

Guidance for “teachers”

How to add a new resource in Moodle

5th. International Capacity Development Workshop: Nutrient reduction and recovery 13.–15.6.2018 Kalmar, Sweden.

Parallel Neighbourhoods session: “Using IWAMA Training Materials Package as a CD tool”, chaired by Lahti University of Applied Sciences, Finland

How to add a new resource in Moodle

Step 1

Pick one of the topics →

Choose one of the subtopics →

Step 2

The image shows two screenshots of the Moodle interface. The top screenshot shows the 'Training Material 4 WWTP' course page with a 'Manage courses' button and a 'Course categories' dropdown menu set to 'English'. Below the dropdown is a search box and a 'Go' button. The bottom screenshot shows the same course page with the 'Course categories' dropdown expanded to show a list of subtopics: 'Wastewater Treatment Plants; Management; Maintenance; Case-Studies', 'Energy Production; Energy Efficiency', 'Waste Water Sludge; Nutrient Recovery', 'Capacity Development Tools; Education', 'Treatment processes; Advanced technologies', 'Maintenance of operations; Operational- and structural changes', 'Case-Studies; Investments', 'Material for students', and 'Virtual learning tests'. Each subtopic has a brief description. An 'Add a new course' button is visible at the bottom of the subtopic list.

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Step 3

Click here first

and then...

...turn editing on

The screenshot shows a Moodle course page titled "Treatment processes; Advanced technologies". A blue arrow points to the gear icon in the top right corner. A dropdown menu is open, showing options: "Edit settings", "Turn editing on", "Course completion", "Filters", and "Gradebook setup". Another blue arrow points to the "Turn editing on" option.

Step 4

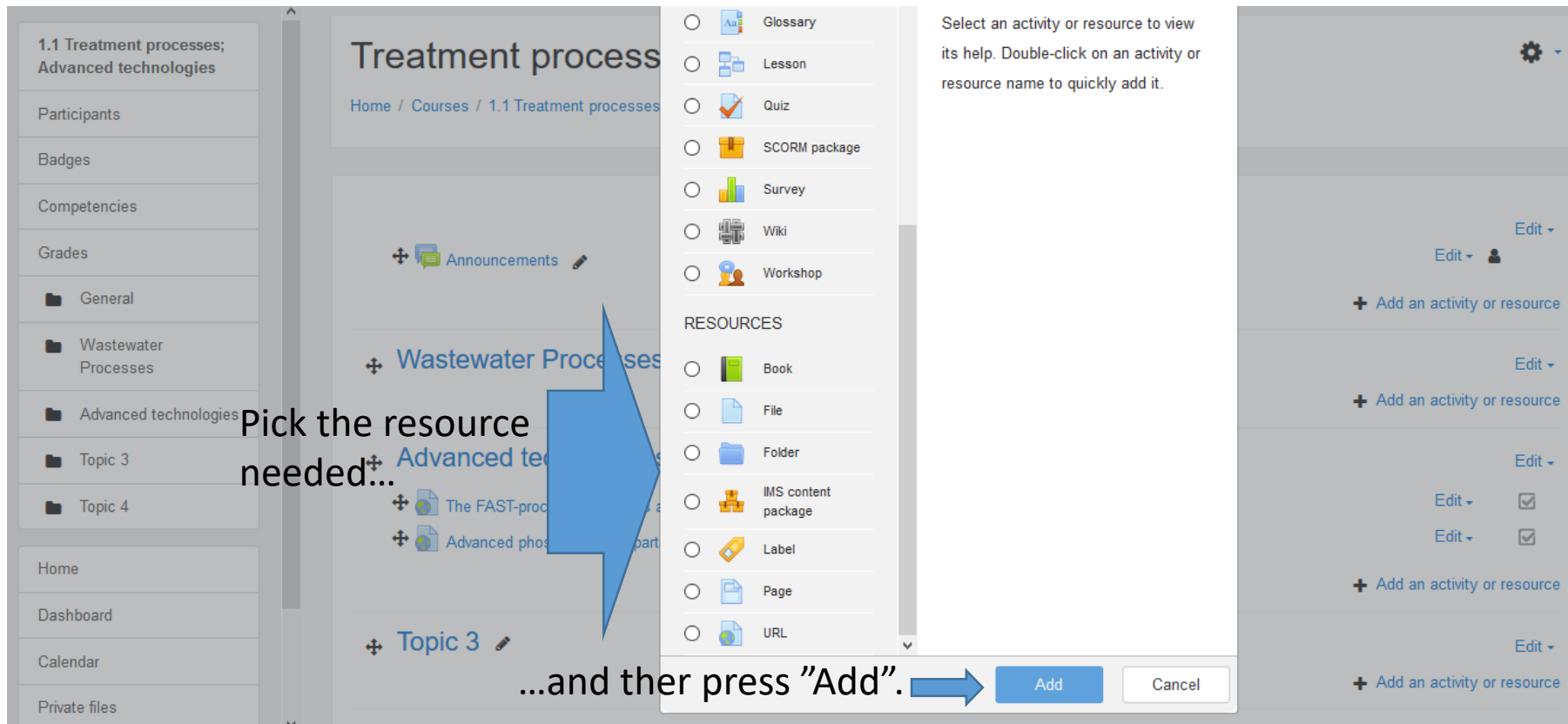
Add an activity or resource



- + Add an activity or resource
- + Add an activity or resource
- + Add an activity or resource
- + Add an activity or resource

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Step 5



The screenshot shows the Moodle interface for a course titled "1.1 Treatment processes; Advanced technologies". The main content area displays a list of activities and resources, including "Announcements", "Wastewater Processes", "Advanced technologies", "Topic 3", and "Topic 4". A blue arrow points from the text "Pick the resource needed..." to the "Wastewater Processes" activity. Another blue arrow points from the text "...and then press 'Add'." to the "Add" button in the dialog box.

Pick the resource needed...

...and then press "Add".

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

ACTIVITIES

- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

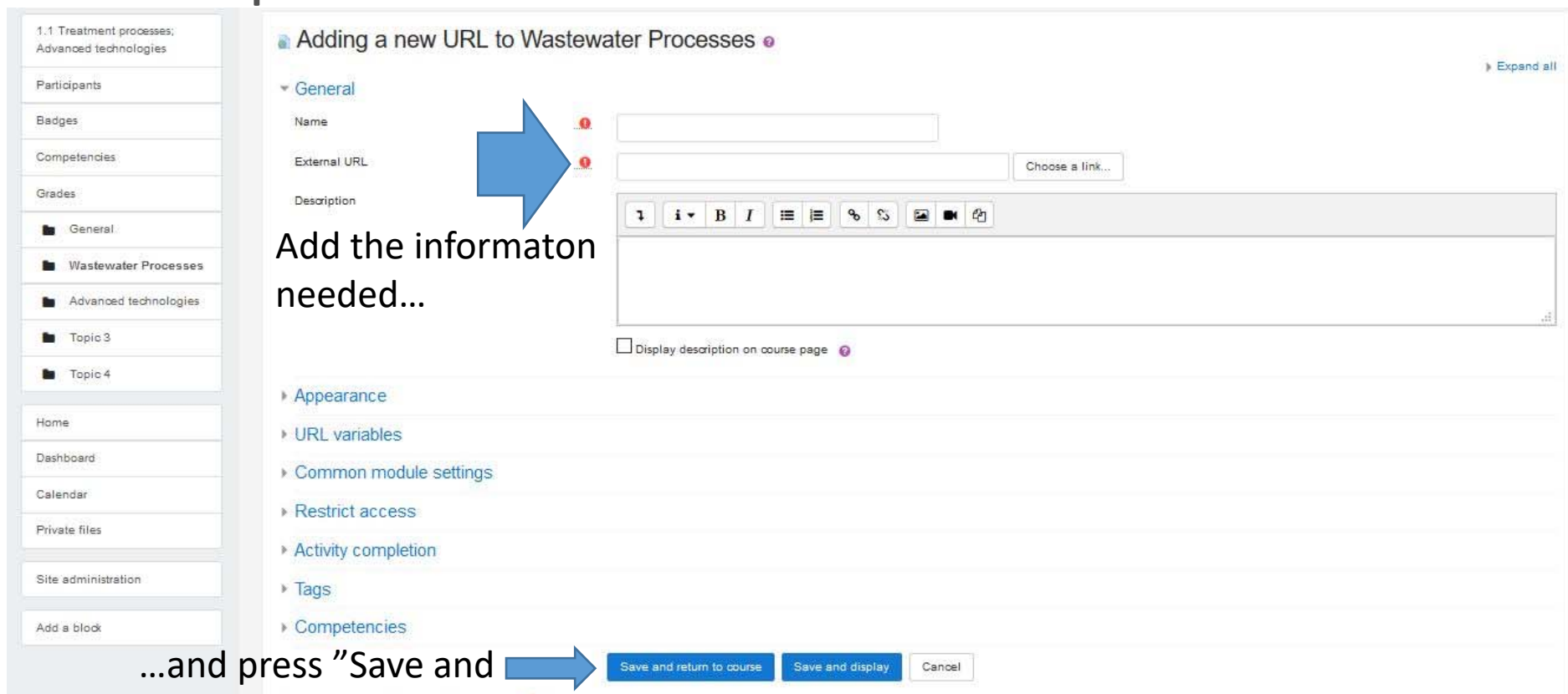
RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

Buttons: Add, Cancel

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Step 6



The screenshot shows the Moodle interface for adding a new URL resource. The page title is "Adding a new URL to Wastewater Processes". The left sidebar shows a navigation menu with "Wastewater Processes" selected. The main content area has a "General" section with fields for "Name", "External URL", and "Description". A blue arrow points to the "Name" field with the text "Add the information needed...". Below the "Description" field is a checkbox for "Display description on course page". At the bottom, there are three buttons: "Save and return to course", "Save and display", and "Cancel". A blue arrow points to the "Save and return to course" button with the text "...and press 'Save and return to course'".

1.1 Treatment processes;
Advanced technologies

Participants

Badges

Competencies

Grades

General

Wastewater Processes

Advanced technologies

Topic 3

Topic 4

Home

Dashboard

Calendar

Private files

Site administration

Add a block

Adding a new URL to Wastewater Processes

Expand all

General

Name

External URL

Description

Display description on course page

Appearance

URL variables

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course

Save and display

Cancel

Add the information needed...

...and press "Save and return to course"

https://docs.moodle.org/24/en/Moodle_manuals



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