

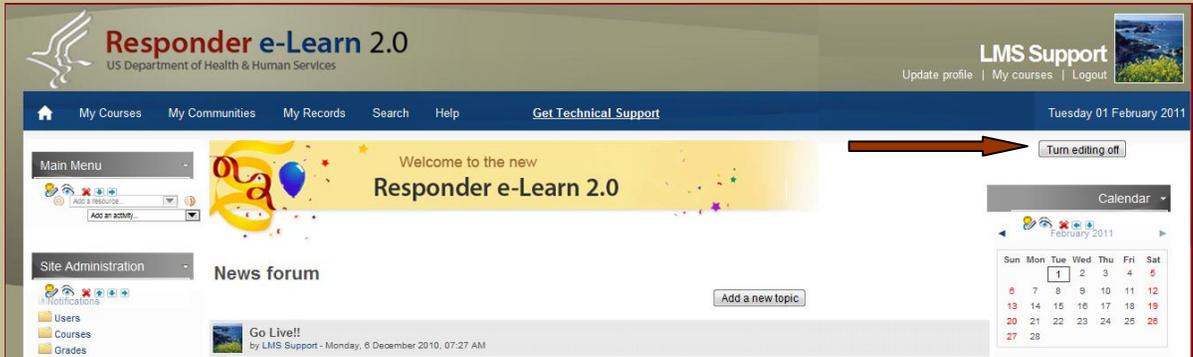


How to Move a Document or Content Up and Down a Page

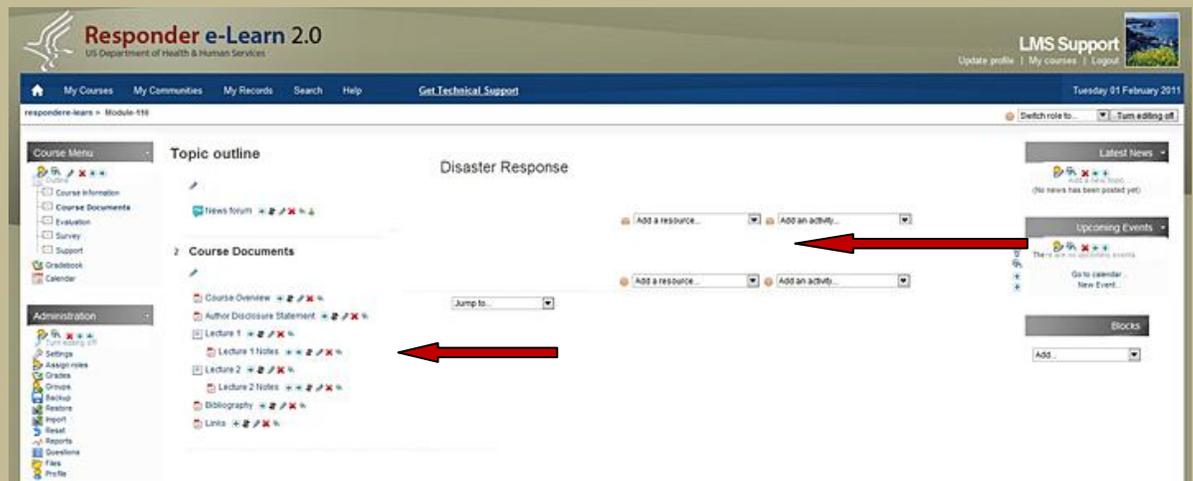
Step 1 Log into: <http://www.Respondere-Learn.com>

Step 2 Navigate to the course you would like to edit.

- Click on the button “Turn editing on” so it reads “Turn editing off.”
- This button is located in the upper right-hand corner under the login fields, on the blue menu bar.



- Once the editing button has been selected, the editing icons and “Add a resource...” drop down fields appear.



- Below are magnified images of the editing options discussed above:

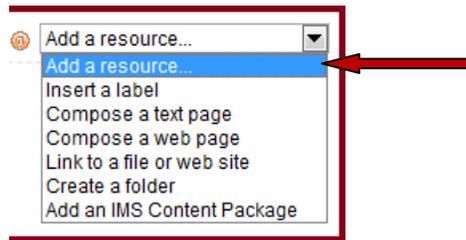


Editing Icons



## Step 4

- Click on the “Add a resource...” arrow to make your selection. In the down drop box you may select from the following options:



**NOTE:** If you need additional help click on the Help icon 

1. **Insert a label** – These are text and images that are embedded directly in the activity link in the course page.
2. **Compose a text page** – This is merely a page written in plain text.
3. **Compose a web page** - This resource allows you to link to any web page or other file on the World Wide Web (www.) or from your desktop computer. You can also develop your own web page.
4. **Link to a file or web site** – This allows you to link to files you have uploaded onto your desktop computer, or to a web site on the World Wide Web (www.)
5. **Create a folder** – This allows you to create a folder for storing course content.
6. **Add an IMS Content Package** - IMS content packages can be created and edited using content-authoring software. Content is usually displayed over several pages, with navigation between the pages. The content-authoring software produces a zip file, which can then be uploaded to your course.

The zip file is automatically unzipped in Moodle, and the contents of the package is displayed.

## Step 5

Now let's try uploading an existing PDF document.

- Select the “Add a resource...” drop down arrow in the location you'd like to upload your content – Choose “Link to a file or web site.”
- In the Name field, name your document appropriately, since this name will be seen by the user.

A screenshot of the Moodle 'Adding a new Resource' form. The form has a blue header with navigation links: 'My Courses', 'My Communities', 'My Records', 'Search', 'Help', and 'Get Technical Support'. Below the header, the breadcrumb trail reads 'respondere-learn > Module-110 > Resources > Editing Resource'. The main content area is titled 'Adding a new Resource to topic 2'. Under the 'General' tab, there is a 'Name\*' field with a red arrow pointing to it, and a 'Summary' field below it.

- Click on “Choose or upload a file....”

A screenshot of the 'Link to a file or web site' form. It features a 'Location' field with 'http://' entered, a 'Search for web page...' button, and a 'Choose or upload a file...' button. A red arrow points to the 'Choose or upload a file...' button.

Here you can upload an existing PDF document or link to a web site.

- Once you have clicked on “Choose or upload a file...” another window opens.

Upload a file (Max size: 128MB) --> /

- Click the **“Browse”** button to navigate to the file you’d like to upload, then click the **“Upload this file”** button, then browse and make your document selection.

	Name	Size	Modified	Action
<input type="checkbox"/>	res00024	6.8KB	26 November 2010, 05:17 PM	Rename
<input type="checkbox"/>	res00025	9.5KB	26 November 2010, 05:17 PM	Rename
<input type="checkbox"/>	BB_and_Moodle_Team_Mtg_Mins_Summary_091610.doc	55.5KB	1 February 2011, 12:59 PM	Choose Rename
<input type="checkbox"/>	Meeting_Minutes_091710.docx	15KB	1 February 2011, 12:04 PM	Choose Rename

With chosen files...

- After selecting the **“Upload this file”** button. You should see your document listed in the **“Files uploaded successfully”** window.
- Click on the box next to the document you’d like to upload, and select **“Choose”** under the Action column.

	Name	Size	Modified	Action
<input type="checkbox"/>	res00025	9.5KB	26 November 2010, 05:17 PM	Rename
<input type="checkbox"/>	BB_and_Moodle_Team_Mtg_Mins_Summary_091610.doc	55.5KB	1 February 2011, 12:59 PM	Choose Rename
<input checked="" type="checkbox"/>	Meeting_Minutes_091710.docx	15KB	1 February 2011, 12:04 PM	Choose Rename

With chosen files...

- This will upload your document.
- Make certain the **“New Window”** option is selected, so your document opens in a new window. This option allows you to maintain course navigation.

Window

Force download

Window

- Click on the **“Save and return to course”** button to verify your work.

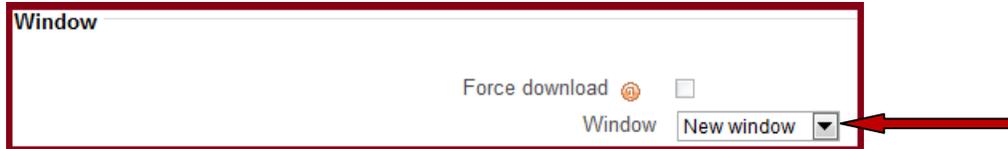
**Step 6**

- You may also connect to a web site, by selecting **“Search for a web page...”** button.

Link to a file or web site

Location

- Once you have located the web site, copy the URL or http:// site, and paste it into the “http://www....” location.
- Make certain the “New Window option is selected, so your web page opens in a new window.



**Step 9** Click on the “Save and return to course” button to verify your work.

**Step 10** Click on the “Turn editing off” button.