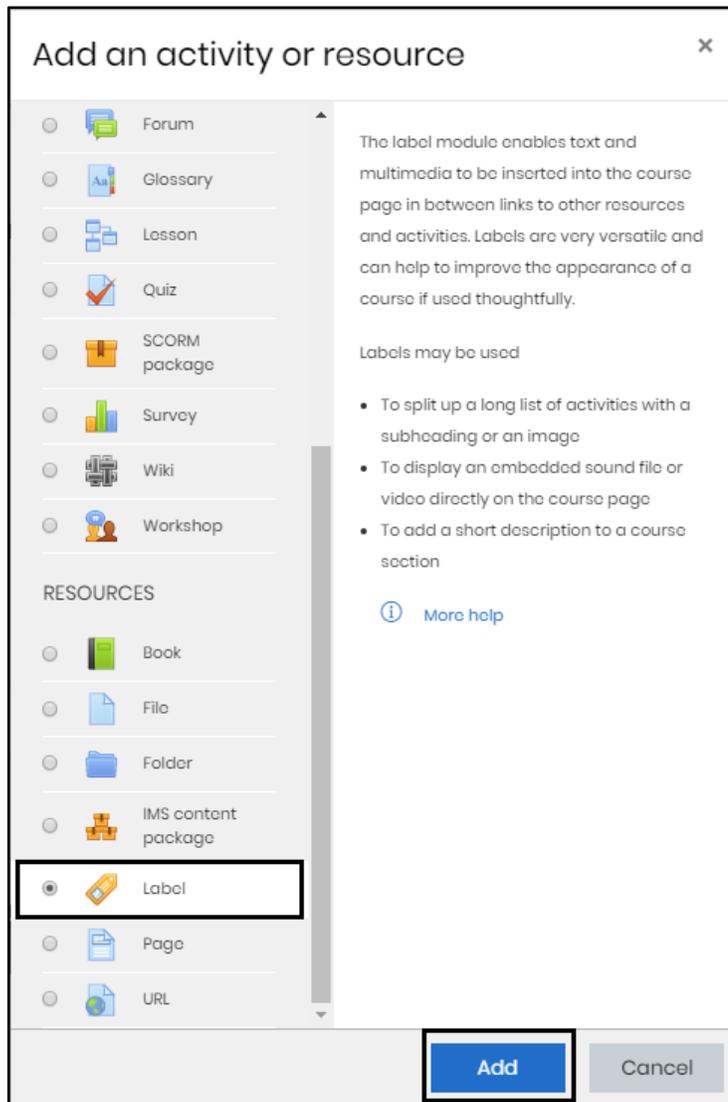
Step 2:

Use the HTML Editor to add text, audio, video etc.

Common module settings are used to show/ hide the label. **Restrict access** is used if the label needs to be only available to certain **groups or groupings** or is only to be available during a certain **time period** or if access is dependent on a **condition** such as a grade or activity/ badge completion. **Activity completion** allows you to track completion either by students manually marking the activity as complete or by meeting certain conditions. These settings are covered elsewhere in this site.

Step 3:

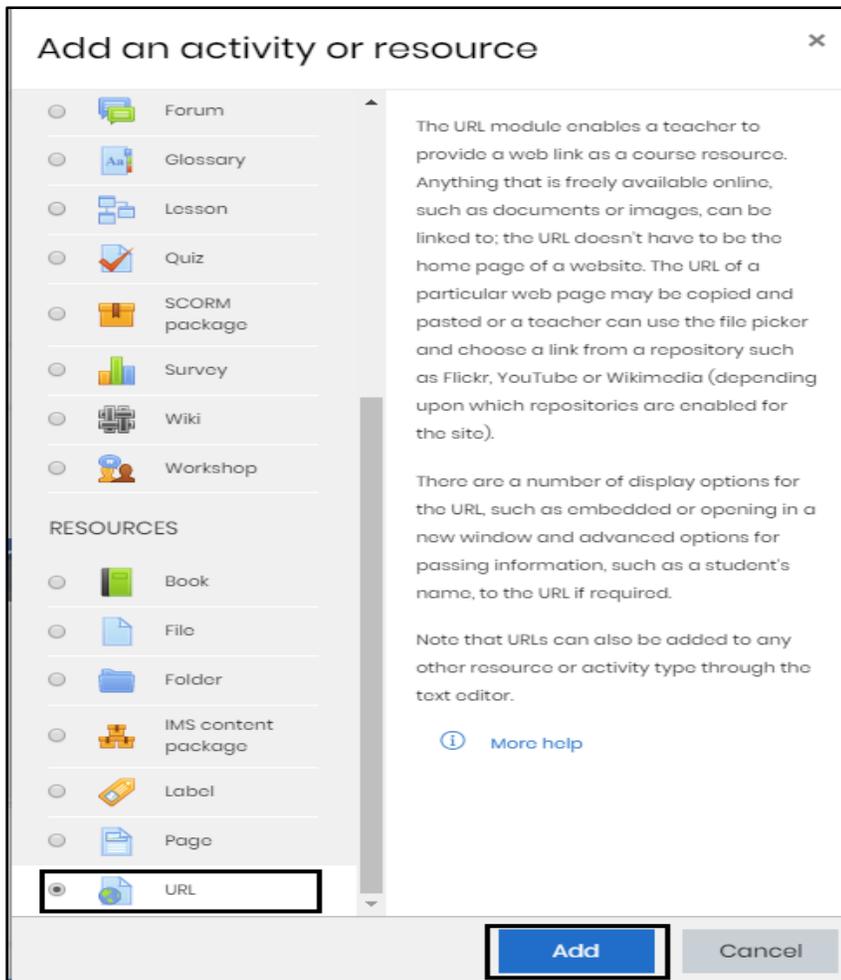Click **Save and return** or **Save and display**.

Adding a URL ⑦

A URL is any web resource address. e.g. https://elearning.ju.edu.jo/

To add a URL to a unit, follow the steps below.

Step 1:

Click on the '**Add an activity or resource**' link in the appropriate topic block on the unit home page, select

'**URL**' from the '**Resources**' section and click '**Add**' at the bottom of the pop-up.

Step 2:

Fill in a **Name** (required - this will become the link on the unit homepage) and add a brief **description** (optional).

Note that you can choose to **display the description on the site page**. If you tick this check box, the URL link

will display with the description underneath the title (as below):

Step 3:

Paste the URL in the **Content External URL** box or search for an external link using the **Choose a link** button.

Step 4:

Under the **Appearance** section:

Display offers a number of ways the URL can be displayed to students:

- **Automatic** - will display in the link in a new Moodle window (as below). When students click on the link it will open the URL in the same browser window (taking the student out of the Moodle site).
- **Open** - will open the URL in the same browser window (taking the student out of the Moodle site).

- **In popup** - will open the URL in a popup window. If you select popup, you can also change the pop-up width and height if required.
- **Embed** - will embed the web site in a new Moodle window, as below:

The default setting for display is '**Open**'.

Selecting the '**Display URL description**' option will place the description below an embedded URL, or above the link if the display is set to Automatic. The Open and in popup options do not display the URL description (other than on the site page if selected in Step 2).

Common module settings are used to show/ hide the URL. **Restrict access** is used if the URL needs to be only available to certain **groups or groupings** or is only to be available during a certain **time period** or if access is dependent on a **condition** such as a grade or activity/ badge completion. **Activity completion** allows you to track completion either by students manually marking the activity as complete or by meeting certain conditions. These settings are covered elsewhere in this site.

Step 5:

Click **Save and return** or **Save and display**.