

Creating Courses with Moodle: 4. Adding Course Content

 iits.haverford.edu/documents/creating-courses-with-moodle-add-course-content/

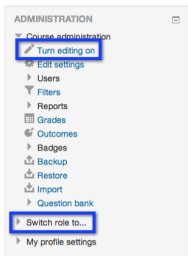
Once you have [designed your course](#), you are ready to add your syllabus, readings, and other exercises. You will also need to customize your [course shell](#) with your course name, your name, and the names of your course units. This is a long unit explaining the basics of loading a syllabus, readings, and similar resource information for your students. There are a number of steps to adding this type of course content, and some of the information may not be applicable to your needs. However, the first few sections will be applicable to anyone building a course site.

NOTE: Once your course is ready, you need to [make your course visible for students to view it!](#)

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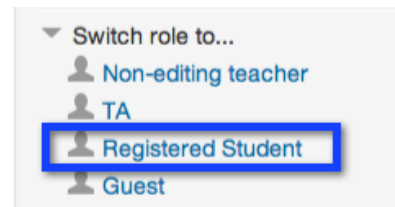
Get Started

Begin by opening your course shell and noting two of the most important options in the *Course Administration* menu.



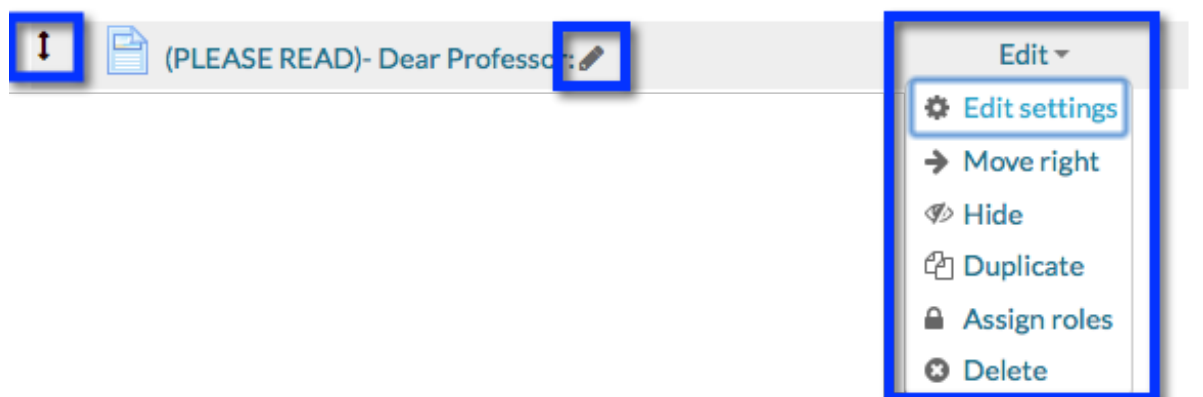
Turn *Editing on* in the Course Administration block. There is also a button located on the top right of the Moodle screen. This option gives you access to the tools for editing your course.

Switch Role to ... see the course as others see it. We'll talk more about roles in [Understanding Course Enrollments](#).



Item Editing Tools

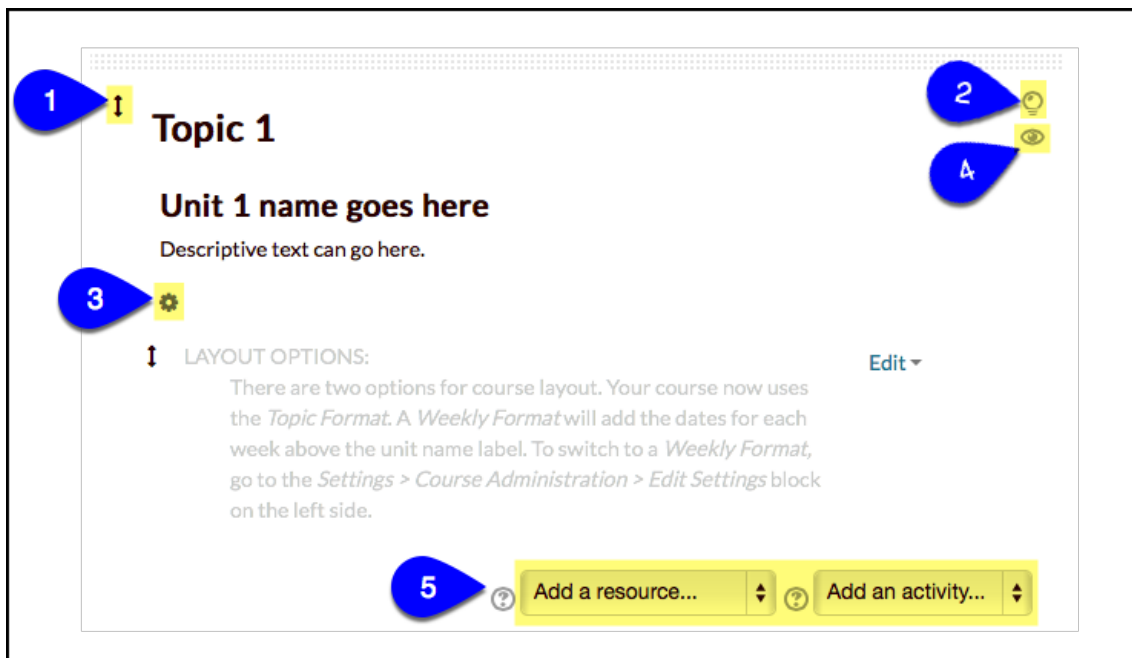
When you turn editing on you'll see editing tools.



- The *arrows* let you move items up and down.
- This *pencil* icon lets you quickly edit item name. For example, change "News Forum" to "Course announcements".
- Click on the *Edit* drop down menu, to see additional options: *Edit Settings*, *Move right*, *Move left* (when applicable), *Show/Hide*, *Duplicate*, *Assign roles*, and *Delete*.

Section Editing Tools

There are similar editing tools for the general section and each topic or week.



As with items, you can move or edit sections, similar to the way you move or edit content and activities. Section editing tools are highlighted and marked in the illustration above.

1. Use the arrows to drag sections up or down. This can be tricky; line up the arrows in the section you are moving so that they appear on top of the arrows of the section you want just below the moved section.
2. Click the light bulb to highlight the unit you are currently teaching. Only one unit can be highlighted at a time. In the weekly view, Moodle will automatically highlight the current week, if you use a [weekly view](#).
3. The gear icon lets you enter information about the unit, such as the name of the unit and information or due dates related to the topic or week.
4. The eye lets you show or hide the section.
5. Use the [Add a resource](#) and [Add an Activity](#) drop-down menus let you [add resources and activities](#) to your course.

Switch User Role

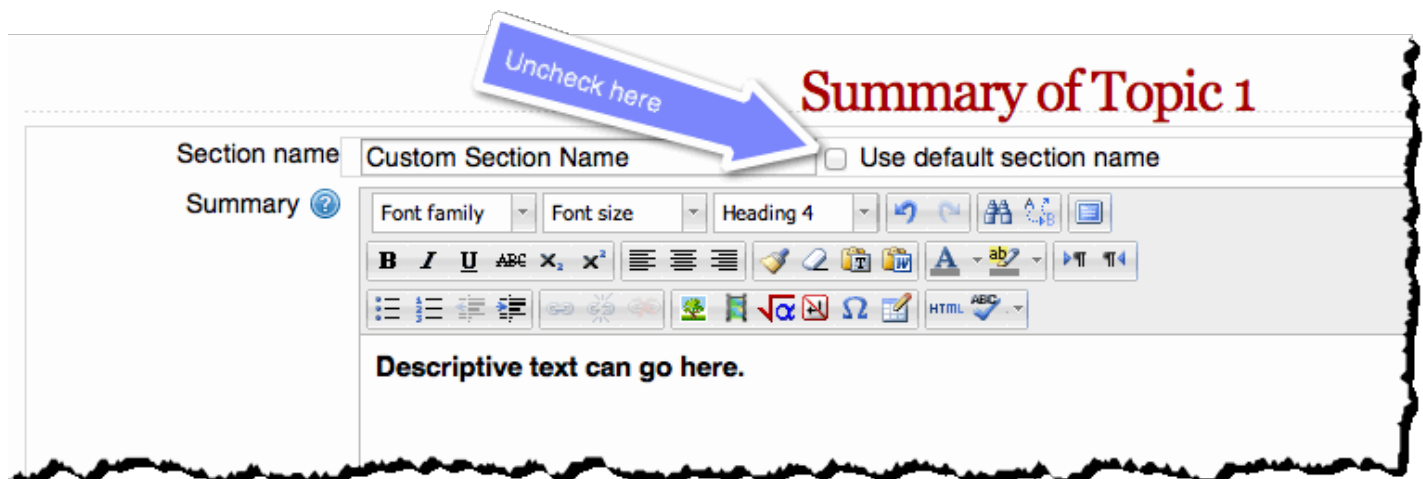
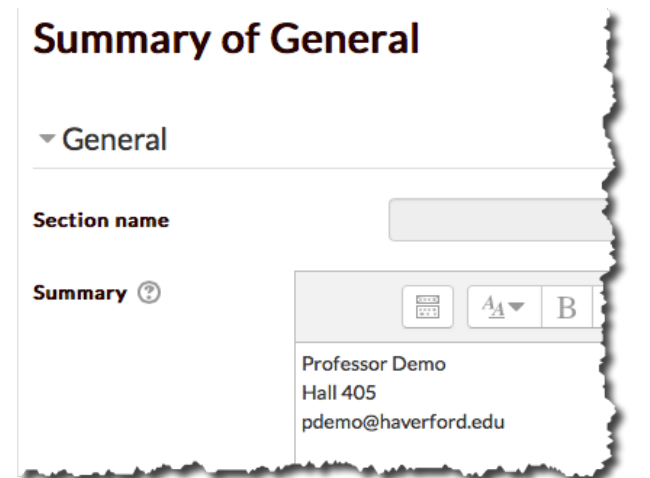
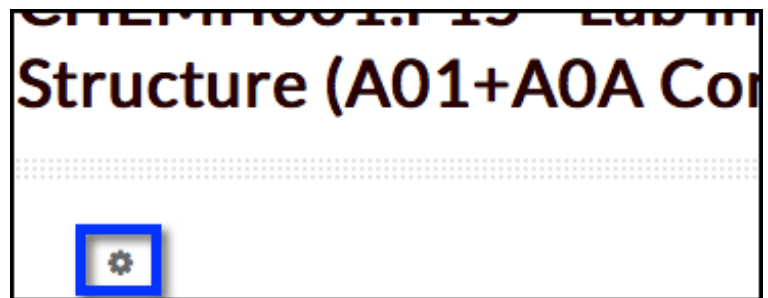
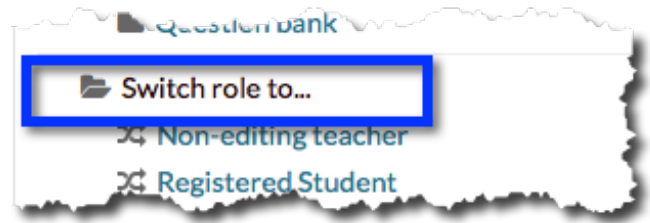
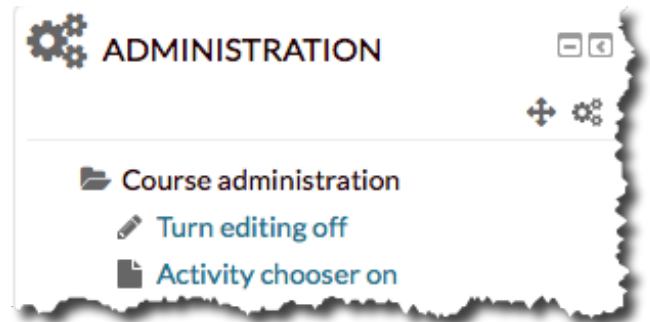
Switch user role ... to quickly verify what students see. Notice students do not see the dear professor letter or the getting started instructions. Switch back to your normal role and start editing the course—you can switch roles again at any time.

Edit Course Headings, Including Section Titles

Now that you know the editing tools, you are ready to start work on your course. **Your first step—edit your course summary**, the part of the template that says “course name goes here!” If you have not yet done so, begin by editing your course title and section titles.

1. Click on the *gear* icon, and replace this text with your course name and your own name.
2. Enter your name, office location, etc.
3. **Save changes.**

If you are using either weekly or topic sections, edit those too. If you uncheck “use default section name”, you can use a short name in your navigation menu describing each section. You can also add summary information about the section, such as related textbook reading and assignment due dates.



Drag and Drop Files From Your Desktop

You can drop files directly into your Moodle content area. Find your syllabus on your desktop and drag it to the location where you want it in your course. By default, Moodle will display the name of the file. However, we can easily rename this with the new pencil “edit title” tool.



TIP FOR SMALL COURSE SITES: If your course just has a syllabus, and maybe a few readings, drag the readings beneath the syllabus and you’re **almost done!** Remove unneeded sections by clicking the minus sign at the bottom of your screen and continue to the unit [Creating Courses with Moodle: 5. Make your Course Visible to Students](#), to learn how students get access to your course site.

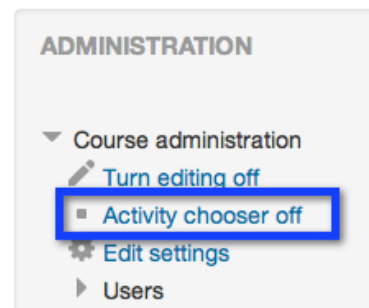
NEW (version 2.6): **Drop and drag an image to your course.**

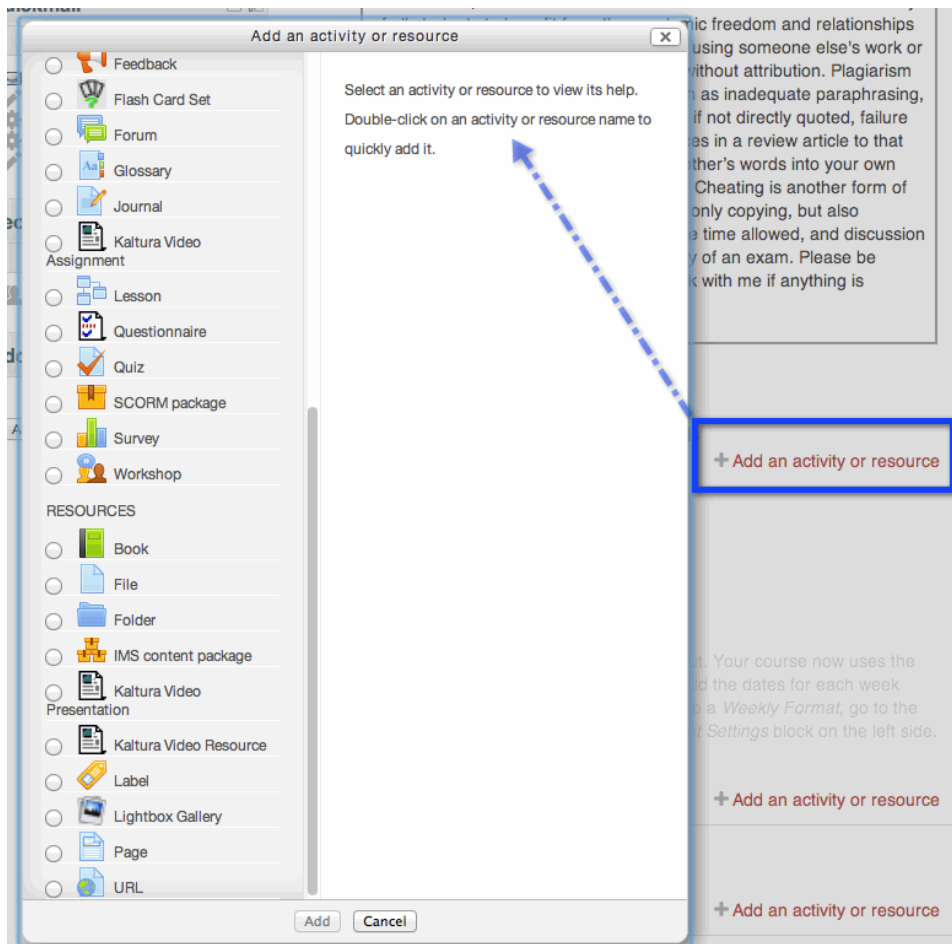
Add an Activity or a Resource

If you want to enhance your site with sound, videos, explanatory text, web links, etc., you can do so from the *Add an activity or resource* menu. Moodle calls anything that students participate in—discussion forums, quizzes, assignments—to be “activities”. Most often, faculty want to add “resources”—the Moodle term for anything that students just read or look at. The syllabus we added is one type of resource—a file resource. This is the most common resource type, but not the only one resource type.

To add an activity or resource, turn editing on and look for the “+ *Add an activity or resource*” link or a separate drop-down menu for “*Add a resource*” and “*Add an activity*”—depending upon whether your *activity chooser* is turned on or off.

- If the **activity chooser is on**, your Moodle page will have one link saying, + *Add an activity or resource*.





- If the **activity chooser is off**, you will see separate drop-down menus for *Add a resource* and *Add an activity*.



Let's take a look at some commonly used resource types:

Labels—Including Images, Sound, Video

The label is a very simple, useful resource, that lets you put descriptive text, images, even sound or video directly on your main course page. Several of the sample courses used in [Course Design and Settings](#) used text labels.

1. Select the label option from your resources menu, and click add.
2. Notice the circle with a question mark at the top of the label window alerting you to help for this item. (Mouse over long enough for the audience to read "Help with label") It is often helpful to click on these links for some tips and instructions.
3. Enter your label text, images, sounds, video, etc. in to the editor (see [editor instructions](#)).
4. When you finish typing your label, be sure to save and return to course.

Labels are best for short content. We'll see later how to add web pages for longer content.

Link to External Web Pages

Many faculty want to add web links to their Moodle page. To do this:

1. *Select URL from your resources list.*
2. *If you want students to easily see a description, enter the description text and check the “option to display option on page.”*
3. *Enter your URL—copy and paste works great. Consider setting the URL to display in a “new window” instead of using the default “automatic setting” so students keep their place on your course page.*
4. *Scroll down, “Save and return to course.”*

Back on your main page, you'll see your new link. You can move this around or indent it, if it is going under a label heading.

Make Your Own Web Pages

You can make your own web pages in Moodle. These are useful if you have a lot of information that might go into a Moodle label, but you want to keep your overall Moodle page from getting too long.

To create a web page,

1. *Select the Page option from the resources list. You see a familiar screen.*
2. *Enter the page name and description—checking the “Display description” option if desired.*
3. *Follow the [editor instructions](#) to put your content into the Page Content section. Note that you can expand the editor area by dragging the bottom right corner—or toggle into full screen mode with the little window icon on the top row. If you do use the full screen mode, you'll need to click this icon again when you are ready to return to the previous screen.*
4. *Scroll down, “Save and return to course.”*

Even if you typed a very long page, you just see a short name and maybe description on your main page.

Files

Most of the time, it is easiest to add files by dragging and dropping them from your hard drive. However, if you want a description for your file, or to want to restrict access to certain dates, you'll need to add the file from the *Resources* menu, or *edit settings* to a file that you already dragged to your page.

Folders

Folders lets you group lots of files together, another way to keep your main page from getting too long. If you add folders, you get the familiar resource menu. Drag your articles to the content area—you can also select them via the file picker. Save and open the new folder at your course site. You see your description and files. You can edit/add to/delete from this folder at anytime.

More!

Along with the options above, you can use Moodle to collect [assignments](#), hold discussion [forums](#), give [quizzes](#), and more. In addition to these [standard Moodle activities](#), Haverford's Moodle implementation includes options for [lecture capture](#), [blogs](#), and [wikis](#).

Reuse Materials—Copy Labels, Files, Quizzes, etc. Into Multiple Courses

You can [copy material between course sites using the backup, restore and import functions](#).

Get Help

Once you add materials, you may want to experiment with different looks and Moodle tools. Feel free to contact IITS with any questions you have. Your librarian is also happy to help you. See [Getting Help with Moodle](#) for contact information.

Once you have your content, you are ready to [make your course visible for students to view it!](#)