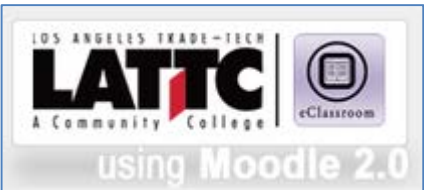



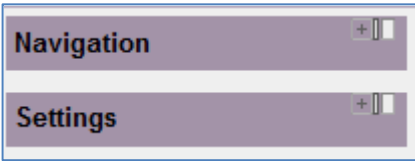
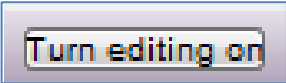
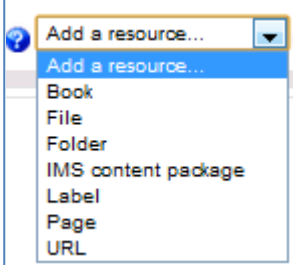




## LATTC Faculty Technology Training Tutorial

### Moodle 2 – Adding Syllabus and Other Resource Files

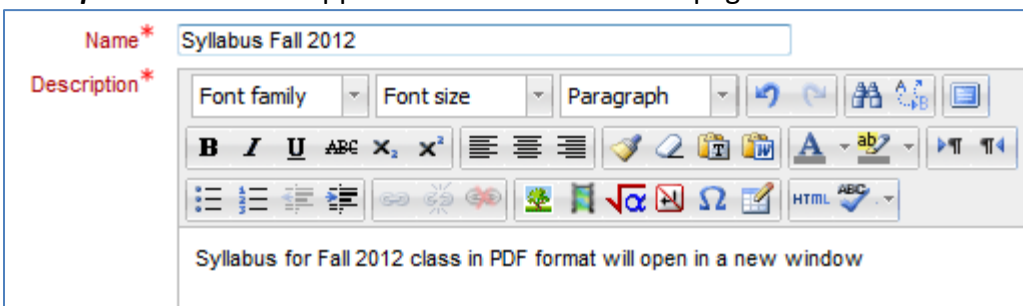
	<p>This tutorial begins with the instructor already logged into Moodle.  <a href="http://moodle.lattc.edu">http://moodle.lattc.edu</a> Faculty login = same as email login.</p>
	<p>The navigation menu is shown to the left with options to click on Site Pages, My Profile and My courses. When you click on My Courses, the courses to which you are enrolled as student, non-editing teacher or teacher will be displayed. Clicking on the links will display items lower in the structure and clicking on it a second time collapses the list.</p>
<p>a)  b) </p> <p>1. </p>	<p>The upper right corner of the navigation menu has a central bar that divides the hide/show option on the left and the command to dock the menu on the right. Notice the difference between image a) and b) to the left. Image a) has a minus sign and matches the Navigation menu image above it. That indicates the Navigation menu displays items.</p> <p>Clicking on the minus sign hides the list of items and the right corner turns to a + sign. See image c) for two collapsed menus.</p> <p>Each of the menus that appear on the left and right of the center primary Moodle window operate in the same fashion.</p>
<p><b>Step 1: Prepare Your Syllabus in Word</b></p>	<p>The Academic Affairs web site has a Comprehensive Syllabus Checklist. The web address for that checklist is at:  <a href="http://college.lattc.edu/academicaffairs/files/2009/04/LATTC-Comprehensive-Syllabus-Checklist.doc">http://college.lattc.edu/academicaffairs/files/2009/04/LATTC-Comprehensive-Syllabus-Checklist.doc</a></p>

<p><b>Step 2: Save as PDF</b></p>	<p>After preparing the syllabus in MS Word or equivalent word processing program and checking for accessibility issues, save the file in Adobe PDF format. This will students can open and read the file on most any computer, tablet, or even smart phone as long as they have the FREE Adobe PDF reader installed. Students can get the software for their computers at:  <a href="http://www.adobe.com/products/acrobat/readstep2.html?promoid=BUIGO">http://www.adobe.com/products/acrobat/readstep2.html?promoid=BUIGO</a></p>
<p><b>Step 3. Turn Editing On</b></p> 	<p>Locate the Turn Editing On button in the top right corner and click on it. This will reveal the instructor features that will permit you to add your file with a link for the students on the course home page.</p>
<p><b>Step 4 – Add the Resource File</b></p>	<p>Look for the Add a Resource option. Click on it and select FILE. If you were going to add multiple files to the same link on the homepage, you would select folder. The File option is one file per link on the course page.</p> 

### Fill out the form – General Information

**Name** = the exact words that will appear on the course home page and be the link to the file.

**Description** = what will appear in the Resource index page for the course.



Name\* Syllabus Fall 2012

Description\*

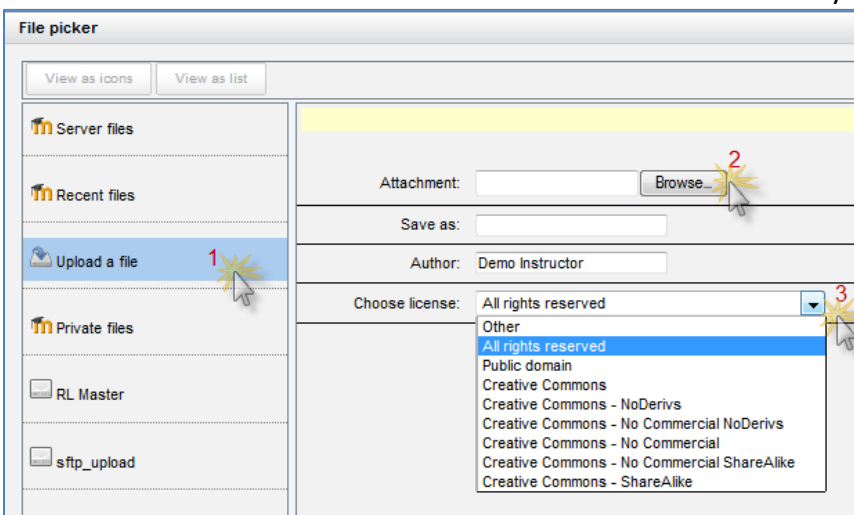
Font family Font size Paragraph

**B** *I* U ABC x<sub>2</sub> x<sup>3</sup> [List icons] [Link icon] [Image icon] [Table icon] [Text icon] [Color icon] [Background color icon] [Align left] [Align center] [Align right]

Syllabus for Fall 2012 class in PDF format will open in a new window

### Add the file – Contents Part of Form

1. Click on the **ADD** button to bring up the File Picker box.
2. Click **Upload a file**
3. Click the **Browse** button (may have another name depending upon browser)
4. Locate the file on your hard drive and select it (either double click on it or click it once and then click the OPEN button)
5. Select the license you want to use for this file. All rights reserved is the default and does not allow others on the server to access it outside your class.



File picker

View as icons View as list

Server files

Recent files

Upload a file 1

Private files

RL Master

sftp\_upload

Attachment: Browse... 2

Save as:

Author: Demo Instructor

Choose license: All rights reserved 3

Other

All rights reserved

Public domain

Creative Commons

Creative Commons - NoDerivs

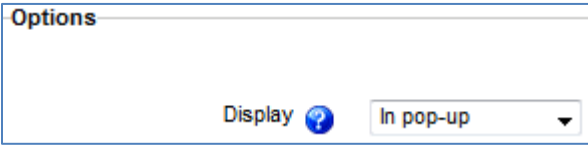
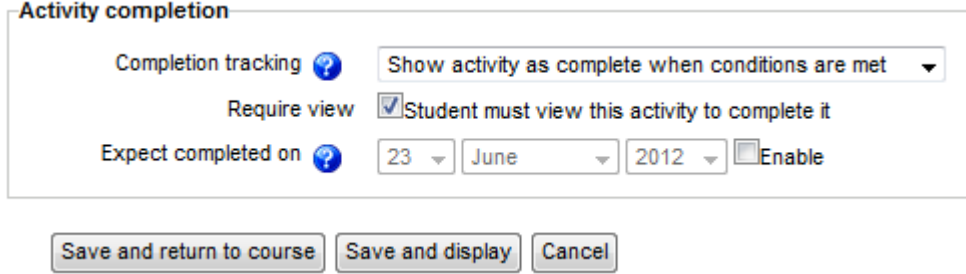
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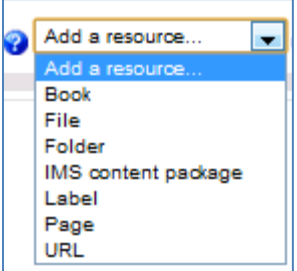
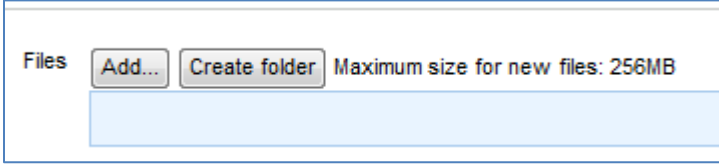
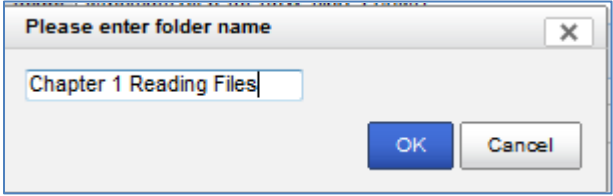
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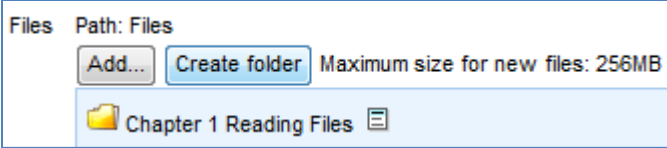
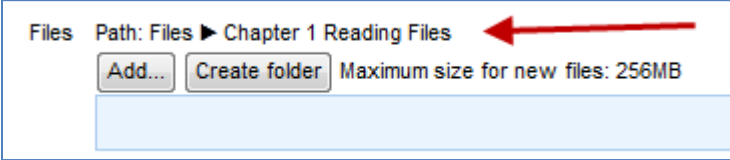
Creative Commons - No Commercial ShareAlike

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6. Click the **Upload this file** button.

<p><b>Display PDF file as pop-up</b></p>	
<p><b>No Access Restrictions</b></p>	<p>Syllabus resources should have no access restrictions. So this area can be skipped.</p>
<p><b>Completion Criteria</b></p>	<p>It is a good idea to set the course syllabus to be marked as complete AFTER the student clicks on it and opens it.</p>  <p>Be sure the COURSE SETTINGS tutorial has been followed to allow the course to use the Completion Tracking menu options. Set the completion tracking as shown in the image: a) Show activity as completed when conditions are met, and b) check the box next to Student must view this activity to complete it.</p> <p>Click the SAVE AND RETURN TO COURSE button. Then locate the link and click on it. Remember that you must enable pop-ups on your browser for this to open in a new window.</p> <p>Link to comprehensive directions to allow pop-ups: <a href="http://cccconfer.org/trainingCenter/popupBlockers.aspx">http://cccconfer.org/trainingCenter/popupBlockers.aspx</a></p>
<p><b>Option: Adding a Folder for several resource files with a single link on the course home page.</b></p>	<p>Instead of giving your students a single file, such as a syllabus, you may wish to provide them with multiple files and have only a single link on the course home page.</p>

	<p>Example: <b>Chapter 1 Resources to read</b> would be the link and when a student clicks on it, there are two or more resources to open and read/save.</p> <p>Look for the Add a Resource option. Click on it and select FOLDER.</p>	
	<p>Create the name of the folder by clicking on the button <b>Create folder</b>.</p>  <p>Type in the name of the folder and click OK button.</p> 	

	<p>Click on the name of the folder.</p>  <p>Then click on the Add button and add each resource one at a time.  <i>Note the folder name is now included in the Files Path</i></p>  <p>Add each resource to this folder in the same way you added the syllabus file above.</p>
<p><b>Option: uploading a zip file with multiple files</b></p>	<p>Once you have the folder created and you are INSIDE the folder before you add, you can upload a zipped file that contains more than one file.</p> <p>After you upload it, you click the small icon next to the file name and select the UNZIP option. The files will be unzipped and displayed as individual files in the folder. You can then remove the zipped file or leave it for your students to use.</p>
	<p>This concludes the tutorial on uploading a syllabus and resource files.</p>