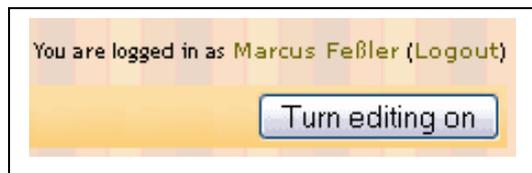


## How to add a new resource, like a file to a moodle course

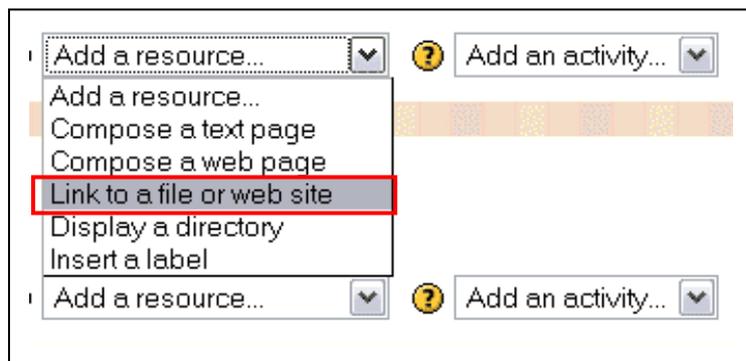


To add a new resource to an existing course, please login and enter the course.

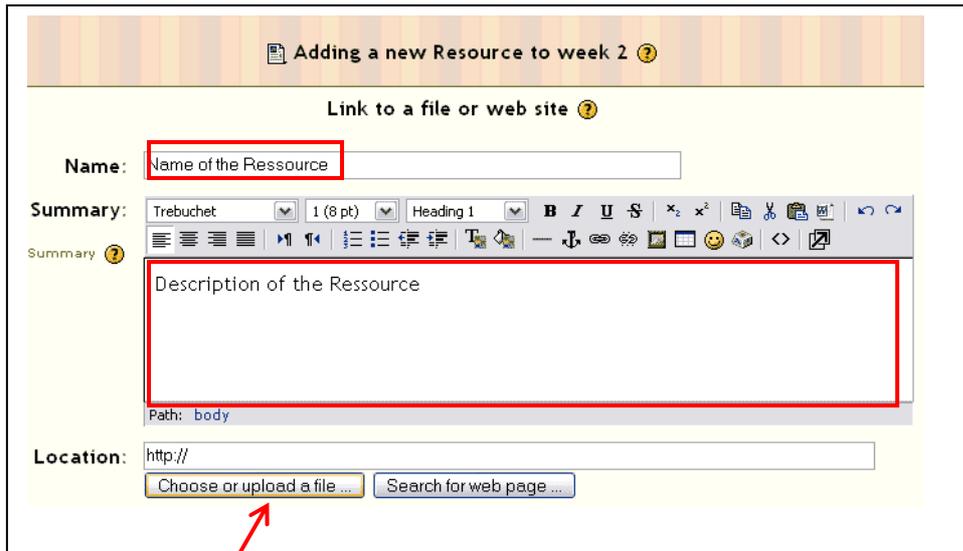
In the course you can find in the upper right corner a button "Turn editing on" please press.



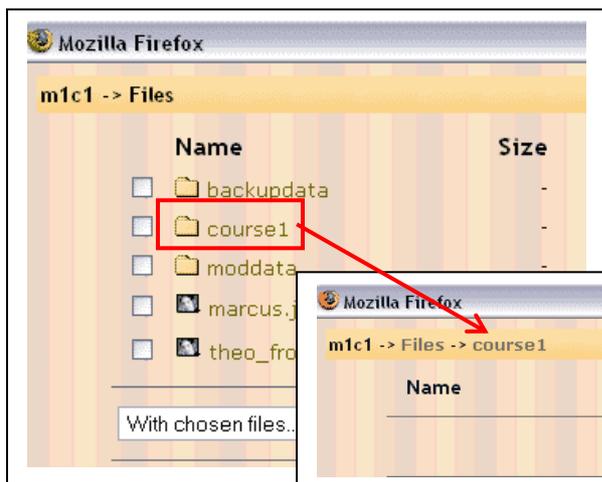
The course page is now in the edit mode, you can see this on the strange symbols beneath every entry.



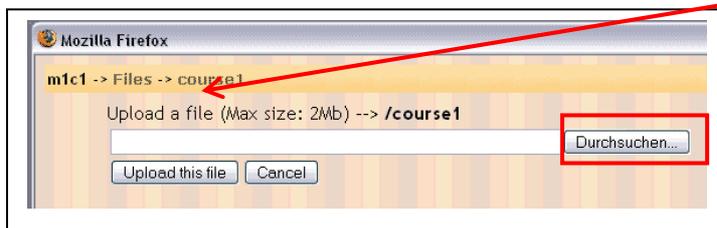
To add a new static resource, please choose the drop down menu (at a location of your choice) and click "Link to a file or website"



Please give your resource a short and clear name and a summary.  
 To upload the file, for example a Word Document, click on the "Choose or upload a file ..." button.



To ensure a file structure, please add the files of course 1 in the appropriate folder.  
 To add to course 1 click the folder and you get the content of the folder.

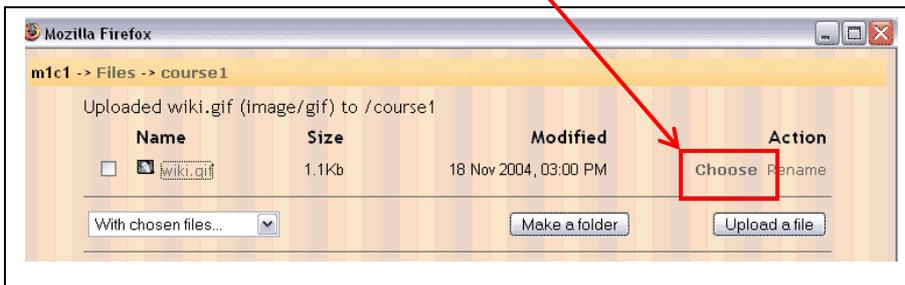


To add a new resource, please press "Upload a file"

Click "Durchsuchen" and choose the file on your local computer directory.

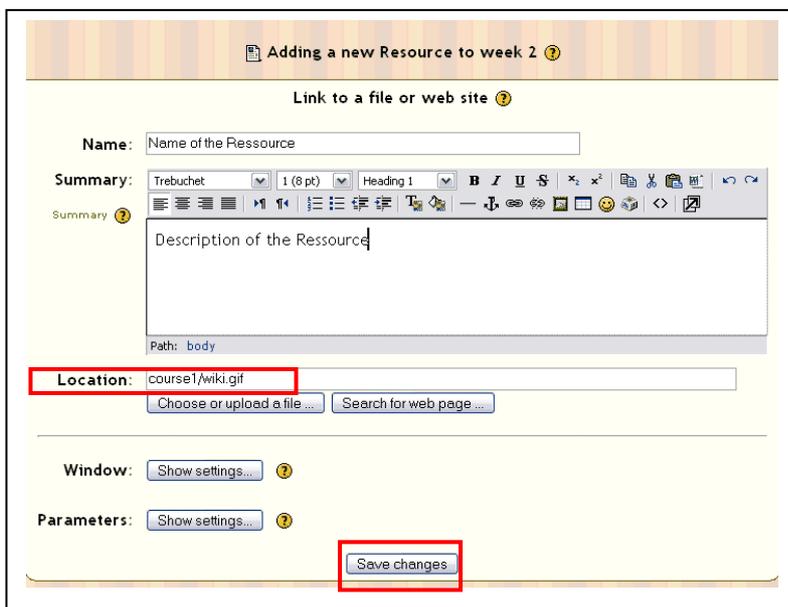
Now the file is added to the course1 folder.

To select the resource click "Choose"



The resource is now uploaded and connected with your resource entry.

The file is showed in the location field.



The screenshot shows a web form titled 'Adding a new Resource to week 2'. The form has several sections: 'Name' (text input), 'Summary' (rich text editor with a toolbar and a text area containing 'Description of the Ressource'), 'Location' (text input with 'course1/wiki.gif' and a red box around it, and buttons for 'Choose or upload a file...' and 'Search for web page...'), 'Window' (button 'Show settings...'), and 'Parameters' (button 'Show settings...'). A 'Save changes' button is highlighted with a red box at the bottom.

If you press "Save changes" the resource is available for every course member.