How to Create a Moodle Course
■ Staff Quick Guide

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Step 1
Click **'Turn editing on'** (top right).

Step 2
Note: You will see a number of icons –hover your mouse pointer over an icon to see what a particular icon is for.
You will see '***Add an activity or resource.***'

Add an activity or resource ✕

○ 🕸 Wiki

○ 👥 Workshop

○ 📹 Zoom meeting

RESOURCES

○ 📗 Book

○ 📄 File

○ 📁 Folder

○ 🏷 Label

○ 📖 Leganto reading list

○ 📄 Page

● 🌐 URL

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).

There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL if required.

Note that URLs can also be added to any other resource or activity type through the

[**Add**] [Cancel]

Step 3
Select '**URL**' and then click '***Add***'.

🖼 Adding a new URL ❓

▶ Expand all

▼ **General**

Name ❗ [   ]

External URL ❗ [   ] [Choose a link...]

Description

☐ Display description on course page ❓

Step 4

You must give a name and a description for your link.
Type your link in the **"External URL"**.
It will be better to copy the link from the browse window to avoid any typo errors.

Appearance

Display ? In pop-up ⇅

Pop-up width (in pixels) 620

Pop-up height (in pixels) 450

▸ URL variables

▸ Common module settings

▸ Restrict access

▸ Tags

▸ Competencies

Save and return to course | Save and display | Cancel

Step 5

You can choose the way to display the URL. For example, embed in the content, or show in pop-up. After finishing editing, click '*Save and display*'.

Tip
If you use **Activity Completion** settings on your course, you can track whether students have clicked on the URL.

URL

Click https://www.ln.edu.hk/ link to open resource.

Step 6

The result is a link for students to link at. You can click on the link to check it. In this example, a new window will pop-up and display the webpage.