



Moodle makes it easy to create and maintain your website.

You can easily find help on any page clicking:

1. **Moode Docs for this page.** at the bottom of the page or the question mark. You can also get free help from the Moodle website <http://www.moodle.org/> or the SD73 helpdesk@sd73.bc.ca 250 377-4357

ALL edits:



1. Log into your Moodle site.
2. Click "Turn editing on" button.

Front page:



- A) Click the little "wrench" in the bottom left of the centre section. or
- B) Click "Add an activity or resource". Or
- C) Click "Add new topic" to news.

Calender:



1. Click the month "November 2016".
2. Click "New Event" button at the top.
3. Type of event: "Site" (for everyone).
4. Give it a short "Name:" 2 words or so.
5. Give it a long description.
6. Adjust Date, Duration and Repeats if necessary.
7. Click Save Changes.

Web URL link:



1. Click "Add a resource..." and choose: "URL".
2. Give it a short 1-2 word name.
3. Enter URL e.g. <http://www.google.ca/>
4. Give it a Description.
5. Appearance=>Display "Open" or "Automatic". Do not use popups.
6. Click "Save".

File link:



1. First export you document to PDF. (NOT Word Excel or Writer files.)
2. Click "Add a resource..." and choose: "File".
3. Give it a short 1-2 word name.
4. Give it a Description.
5. Either drag-n-drop a file (easy) or Click: Add...
 - a) On the "Upload a file"=>"Choose File"
 - b) Click: "Upload this file"
6. Appearance=>Display as "Automatic" Do not use popups.
7. Click "Save changes".

Page link: (e.g. Our staff etc.)



1. Click "Add a resource..." and "Page".
2. Give it a 1-2 word Name.
3. Give it a short Description.
4. Enter in the full text of your web-page in Page content box.
5. Click save changes.

News topic:

Add a new topic



1. Click "Add a new topic".
2. Give it a short 1-4 word subject and then fill in your news Message.
3. Click "Post to forum".

Newsletter files.



1. Export your newsletter to PDF format using
 - OpenOffice: "File"=>"Export..."
 - Word: "File"=>Print PDF. (96dpi for web)
 It is good to use underscores_instead_of_spaces in your filename. Date sorting use filename YYYY-MM-DD
2. Click "Newsletters" folder.
3. Click "Edit".
4. Either drag-n-drop a file (easy) or click Add.
 - a) Click "Upload a file"=>"Choose file"
 - b) Browse to select your PDF newsletter file.
 - c) Click "Upload this file" button.

To add an image:



1. TIP: You should first re-size your image – see below.
2. Click in any edit window about where you want the photo to appear.
3. Click "Insert Image" icon.
4. Click "Browse repositories..."
5. Click "Upload a file"
6. Click "Choose file"
7. Select your photo.
8. Click "Upload this file".
9. Fill in text description.
10. Click "Save image"
11. Click "Save Changes"

* To change the alignment/size of existing image:

1. Click on the image.
2. Click "Insert Image" icon.
3. Make changes
4. click "Save image"
5. "Save Changes"

* To re-size a picture for web:

1. Open the image in image editing software on your computer.
2. Use the editor tools to re-size the photo:
 - a) 150px wide for a thumbnail or side column image.
 - b) 400px wide for a centre column image.