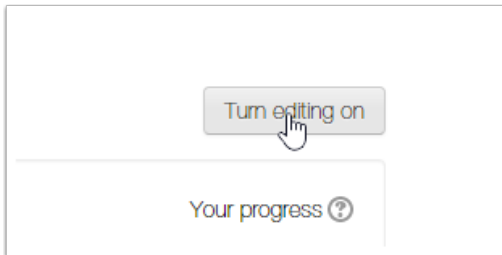


Moodle 'How To' Guide

Step One



Click the Turn editing on button found on the top right corner of the page.

Step Two

1. Browse to the week you want to add a file or URL (URL is a link or hyper-link to a website)
2. Click add a resource and select the appropriate type.



Step Three (File)

1. Name the File or URL that you want to upload.
2. If it is a File, Drag the file to the dropbox.

▼ General

Name*

Description

Display description on course page

▼ Content

Select files Maximum size for new files: 64MB

Drop files here to upload

Step Three (URL)

1. If it is a URL - paste or type the URL into the External URL box.

▼ Content

External URL*

Step Four

1. You can use the **Visible** drop-down box to **Show** or **Hide** from students
2. **Add restriction...** allows you to change when a student can see the item based on the following criteria.

The screenshot shows two sections of a settings form. The first section, 'Common module settings', contains a 'Visible' dropdown menu set to 'Show' and an 'ID number' text input field with a help icon. The second section, 'Restrict access', shows 'Access restrictions' set to 'None' and a blue 'Add restriction...' button with a mouse cursor hovering over it.

Restriction Criteria

- The most common criterion used is **Date**.

The 'Add restriction...' dialog box lists five criteria with their descriptions: 'Activity completion' (Require students to complete (or not complete) another activity.), 'Date' (Prevent access until (or from) a specified date and time.), 'Grade' (Require students to achieve a specified grade.), 'User profile' (Control access based on fields within the student's profile.), and 'Restriction set' (Add a set of nested restrictions to apply complex logic.). A 'Cancel' button is at the bottom.

Show Greyed out if Criterion is not met.

This means that if the student has not met the criterion they will not be able to access this material; however, they will be able to see the resource as being grayed out.

Access restrictions Student must match the following

Date from 7 August 2015 00 : 00

Displayed greyed-out if user does not meet this condition • Click to hide

Hide Completely if Criterion is not met.

In this case a student will not be able to see the resource as grayed out or otherwise until they have met the criterion established.

Access restrictions Student must match the following

Date from 7 August 2015 00 : 00

Hidden entirely if user does not meet this condition • Click to show

Step Five

- Click either Save and return to course or the Save and display button.

Save and return to course Save and display Cancel