

The most common ways to add information to your course's front page are with one of these resources:

- Label
- File
- Folder
- Page

This document explains each of these resources and their most common settings choices.

The screen shot below demonstrates what each of these resources would look like on the course's front page.

 **Topic 2**

This is a label resource. It can include text, an image, hyperlinks, or even a video. It appears on the course's front page.

-  File resource - has a file attached for students to open
-  Folder resource with file(s) available when student clicks on link

**Folder resource** that shows the instructions and files right on the course's front page.

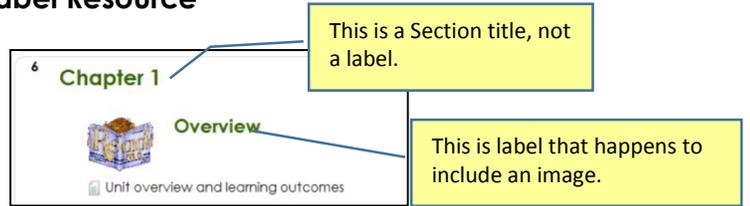
 Folder resource with instructions and files showing on course's front page

-  Brainfuse Student Guide.doc
-  Brainfuse Student Guide.pdf

-  Page resource – a page or less of information that appears when students click the link.

A **Label** resource is a way to add text and/or images to the content area of your course's front page.

## Label Resource



## When to Use Labels

Consider using labels to:

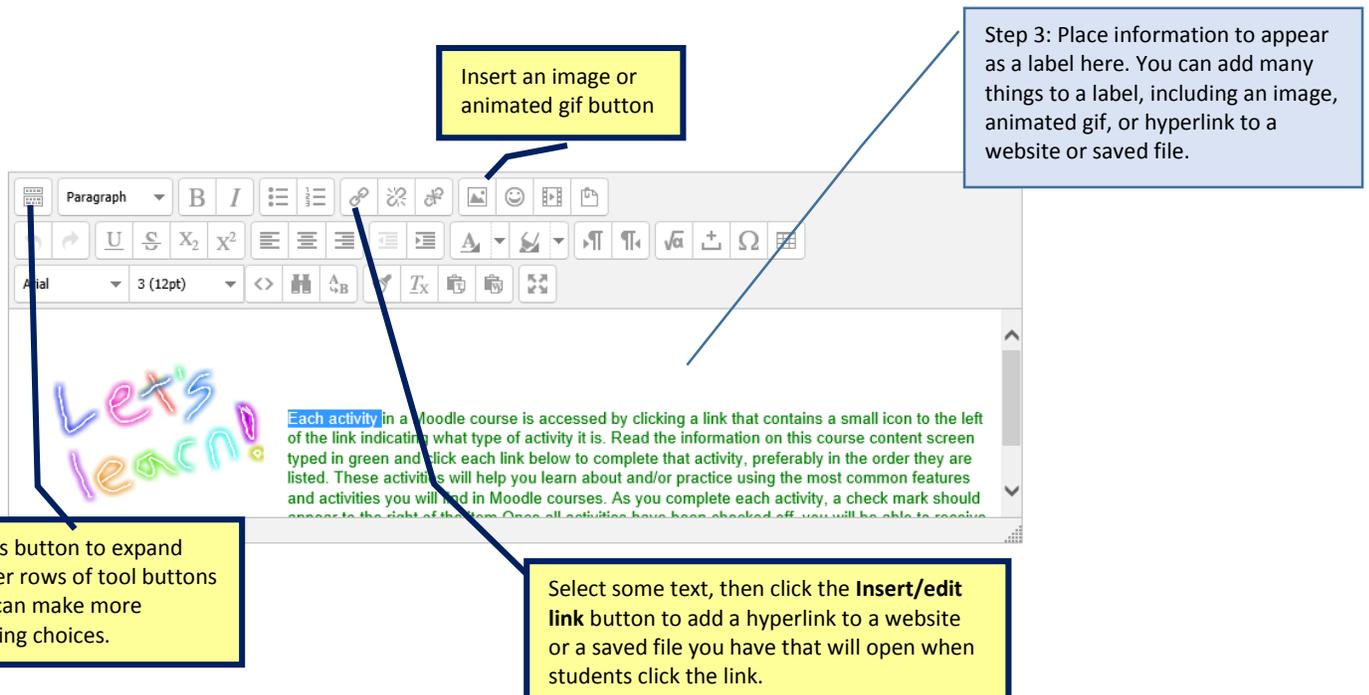
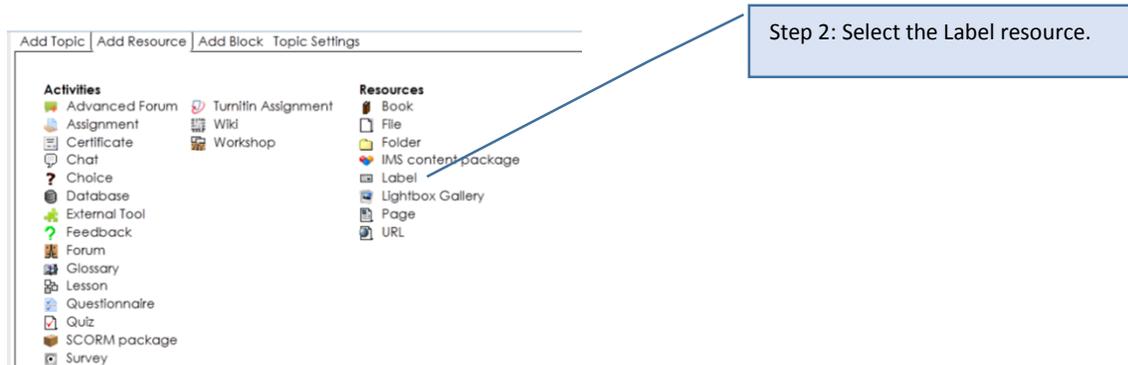
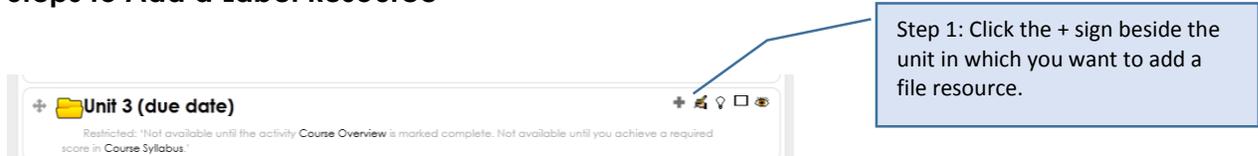
- Give quick instructions on the course's front page.
- Add text to organize the content in your sections.
- Add images inside a section.



**Learn, Apply, and Evaluate** are labels used to organize the content in this section of the course.

This label gives instructions on the course's front page.

## Steps to Add a Label Resource



Insert an image or animated gif button

Step 3: Place information to appear as a label here. You can add many things to a label, including an image, animated gif, or hyperlink to a website or saved file.

Click this button to expand the other rows of tool buttons so you can make more formatting choices.

Select some text, then click the **Insert/edit link** button to add a hyperlink to a website or a saved file you have that will open when students click the link.

▼ **Common module settings**  
Visible

▼ **Restrict access**  
Access restrictions None

▼ **Activity completion**  
Completion tracking   
Expect completed on     Enable

These are the most common settings for a label.

Click the **Save and return to course** button when finished.

### Tip about Labels

Don't add too many videos or images to your front page as it can slow down performance.

**Unit 4 -**

**Overview**  
Unit overview and learning outcomes

**Learning Activities**  
Read Chapter 4 in your textbook  
Photosynthesis

**Graded Activities**  
Discussion Forum 4  
Assignment 4  
Exam 1

**Summary**  
Evaluate your course experience so far  
Unit summary information

Example of a common way to separate the content of a unit/section with labels.

**Topic outline**

News forum

1 **Getting Started (due on September 11)**

Watch my short video welcoming you to this course.

Welcome to my Course!

**Idea:** You could record a short video of yourself, upload it to YouTube, and then embed the video in a label resource to appear on your course's front page.

Refer to "Embedding a YouTube Video" in the Course Content Users guide for help.

### Best Practices with Labels

- Keep a consistent look to all labels throughout your course that are used to organize the content. (Use the same font color and size.)
- Organize the content of each section with Labels to help students.
- Use the same Labels with each section if possible.



## File Resource

The File resource is used to share a single file saved on your computer with your students. The file is uploaded from your computer into Moodle. Students can easily save or print the file if desired.

If you want students to read quite a few instructions before they open the file, it is best to use the **Folder** resource type instead.

### When to use the File Resource

Consider using the File resource to provide students:

- **A long text document.** Saved files should generally be **pdf** files. Do not use doc or docx Word files unless your course requires students to have Microsoft Word on their personal computers. (If the document is less than one page long and students don't need to save or print the document, it is better to insert it as a **Page** resource instead of a File resource.)
- **A PowerPoint slideshow.** If you want students to view information on the slides, then save the slideshow as a pdf file or single file web page. If you want students to open it as a regular powerpoint slideshow (ppt file), then remind them they must either have Microsoft PowerPoint on their computers or the free PowerPoint Viewer plugin. They can click **Student Tutorials** at the bottom of their Moodle screen for instructions.

### Steps to Add a File Resource

**Step 1:** Click the + sign beside the unit in which you want to add a file resource.

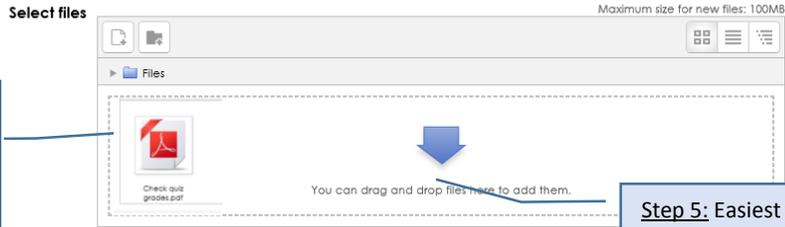
**Step 2:** Select the File resource.

**Step 3:** Type the title in the **Name** box. (This will appear on your course's front page in the appropriate unit/section.)

**Step 4:** Type instructions in the Description area. (Read tan box below.)

If you want the description to appear below the link on the course's front page, click this check box. If it isn't important for students to read the description, do not click the check box. Generally, you don't need to click it.

▼ Content



The filename will appear here. You can click the filename to delete it.

**Step 5:** Easiest way to select the file is to find it in your "My Computer" list and drag it here.

▼ Appearance

Display    
Show size   
Show type   
Display resource description   
[+ Show more...](#)

**Step 6:** Choose "In pop-up" so file opens in a new window. This is the best choice to prevent students from accidentally closing their Moodle course when they close the file.

▼ Common module settings

Visible    
ID number

▼ Restrict access

Access restrictions   
[Add restriction...](#)

These are the other common choices for a File resource.

▼ Activity completion

Completion tracking    
Require view  Student must view this activity to complete it  
Expect completed on      Enable

[Save and return to course](#) [Save and display](#) [Cancel](#)

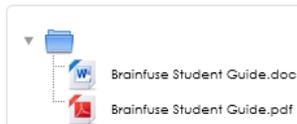
## Folder Resource

A **Folder** resource is similar to the File resource, except you can share one or several files with your students. Any information typed in the Description text box appears above the filenames after students click the item on the course's front page.

 Folder with multiple files to open

When students click a folder resource, they see something similar to the example below.

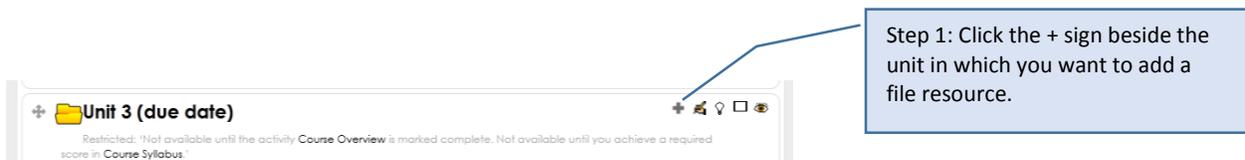
Click one of the files below (one is a pdf file; one is a MS Word file) to learn more information about the online tutoring program called Brain Fuse. It is available to all students, but can be especially helpful to online students who may not be able to obtain face to face tutoring on one of our campuses.



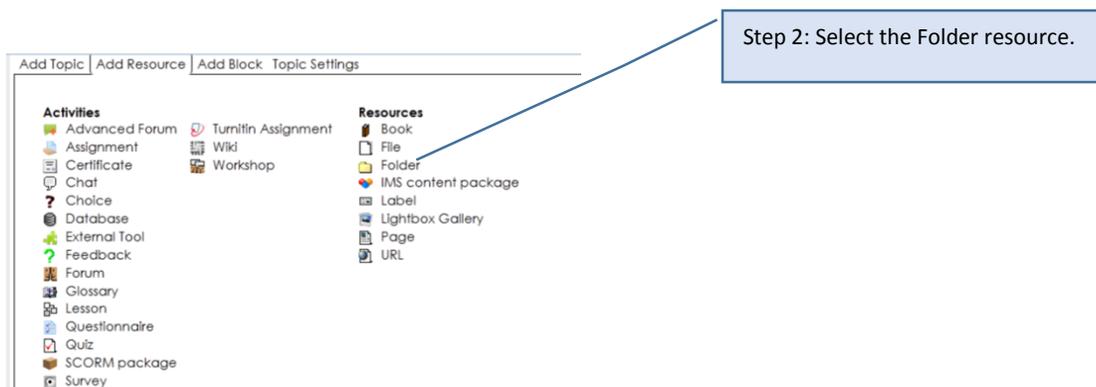
### When to use a Folder resource

- You have several files to share at the same time with students, such as a document with instructions and an example document for a project. It is best to have the files saved as PDF files unless students are required to have Microsoft Word, PowerPoint, etc.
- You want students to see your instructions with one or multiple files below the instructions that they can open, save, or print.

### Steps to add a Folder resource



Step 1: Click the + sign beside the unit in which you want to add a file resource.



Step 2: Select the Folder resource.

**Name\*** Folder with multiple files to open

**Description\***

Click one of the files below (one is a pdf file, one is a MS Word file) to open information about the online tutoring program called Brain Fuse. It is available to all students, but can be especially helpful to online students who not be able to obtain face to face tutoring on one of our campuses.

Path: p

Display description on course page

**Content**

Files

Maximum size for new files: 100MB

Brainfuse Student Guide.doc    Brainfuse Student Guide.pdf

Display folder contents  **On a separate page**  
 Show subfolders expanded  **Inline on a course page**

**Common module settings**

Visible

ID number

**Restrict access**

Access restrictions

**Activity completion**

Completion tracking

Require view  Student must view this activity to complete it

Expect completed on     Enable

**Step 4:** Type the title in the **Name** box.  
(This is what will appear on your course's front page.)

**Step 5:** Type a description in the Description area. This will appear to students when they click the item on the course's front page.

Easiest way to select the file is to find it in your "My Computer" list and drag it here. Repeat for multiple files.

Choose **On a separate page** if you want students to click the link on the course's front page to see the files to open. Choose **Inline on a course page** if you want the description and files to be seen right on the course's front page.

These are the other common choices made for a folder resource.

## Best Practices with Folder resources

- Give your files names that reflect their content.
- Make clear instructions in the Description window so students will understand exactly what they should do with the files.



## Page Resource

The Page resource allows you to input text that is off the course's front page. A Page resource is best used for content of one page or less that students should read but have no need to print.

### Page Resource Examples

- Unit/section overview and learning outcomes
- Summary about what was covered in a unit/section
- Add explanations or instructions with an embedded video on the page.

### How to add a Page Resource

**Step 1:** Click the + sign beside the unit in which you want to add a file resource.

**Step 2:** Select the Page resource.

**Step 3:** Add the title that will appear on your course's front page

Do not type anything in the Description window.

Name\* Comments about Chapter 1

Description

Font family Font size Paragraph

Path: p

Font family | Font size | Paragraph | [Rich Text Editor Icons]

Here is my content|

Path: p

Add content in the Page content window. Types of content to add:

- Text
- Image
- Text pasted from a Word document
- Hyperlink to an external resource or saved document
- Embedded video

### How to Videos:

- Insert an image into Moodle: [http://youtu.be/FjkQP2iY\\_jY](http://youtu.be/FjkQP2iY_jY)
- Embed a YouTube video into Moodle: - [http://youtu.be/JyPN\\_9Rx8wg](http://youtu.be/JyPN_9Rx8wg)
- Insert a link to a file or web page in Moodle: <http://youtu.be/k6qDNZu1C3c>

More instructions about adding different types of content are in the Course Content Users Guide.

▼ Appearance

Display page name

Display page description

▼ Common module settings

Visible

ID number

▼ Restrict access

Access restrictions None

[Add restriction...](#)

▼ Activity completion

Completion tracking

Require view  Student must view this activity to complete it

Expect completed on     Enable

[Save and return to course](#) [Save and display](#) [Cancel](#)

These are the other common choices for a Page resource.

### Best Practices with Page Resources

- Keep content short enough to avoid scrolling, if possible.
- Keep font style, size, color, and formatting consistent.
- Use tables to organize content that you want to display in columns.
- Use images only when they are relevant to the content and to add instructional value.

