

To **add a new course**, locate the course category and click on “Add a new course”

Course categories:

Courses	Edit	Select
<a href="#">Demo - Barrett</a>		<input type="checkbox"/>
<a href="#">Freshman Health (Mrs. Johnson)</a>		<input type="checkbox"/>

Search courses:

Next, fill in or change these categories:

**File name, Short name, Format, Group mode, Enrollment key**, and click Save changes.

Category

Full name\*

Short name\*

Course ID number

Summary

Format

Number of weeks/topics

Course start date

Hidden sections

### Availability

Availability

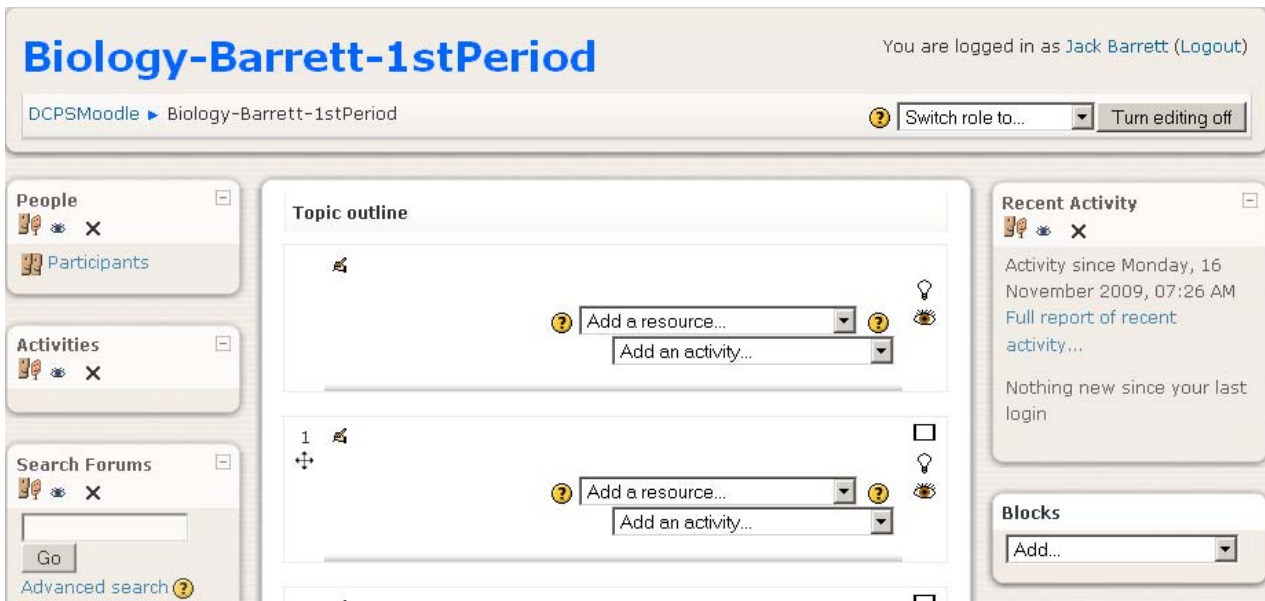
Enrolment key   Unmask

Guest access

There are requirec

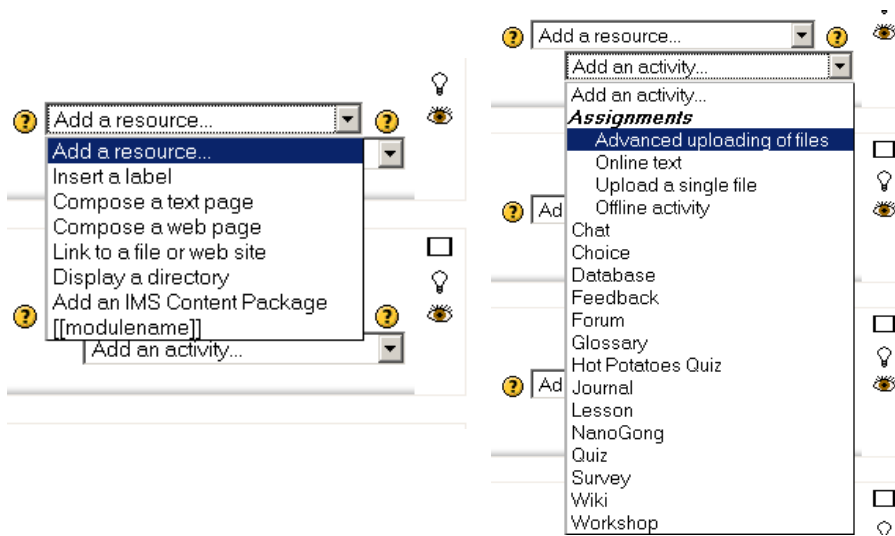
**Turn editing on** to create content for your course.

Adjust the “**Blocks**” by closing or moving them. You can open new blocks, just click on “Blocks.”




In the “Add a resource” tab, you may Insert a label, Compose a web page, or Link to a file or web page.

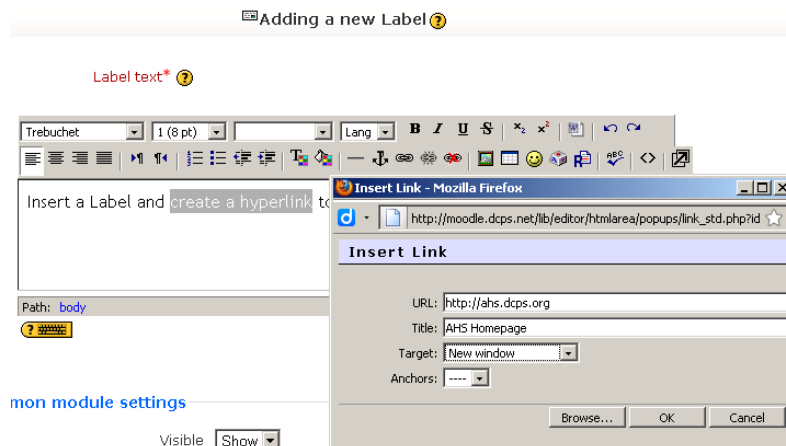
In the “Add an activity” tab, you may want to use, Upload a single file, Chat, Choice, Forum, Journal, Nanogong, or Quiz



## Insert a label

Type your message and adjust the size and look.

You may create a hyperlink by highlighting a word or phrase, click “Insert web link”  and paste a web address or upload a file and link to it.



**Link to a File:** After selecting Link to a file, click on “Choose or upload a file”

- [Link to a file or web site](#)

Location

click “Upload a file”

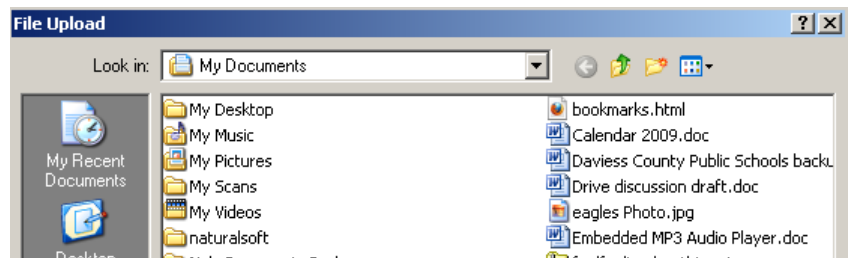
Biology-Barrett-1stPeriod » Files

Name	Size	Modified	Action
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Click Browse to find the file on your laptop.

Biology-Barrett-1stPeriod » Files

Upload a file (Max size: 20MB) --> /



Select the file and click “Open.”

Biology-Barrett-1stPeriod » Files

File uploaded successfully

Name	Size	Modified	Action
<input type="checkbox"/> 5_E_worksheet.doc	31KB	18 November 2009, 08:24 AM	<a href="#">Choose</a> <a href="#">Rename</a>

With chosen files...

Click “Choose”

Select “New Window”

**Window**

Force download

Window

Keep page navigation visible on the same page\*

Click Save and Return

There ar




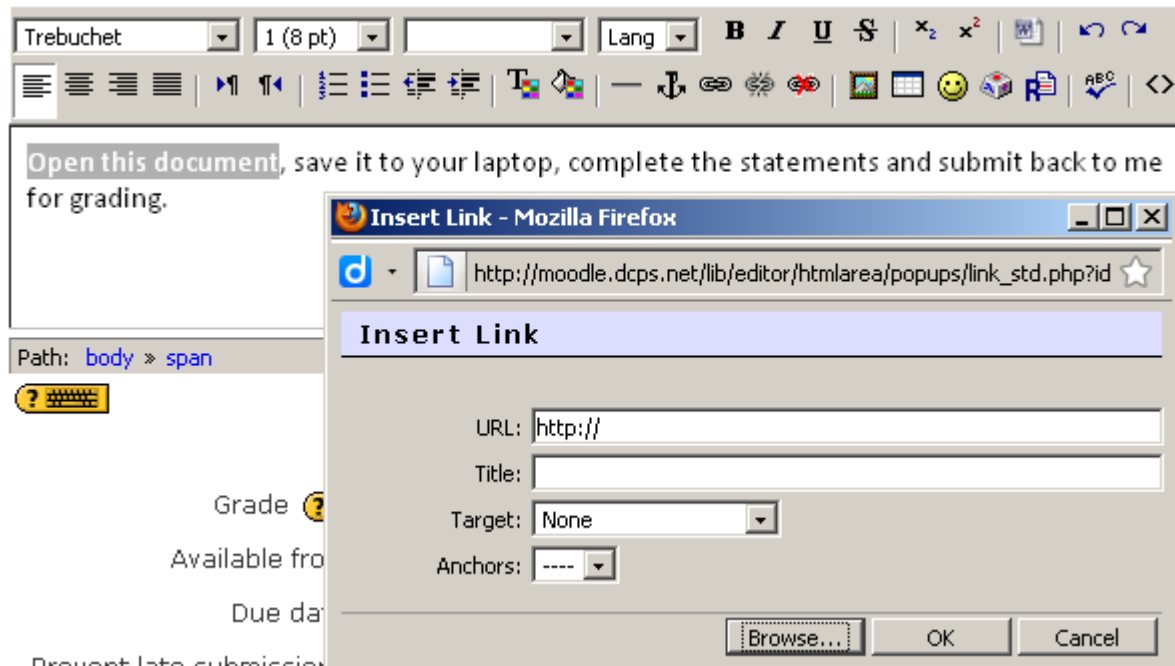
**Upload a Single File**, by selecting it from the “Activities” tab. Give the assignment a name.

**General**


Assignment name\*

Description\* 

Enter a description for the assignment, highlight all or part and click “Insert web link.”  Browse to find and click on the file.



Make needed changes and click “Save and return to course.”


Grade 


Available from       Disable

Due date       Disable

Prevent late submissions

**Upload a single file**

Allow resubmitting 

Email alerts to teachers 

Maximum size

**Common module settings**


Group mode 

Visible

ID number 

Grade category


## Journal




After selecting Journal from the Activities tab, enter a name and your journal question. (click the question mark  for help in writing your question)





































Adjust the grade and make the group settings. Click save.

### General

Journal name\*

Journal question\* 

Trebuchet | 1 (8 pt) | Lang | **B** | *I* | U | ~~S~~ | x<sub>2</sub> | x<sup>2</sup> |  |  | 

    |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |