# Resources

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# Resource Types

Resources are how you give students access to information on your Moodle course page. You can also use resources to add organizational and visual elements to your Moodle course page. The resource options below are available to all instructors.

## Book

Create multi-page resources organized like a book in chapters, subchapters, and pages. Book pages can contain both text and media elements.

https://www.youtube.com/embed/4Kywtte62F8

## File

Allows you to add a file, like a PDF, slide presentation, or Word document, from your computer to the course page for students to download, view, and edit. Students will need the appropriate software to work with the file.

https://www.youtube.com/embed/fcikQXrfNrM

## Folder

Used when you want to add several files to a course page that can be grouped together. Using a folder instead of listing the files on your course page takes up less visual space and reduces scrolling on the course page.

## IMS Content Package

Sometimes used for content that comes from a textbook publisher.

# Label

Used to add words, images, or videos to your main course page. A label can be as simple as a line to visually separate course page elements.

https://www.youtube.com/embed/GnOKT06L-go

https://www.youtube.com/embed/CnFLZtDYMk8?t=15s

# Page

Creates a separate page for content, which can include text, media, and links. Often used for lesson guides.

https://www.youtube.com/embed/cJd3wcpUFqA

# URL

Inserts a link to an external website on your course page. This can also be used to share access to Google documents.

https://www.youtube.com/embed/J9JnqJYmptc

# File Resource

PDFs, Word Documents, Images, Spreadsheets, and more can be added to the course page for students to download and view.

## Add a New File

1. Log into Moodle and enter your course site.
2. Click on the **gear** in the upper right corner and select **Turn editing on**.
3. If you're using sections, scroll to the section where you want to add the file.
4. Click **Add an activity or resource** underneath the section where you want to add the file.
5. Scroll down under the **Resources** heading and select **File**.
6. Click **Add**.
7. On the next screen, enter the **Name** that students to see on the course page. The **Description** is optional.
8. Under **Select files**, click the **Add files** button.
9. In the resulting window, choose **Upload a file** on the left and click the **Choose File** button.
10. Locate the file on your computer and click **Open**.
11. Click the blue **Upload this file** button.
12. Scroll to the bottom of the page and choose either of the blue **Save** buttons.
13. The file should now appear on your course page. If it is not in the exact location that you want, follow these instructions to reorder the course items.

## Update an Existing File

1. Log into Moodle and enter your course site.
2. Click on the **gear** in the upper right corner and select **Turn editing on**.
3. To the right of the menu item you want to update, click **Edit** and choose **Edit Settings**.
4. On the next screen, next to **Select files**, click on the existing file.
5. A window should appear. Click the grey **Delete** button near the top of the window.
6. Follow steps 8-12 above to add the new file.